

Minutes
Board meeting
BioEM Society

September 7, 2022
6 pm – 8 pm (CET)

In attendance:

Online:

Luc Martens (LM)
Azadeh Peyman (AP)
Florence Poulletier (FPoulletier)
Niels Kuster (NK)
Anke Huss (AH)
Rich Nuccitelli (RN)
Lucas Portelli (LP)
Frank Prato (FPrato)
Olga Zeni (OZ)

Absent:

Bennett Ibey (BI)
Wout Joseph (WJ)

Melanie De Coster (MD) present for making notes and reporting on website development.

1) Adoption of agenda

Agenda was adopted

2) Minutes of the eight and ninth meeting: approval

Both meeting minutes have been approved

3) Overview of the actions of Meetings #8 and #9

a) #8

- 1) Action: NK to share details of BioEM Pay-Pal account with Lawson: not needed as it will be integrated in the new website
 - (1) Paypal account is set up and can be used, whether it is the old or new website
- 2) Action: AP to change the status of all chartered members to full and send them an email to notify.
 - (1) Not yet, will do it when the new website is live, still outstanding

b) #9

- 1) Next two board meetings (MD will ask Charlotte Roberts from IT'IS to send zoom links)
- 2) AP together with TPC co-chairs will update the text for call for plenary etc proposals to reflect stronger emphasis on quality, invite speakers from outside our community, not much repetition, new and emerging science.

- 3) All board members to make suggestions for high-quality plenary speakers
 - (1) No extra suggestions since the 9th meeting
- 4) TPC to send out the call for proposals using the newly approved text on 15th of July ✓
- 5) The board will meet up with TPC in the board meeting of September 7 to make a pre-selection
- 6) AP ask Dolia for a quotation to update BioEM2020 conference website to BioEM2023 conference website ✓
- 7) NK to set up a special account in British Pound/Euro for BioEM2023 ✓
 - (1) Is done locally, see later
- 8) OZ to ask Nikolaos Petroulakis to prepare a full proposal by 30th of September for presentation to the board. ✓
 - (1) He replied that he prefers BioEM in 2025, but is still interested in 2024 if there are no other candidates
- 9) AP to provide templates for budget and proposals ✓
- 10) AP to contact Julian Modolo to confirm candidacy for TPC co-chair for BioEM 2024 ✓
- 11) Membership fee and payment module implementation for temporary website (MD): not needed
- 12) MD collect all quotations for website development and send it to the board members: presentation today ✓
- 13) MD to ask design quotations for the new website from IT'IS and other agencies. ✓
- 14) NK to investigate possibility of Server Hosting for the society's new website in Zurich ✓
- 15) NK to ask Swiss lawyer to make a proposal for a contract with the new editor-in-chief of Bioelectromagnetics journal by July 1st. ✓
- 16) RN to ask Theo Samaras for proposals of budget, associate editors, and editor committee ✓
 - (1) RN to prepare a message about the new editor-in-chief of Bioelectromagnetics journal ✓
 - (2) MD en LM: Message to be sent to members + website
- 17) OZ to create a document with procedures and templates for student grants ✓
 - (1) MD to ask Astrid Chamson-Reig to put the procedures and templates on the temporary website by September: not yet done, approval by board needed

4) Minutes of the General Assembly: approval

- a) Meeting notes were presented by AP
 - 1) Move to approve: RN
 - 2) Second: NK
- b) **Action:** AP to upload the meeting notes to BioEM website and send a message to the members that the meeting notes are available in BioEM website

5) BioEM2021 and BioEM2022: financial results

- a) BioEM2021

The financial report will be ready next week. There has been a \$20000 loan from BioEM for which \$12000 was received by imec (organiser and BioEM2021 in Ghent, Belgium) and \$8000 was paid for the costs associated with the cancelled organisation of BioEM2021 meeting in Hawaii.

The issue of recurring costs associated with development of conference website for annual meetings has been discussed, the web agency Dolia has been used for 2020-2023 and about \$15000 has been paid for development and maintenance of these platforms. Obviously, this is not an efficient practice and the move towards creation of a universal website that includes a module for annual meetings will address this recurring cost.

b) Request from LOC BioEM 2022 concerning spending part of profit

Excluding the 4.5 million JPY pre-payment from BoD, the profit of BioEM2022 will be about 6.0 million JPY. The BioEM2022 LOC has asked the society to keep 1 million JPY to be used to promote bioelectromagnetics activity locally and transfer the remaining 9.5 million JPY to the society.

