

Minutes
Board meeting 14
BioEM Society

January 17, 2022
6 pm – 8 pm (CET)

In attendance:

Online:

Luc Martens (LM)
Azadeh Peyman (AP)
Florence Poulletier (FPoulletier)
Niels Kuster (NK)
Lucas Portelli (LP)
Olga Zeni (OZ)
Wout Joseph (WJ)
Rich Nuccitelli (RN)
Frank Prato (FPrato)
Bennett Ibey (BI)

Absent:

Anke Huss (AH)

Present during their part of the agenda:

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

1) Adoption of agenda

Agenda was adopted

2) Minutes of the 13th board meeting: approval

Meeting notes have been approved

3) Overview of the actions of Meetings #13

1. Item 3.2: NK to send the BioEM bank details so that Wiley can make the payment. ✓
2. Item 3.9: OZ to forward the MoU to the Erice School. ✓
3. Item 3.10: Call on website for members who would be interested on Carl Blackman's journal collection: no longer needed, a new owner had already been found.
4. Item 4.2: TS sends proposals and presentation to LM tomorrow evening (December 15). ✓
5. 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.: postponed to next meeting
6. Item 5.2: FP (TPC) will send reminders to the plenary speakers and to the organisers of workshops. ✓
7. Item 6.1: Make an official announcement about BioEM2024 in BioEM2023 and on BioEM.org (AP and MD). ✓

8. Item 6.2: AP will ask Nikolaos Petroulakis to present the BioEM2024 venue during the closing ceremony of BioEM2023 in Oxford. ✓
9. Item 6.3: LM will organize a meeting of the meeting committee to update the guidelines and send them to Nikolaos Petroulakis for BioEM2024. (doodle was sent out)
10. Item 7: MD and AP: Send a call for proposals for BioEM2025 in January on the website. ✓
11. Item 9: MD makes changes proposed by the board members to the website. ✓
12. 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. ✓
13. Item 10.3: LM will send the list of expected external services in 2023 to Lawson and MD for quotation: after approval (new action)
14. Item 12: Every board member should think about which items should be part of the business plans.

4) Topics for special issues for Bioelectromagnetics journal

1. Postponed to February
2. Call for all board members to send proposals to TS
3. LM sends a reminder within a week
4. TS needs to provide the first 2 suggestions during the next board meeting

5) BioEM2023

1. Update
 - a. List of speakers is uploaded on website, still waiting for Alvaro Pascual-Leone as he has not responded to request for biography and title of his talk. (NK to contact Alvaro directly for a response)
 - b. Registration system opens by end of January (rates are already available)
 - c. Problems with payment gateway for BioEM 2023 registration payments, as the LOC this year consists of individuals without attachment to a management company to collect the fees.
 - i. No VAT number -> problems with creating online payment accounts such as paypal and stripe
 - ii. 2 solutions
 1. Register BioEM 2023 as a Ltd. Company in the UK- this solution protects the LOC chairs against any liability and will take care of tax and VAT implications
 2. Use of BioEM accounts
 - iii. Both options will be investigated in terms of cost and practical feasibility (traceability, access to money) by the LOC
 - d. Abstract submission system has been live since January 2nd
 - i. 11 submissions, 6 completed
 - e. The skeleton of the program is almost ready by the TPC
 - f. Poster session
 - i. 2 extra rooms were rented especially for the poster sessions to avoid overcrowded mezzanines
2. Timing for board meetings during BioEM2023
 - a. In the afternoon on Sunday 18/06 and Friday 23/06
 - b. Item of agenda for GA: To extend the current board’s membership till June 2024 instead of January (extension of about 6 months to allow future rotations to happen during annual meetings)

6) Finance

1. Update
 - a. BEMS

- i. Transfer of all funds has not yet been completed, there are still accounting and legal costs to be expected
 - b. Investments
 - i. Paperwork not ready yet
 - c. Questions from BioEM members to be able to pay their membership via bank transfer
 - i. MD: request bank transfer information from Jacqueline (IT'IS) and put it on website

7) Status new website and membership

1. Renewals – Not a lot of members have renewed their membership and paid their dues for 2023,
 - a. Send a reminder (MD and LM) to all members encouraging to pay their dues for 2023(next week)
 - i. MD to send the draft to AP for review
 - ii. Content
 1. Why should people become members?
 - a. Student grants
 2. How to renew membership reminder,
 3. Appreciate that they are a member
 4. Extra information
 - b. To post a similar message on registration page of the BioEM 2023 meeting (AP and MD)
 - c. The issue of a new logo development for each annual conference should be addressed, so that the logos are in line with the new website's color scheme
 - i. Currently flexible, some colors may not match the template of the new website
 - ii. Ask future LOC that their meeting logo should matches the current color scheme

8) List of external services

1. Lawson has been approached by NK and LM, they are not eager to participate in provision of services for the BioEM anymore
2. LM will now send the list of services to IT'IS (NK) and MD for consideration
3. Suggestions from the board for alternative providers should reach LM no later than Friday 20 January
4. Pricing for external services will be based on hourly rate

9) Education committee

1. OZ presented the list of submitted applications for student grants
 - a. No decisions have been made by the education committee yet
 - b. Quality control needs to be applied during the shortlisting by the education committee and the rankings should be presented to the board for approval
 - c. Criteria for ranking
 - i. Majority of the board favors ranking based on quality and merit, even if two applicants are from the same lab.
 - ii. Applicants from low-income countries should get extra point
 - iii. Final criteria to be determined by education committee for judgements and presented to the board at next meeting

10) Business plans for 2023

1. List provided by LM (attached)
2. The board must submit proposals for business plans by next board meeting

11) Review of decision list and actions list

1. Item 4.2: 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.: postponed to next meeting
2. Item 4.3: LM sends a reminder about proposals within a week
3. Item 5.1: NK must send a reminder to Alvaro Pascual-Leone to provide title of his talk and his biography
4. Item 6.1: MD: request bank transfer information from Jacqueline (IT'IS) and put it on website
5. Item 7.1: Membership renewals: Send reminder (MD and LM) to pay the fee (next week)
6. Item 7.1: Message on registration page about renewal membership (AP and MD)
5. Item 8.2: LM: Forward the list of external services to IT'IS (NK) and MD
7. Item 9.1: OZ: Quality control for student grant applications to be developed by the education committee and present the ranking to the board for final decision
8. Item 9.1: OZ: Criteria to be determined by education committee for shortlisting the student grant applications
9. Item 10.2: The board must submit proposals for business plans 2023 by next board meeting
10. Item 12.2: AP to email C.K. Chou to inform him about membership

12) AOB and Adjourn

1. Honorary membership C.K. Chou- Proposal to transfer honorary membership automatically from BEMS to the new society (BioEM)
OZ approved and LP seconded.
 1. AP will email C.K. Chou to inform him

Next meeting:

February 14, 18:00 – 20:00 CET