

Minutes
Board meeting
BioEM Society

December 14, 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)
Frank Prato (FPrato)
Bennett Ibey (BI)

Present during their part of the agenda:

Item 4: Theodoros Samaras (TS): Report of Editor-in-chief of Bioelectromagnetics journal.
Melanie De Coster (MD) present for making notes and reporting on website development.

1) Adoption of agenda

Agenda was adopted.

2) Minutes of the 12th board meeting: approval

Meeting notes have been approved.

3) Overview of the actions of Meeting #12

1. LM to invite Theo Samaras to report about the status in every board meeting until contracts are solved and meeting is planned .
2. Item 3.1: RN follows up the contracts with EiC and Wiley + Journal committee to be planned. Update about the meeting with Wiley: 
 - An annex to the current contract (with a term of 10 years starting at the year of 2016) has been promised by Wiley.
 - They need to have the bank details to make payments due to BioEM (to be provided by NK).
3. Item 3.5: Award committee to define criteria for an Prestigious young scientist award for BioEM2024 + to be presented at BioEM2023.
4. Item 3.5: MD and AP: Arthur Pilla award to be published on the new website and be included as an option (similar to the 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 the TPC to prepare a letter to the selected speakers /organizers + 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 on 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 the 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 the Erice School and resend it to the board members. ✓
Extra: OZ will forward the MoU to the Erice School
 - b. Proposal for student grants from ARPANSA to be published on the website. ✓
 - c. New email to members: call for submission for short term missions. ✓
10. Item 8 for RN (and MD):
 - a. Check with Wiley if the first issue of Bioelectromagnetics journal has been digitized, otherwise: to do ✓ RN confirmed that all issues are digitized.
 - b. Call on website for members who would be interested on Carl Blackman's journal collection.

4) Report of the Editor-in-chief

1. Presentation by TS (attached).
2. NK asks TS to make proposals for special and review issues. TS sends his proposals and presentation to LM tomorrow evening (December 15).
3. All board members are also invited to make proposals to be sent to TS and the other board members. The board will discuss the proposals and will make choices during the board meeting in January.
4. The board agrees to encourage submission of papers from European projects and other EU and international projects to the Bioelectromagnetics journal.
5. LM stimulates the research groups of the board members to submit research papers to the Bioelectromagnetics journal.

5) BioEM2023

1. The list of plenary speakers, workshops, and tutorials is now finalised. Invitations were sent out by the TPC, but the titles of talks were not included in the letters, causing some confusion. TPC has now responded and clarified everything.
2. The LOC is waiting for the list of speakers and their biographies for inclusion in the BioEM2023 website.
Concerning plenary talks, the TPC is still waiting for 1 person, concerning the workshops, a few speakers are due to send their biographies. The TPC will send reminders.
3. Sponsorship:
The LOC has not received any sponsorship yet.
RN agreed that Pulse Bioscience will sponsor BioEM2023 with US\$5000, however they need a US W8 tax form to be filled by the LOC. AP suggested that if LOC cannot provide this (because they are not a registered tax company), then the society can fill in the W8 form and the sponsorship money can go to society directly to offset towards the load LOC has taken out.

Some of the regular sponsors are waiting until 2023 to finalise their budget for the year before they commit to sponsoring.

4. Any other update:

LOC has found some issues with the venue's main proposed area for the poster sessions, discussions with Oxford Maths Institute is ongoing to secure two more rooms for poster sessions. All the due advances are paid.

Registration should be ready by January.

6) BioEM2024

1. Official announcement about BioEM2024 will be made in BioEM2023 and on BioEM.org (AP and MD). The date and location will be announced on BioEM.org, more information during BioEM2023 (presentation by the LOC of BioEM2024).
2. Nikolaos Petroulakis must be informed to prepare a presentation during the closing ceremony of BioEM2023 in Oxford (AP).
3. LM will organize a meeting of the meeting committee to update the guidelines and send them to Nikolaos Petroulakis.

7) BioEM2025

Call in January will go live on the website (MD and AZ).

8) Finance

1. Transfer of BEMS funds:
 - a. BI confirmed that the remaining funds can be transferred to BioEM account.
2. Status of investments: no update.

9) New website platform

Comments by the board members:

- a. Biographies of members should only be visible for members.
- b. Search possibility should only be activated for members.
- c. Contributed articles to be deleted.
- d. Members who opt for the subscription to the journal will be manually listed by the society and referred to Wiley for provision of access.

MD will make the changes on the website.

10) Contract with Lawson and services for 2023

1. Lawson's contract expires at the end of this year.
2. LM will send the list of proposed services to the board members to ask if something needs to be added and to ask for approval. For the first year the society will accept service providers based on an hourly rate and this approach has been approved by all. Invoices must be sent to AP and NK for approval.
3. List of expected external services in 2023 (provided by LM) to be sent to Lawson and MD for quotation.

11) Communication Committee

1. Status of student grant applications:
 - 1 application that meets the requirements.
 - 1 applicant whose PhD degree is obtained 5 years and 4 months ago: the board decided that there should be no exceptions and rules must be adhered to.

12) Business plans for 2023

Every board member should think about which items should be part of the business plans.
This will be discussed in the next board meeting.

13) Review of decision list and actions list

- a) Item 3.2: NK to send the BioEM bank details so that Wiley can make the payment.
- b) Item 3.9: OZ to forward the MoU to the Erice School.
- c) Item 3.10: Call on website for members who would be interested on Carl Blackman's journal collection.
- d) Item 4.2: TS sends proposals and presentation to LM tomorrow evening (December 15).
- e) Item 4.3: The board members also send their proposals to TS and the other board members. The board will consider all proposals and will make choices during the board meeting in January.
- f) Item 5.2: FP (TPC) will send reminders to the plenary speakers and to the organisers of workshops.
- g) Item 6.1: Make an official announcement about BioEM2024 in BioEM2023 and on BioEM.org (AP and MD).
- h) Item 6.2: AP will ask Nikolaos Petroulakis to present the BioEM2024 venue during the closing ceremony of BioEM2023 in Oxford.
- i) Item 6.3: LM will organize a meeting of the meeting committee to update the guidelines and send them to Nikolaos Petroulakis for BioEM2024.
- j) Item 7: MD and AP: Send a call for proposals for BioEM2025 in January on the website.
- k) Item 9: MD makes changes proposed by the board members to the website.
- l) Item 10.2: LM will send the document "expected external services in 2023" to board members to ask if something needs to be added and to ask for approval.
- m) Item 10.3: LM will send the list of expected external services in 2023 to Lawson and MD for quotation.
- n) Item 12: Every board member should think about which items should be part of the business plans.

14) AOB and Adjourn

Next meetings:

January 17, 18:00 – 20:00 CET

February 21, 18:00 – 20:00 CET