

Minutes
Board meeting
BioEM Society

November 9, 2022
6 pm – 8 pm (CET)

In attendance:

Online:

Luc Martens (LM)
Azadeh Peyman (AP)
Florence Poulletier (FPoulletier)
Niels Kuster (NK)
Anke Huss (AH)
Lucas Portelli (LP)
Olga Zeni (OZ)
Wout Joseph (WJ)
Rich Nuccitelli (RN)
Bennett Ibey (BI) – (present only for the first 15 min)

Excused for the meeting:

Frank Prato (FPrato)

Present during their part of the agenda:

Item 4: Yasir Alfadhli (YA, TPC co-chair)
Melanie De Coster (MD) present for making notes and reporting on website development.

1) Adoption of agenda

Agenda was adopted

2) Minutes of the 11th board meeting: approval

Meeting notes have been approved

3) Overview of the actions of Meetings #10

1. Action: RN follow up the contracts with EiC and Wiley
 - Not completed
2. Action: Fprato contacts his colleagues if Canada can be a candidate for BioEM2025
 - Fprato not present, other ideas also welcome
3. Action: TPC will compile a ranking for the speakers by the next board meeting
 - Presented Item 4 of today's meeting
4. Action: OZ to contact a candidate for BioEM2023 (tutorial): done
5. Action AP will contact the daughter of Arthur Pilla for BioEM2023
 - Astrid Pilla confirmed that the Arthur Pilla foundation wants to continue with the Arthur Pilla Young Scientist Award, and they are ready to have the award for BioEM2023. She also expressed flexibility for the board to change the criteria for the award if they see fit.

Currently it is for post-doc scientists within 5 years after they got their PhD. Astrid Pilla will join the conference in Oxford to present the award

- Conclusion for BioEM2023 Awards: Arthur Pilla award and Student awards
 - Extra award BioEM2024
 - Proposal for a prestigious young scientist award-
6. Action: Award committee to define criteria and after board approval to be presented at BioEM 2023 for GA to approve.
Action: Theo Samaras (EiC) plans a meeting and invites all board members to make a proposal regarding the special issue
- Action: Reminder to TS from RN

4) BioEM 2023

a) Plenary speakers, workshops, and tutorials: decisions

Presentation by YA

- Ranking Plenary, workshops and tutorials were presented to the board. Three plenary talks, six workshops and two tutorials have been approved by the board. Action: Invitations letters must be drafted to the selected Plenary/workshops/tutorials speakers
 - Compensation is rewarded to plenary speakers based on agreement made during the board meeting # 9 (24 June 2022)
 - All plenary and tutorial speakers should be approached and asked for an abstract and photograph to be included in the BioEM 2023 website ASAP.
 - Workshops abstracts must be submitted to the TPC for quality control before they are accepted and published on the website
- Action: AP provides template to the TPC to prepare a letter to the candidates + compensation rules
- Action: WJ forwards an example of letter 'call abstracts' to the TPC

b) Important date

05/12/2022 Call for Abstracts (to be made available earlier -- if possible)

02/01/2023 Submission system to be opened. (currently 15th)

30/01/2023 Deadline for Abstract submissions

30/01/2023 Invite reviewers

15/02/2023 Extended deadline for Abstract submissions

20/02/2023 Start of review process

20/03/2023 Review deadline

23/03/2022 Complete all reviews

27/03/2023 Decide on sessions (with the LOC)

31/03/2023 Abstract acceptance notifications

30/01/2023 Registration opens (LOC to confirm)

Early registration deadline (LOC to confirm)

5) Finance

Presentation by NK (attached)

a) Transfer of BEMS funds

b) Status of investments

Presentation approved:

- Move to approve: RN
- Second: OZ

6) Update on development of new website platform

Presentation by MD

- Action (AP and MD): announcement to all members to renew membership (launch website December 19)
- Action (MD): first version forwarded to the Board Members by December 12, to discuss during the Board Meeting on 14th of December
- Action (AP and MD): call to renew membership on homepage
- Action (MD): committees list to be made public in the website
- Action (MD): adding 'IT'IS's Fellowship' details to the website (under 'Get Involved')

7) Communication Committee

a) Erice school

- The memorandum of understanding made by OZ has been reviewed by LM and adjustments/suggestions were made
- Action: OZ will make changes and resend to Board members

b) Status of student grants

- Proposal of Sarah Loughran regarding the offer of additional funding from ARPANSA for students to apply to go to Australia within the BioEM STM program: approved
- Action (OZ and MD): Details of the grants to be offered by ARPANSA to be published on website
- Action (OZ and MD): New email to members call for submission student grants

8) Additional item added by RN: Bioelectromagnetics Journal

- Carl Blackman wants to give away his Bioelectromagnetics Journal collection from 1980 (volume 1) to 2012 (volume 33), plus 2016 (volume 37)
- Action: RN will check with Wiley if the first issue is digitized, otherwise: to do and publish on the website under the Journal section
- Action: RN and MD to send a call on website for members who would be interested on Carl's collection.

9) Review of decision list and actions list

- 1) LM to invite Theo Samaras to report about the status every board meeting until contracts are solved and meeting is planned
- 2) Item 3.1: RN follow up the contracts with EiC and Wiley + Journal committee to be planned
- 3) Item 3.5: Award committee to define criteria for Prestigious young scientist award BioEM2024 + to be presented at BioEM2023
- 4) Item 3.5: MD and AP: Arthur Pilla award to be published on new website and be included as an option (similar to student awards) during the abstract submission process.
- 5) Item 3.6: Theo Samaras plans a meeting and invites all board members to make a proposal regarding the special issue -> Reminder to TS from RN
- 6) Item 4.a: AP provides template to TPC to prepare a letter to the selected speakers /organisers + compensation rules
- 7) Item 4.a: WJ forwards an example of letter 'call abstracts' to the TPC
- 8) Item 6 for MD (with help from AP if needed):
 - a) Announcement to all members to renew membership (after launch website December 19) + Call to renew membership on homepage
 - b) First version of the new website forwarded to the Board Members by December 12, to discuss in the Board Meeting on. December 14
 - c) Committees to be made public on website

- d) Adding 'Fellowship' (under 'Get Involved')
- e) Email to board members to forward photo for website
- 9) Item 7 for OZ (and MD)
 - a) OZ will make changes to the memorandum of understanding for Erice School and resend to Board members
 - b) Proposal for student grants from ARPANSA to be published on website
 - c) New email to members: call for submission for student grants
- 10) Item 8 for RN (and MD):
 - a) Check with Wiley if the first issue of Bioelectromagnetics journal has been digitized, otherwise: to do
 - b) Call on website for members who would be interested on Carl Blackman's journal collection.

10) AOB and Adjourn

Next meeting: December 14, 18:00 – 20:00 CET