

Minutes
Board meeting 15
BioEM

February 14, 2023
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)
Anke Huss (AH)

Present during their part of the agenda:

Melanie De Coster (MD) present for making notes and reporting on website development.
Theodoros Samaras (TS) present during item 4: Topics for special issues for Bioelectromagnetics journal

1) Adoption of agenda

Agenda was adopted

2) Minutes of the 14th board meeting: approval

Meeting notes have been approved with the changes suggested by NK
Approve: AP, Second: RN

3) Overview of the actions of Meetings #14

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
(After discussing with accounting: "In case of wire transfer please write to accounting@bioem.org with subject "Request Wire Transfer"")
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)
7. Item 8.2: LM: Forward the list of external services to IT'IS (NK) and MD
8. 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

9. Item 9.1: OZ: Criteria to be determined by education committee for shortlisting the student grant applications: ongoing
10. Item 10.2: The board must submit proposals for business plans 2023 by next board meeting:
Discussed in item 10: Business plans for 2023
11. Item 12.2: AP to email C.K. Chou to inform him about membership ✓

4) Topics for special issues for Bioelectromagnetics journal

1. Presentation by TS in attachment
2. Proposal: OZ to become a review editor
 - i) OZ leaves the meeting during discussion
 - ii) Voting: unanimously approved
3. TS proposes to appoint a plant physiologist as a review editor to cover manuscripts on flora and fauna
 - i) Names and suggestions will be forwarded by TS to the board members so that an informed decision can be made at the next board meeting
 - ii) Some suggestions have already been made by board members and TS will look into those
4. Each special issue will have 1 topic with several papers (10-12 papers)
 - i) Neuroscience was the most suggested topic by the board members. The second topic was dosimetry. Meetings will be organized to discuss the special issue topics:
 - (1) Neurostimulation and/or neuromodulation: Journal committee (RN, FP, NK, LM) + TS
 - (2) Dosimetry: WJ, LM, NK, AP, and TS
 - ii) Suggestion FPrato: organize a workshop for BioEM 2024 about the neuro topic?
 - (1) About safety?
 - (2) To be discussed in the neuro meeting about the special issue

5) BioEM2023

1. 2 options to receive payments
 - a. Register BioEM 2023 as an Ltd. Company in the UK - this solution protects the LOC chairs against any liability and will take care of tax and VAT implications
 - b. Use of BioEM accounts
 - c. Decision
 - i. BioEM 2023 LTD is founded
 1. The bank account can be linked to it and is owned by BioEM 2023
 2. The invoice flow can be managed by BioEM 2023.
 3. Budget for accountant was sufficiently provided, and the LOC can use their address as an official BioEM 2023 address, and they also bear the responsibility for the audit
2. Abstract submission system has been live since January 2nd
 - a. 223 submissions + 6 incomplete (update February 17, 2023)
3. Registration page is live
4. Speakers' information is uploaded to the websites

6) Services to BioEM: Evaluation of proposals

1. 2 quotations were received
 - a. Virtual assistant services by MD
 - b. IT'IS by NK
2. MD, NK and LM do not need to leave the meeting, AP has already discussed this with the other board members
3. Taking into account the financial aspect and experience, the vote is unanimously in favor of MD
4. Question from a board member: IT'IS offers the hosting and accounting for free to BioEM, do we need to vote about this service?
 - a. Board unanimously decides to continue to rely on the services of IT'IS for hosting and accounting

7) Finance

1. No update, the books are not closed yet. This will take another 2 months, but we don't expect any surprises
2. The documents to be signed regarding the investments will arrive soon

8) Status website

1. Status members:
 - a. Full members: 53 renewals
 - b. Students: 8 renewals
2. Suggestion by FPrato
 - a. Add date to invoice
3. Members who have not been active since 2020 have not received an invitation to renew membership.
 - a. Solution: emailing these members and informing them of this, as well as giving them the opportunity to renew without going through the full application procedure

9) Education committee

1. Communication to the winners of the STM award "You will be contacted later to be informed about the procedure to receive the grant."
 - a. How does this procedure work?
 - i. NK and MD will clarify this with the winners

10) Business plans for 2023

1. NK, LM and AP will formulate a proposal for BioEM's business plans
2. This proposal will be forwarded to the board members
3. 1 board meeting will be dedicated to these business plans

11) Review of decision list and actions list

1. Item 4.3: Names and suggestions on a review editor specialized on plant physiology will be forwarded by TS to the board members so that an informed decision can be made at the next board meeting
2. Item 4.4: Organize meetings to discuss Journal's special issues:
 1. NK: Neuro stimulation and/or neuromodulation: Journal committee (RN, FP, NK, LM) + TS
 2. WJ: Dosimetry: WJ, LM, NK, AP and TS
3. Item 8.2: MD: Add date to automatic invoices membership BioEM
4. Item 8.3: MD: Mail to inactive members since 2020 and give them the option to renew without going through the full application procedure.
5. Item 9.1: MD and NK: clarify and coordinate the grant payment procedure with the winners
6. Item 10.1: NK, LM and AP: organize a meeting to formulate a proposal and forward it to the board members

12) AOB and Adjourn

Next meetings:

March 23, 18:00 – 20:00 CET

April 18, 18:00 – 20:00 CET

May 16, 18:00 – 20:00 CET