- 1) Proposal by LM:

The LOC 2022 should transfer all the money to BioEM. The degree of profit and organization in a country should not give any right to support local activities with part of the profit. Every country should be able to request support for local initiatives related to bioelectromagnetism. Procedures in this regard must be defined. The allocation of budget to support local initiatives will be discussed in the board and this budget can be part of the total budget for 2023-2024, to be approved by the General Assembly.
- 2) Proposal by LP

Since the LOC 2022 has earned the profit, they should be automatically entitled to use a percentage of that for local activities to support bioelectromagnetics activities based on a submitted proposal that is approved by the board.
- 3) Vote
 - (1) Proposal LP
 - (a) In favour: FPrato, LP
 - (b) Against: NK, AH, AP, LM, RN, OZ, FPoullietier
 - (2) Proposal LM
 - (a) In favour: NK, LM, AP, AH, OZ, RN, FPoullietier
 - (b) Against: FPrato, LP

Proposal by LM has been approved.

6) BioEM 2023

a) Status of organisation

- 1) Local bank account application has been made
- 2) BioEM 2023 website is live and 50% deposit has been paid
- 3) The main venue is booked, and deposit is paid
- 4) It has been confirmed that the society is not allocating a 20000 Euro for student support per se, but in the worst-case scenario in which attendance drops to 200 and the LOC incurs losses of up to 20000 Euro, this will automatically be absorbed by the society.

b) Confirmation of registration fees

- 1) The proposed registration fees for BioEM 2023 were presented by AP
 - (1) Vote
 - (a) Move to approve: RN
 - (b) Second: OZ

c) Plenary speakers, workshops, and tutorials: status call

- 1) Two additional proposals were received after the last board meeting
- 2) The number of proposals is not sufficiently high yet, **Action:** FPoullietier to send an Email reminder to members.
- 3) **Action:** AP, FPoullietier and NK to approach the proposed speakers from previous board meeting to see if they are interested to present a talk during BioEM 2023.
- 4) **Action:** FPoullietier and Yasir Alfidhl (co-chair TPC) to present the received proposals during the next board meeting.
- 5) **Action:** FPoullietier and Yasir Alfidhl (co-chair TPC), deadline for Call for Ideas and Proposals for Plenary, Tutorials, and Workshop Sessions at BioEM 2023 to be extended from September 16th to September 30th

7) Status call for BioEM2024

Two potential proposals are in place:

- 1- Asilomar Conference Center in Monterey California by Rich Nuccitelli, Janie Page, Rob and Kavet (a deposit of \$14000 will be needed by end of September to secure the venue)
- 2- Heraklion - Crete, Greece by Nikolaos Petroulakis (preferable for 2025 but can accommodate 2024 too).

Action: AP to forward the two proposals to all board members

8) Education committee: final version procedure for student grants

Presentation was made by OZ on templates for student grants applications

- 1) Move to approve: FPoullietier
- 2) Second: LP and RN

Action: OZ to send the templates for publication on the website and a message to be sent out to all members (via MD)

b) Erice school

- 1) Awaiting for comments on draft of the memorandum of understanding between the BioEM Society and the School of Bioelectromagnetism “Alessandro Chiabrera” by the board members
- 2) **Action:** OZ will re-send the document to the board members, deadline next meeting

9) Finance

a) **Transfer of BEMS funds**

This is on-going as BI is working with Merrill Lynch on an official letter and closure of the accounts. BEMS will transfer \$550 000 to BioEM asap and will hold a (about \$30 000) balance of the reserves, based on the estimated remaining expense. Once the remaining cash position is clear, BEMS will execute another transfer, if applicable.

b) **Status of investments**

- 1) Money from BEMS not yet received, no investments possible yet:
- 2) It was agreed that investment still will be done according to the plan approved by the General Assembly (although delayed due to the delay in the transfer of the BEMS money), except if there are very bad signals from the financial markets (to be reported in next meeting).

10) New website platform: selection of agency and progress

a) Presentation (attached) was made by LM and MD on the short-listed platform developers, proposed winner: Battalion (a UK based web agency)

- 1) Move to approve: AP
- 2) Second: FPrato

b) Update on progress of the development will be given during each board meeting by MD

11) Update on EiC contract and Wiley contract

a) To be finalised by next board meeting (NK)

12) Review of decision list and actions list

- a) Action: AP to upload the meeting notes to BioEM website and send a message to the members that the meeting notes are available in BioEM website
- b) Action: AP, FPoullietier and NK to approach the proposed speakers from previous board meeting to see if they are interested to present a talk during BioEM 2023.
- c) Action: FPoullietier and YA to present the received proposals during the next board meeting.
- d) Action: FPoullietier and YA, deadline for Call for Ideas and Proposals for Plenary, Tutorials, and Workshop Sessions at BioEM 2023 to be extended from September 16th to September 30th
- e) Action: AP to forward the two proposals for BioEM 2024 to all board members
- f) Action: OZ to send the templates for publication on the website and a message to be sent to all members (via MD)
- g) Action: OZ to re-send the Erice school Memorandum of Understanding document to the board members, deadline next meeting
- h) Action: MD to update the board on progress of the website platform
- i) Action: NK to follow up the contracts with EiC and Wiley

13) AOB and Adjourn

Next board meeting: October 6, 6 pm CET