

Minutes

BOARD OF DIRECTORS MEETING #1

BioEM Society

21 and 22 February 2022

16:00-17:00 (GMT)

Microsoft Teams Meeting

In attendance:

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

Apologies:

Frank Prato (FPrato) was absent on 21st of February but attended the meeting of 22nd of February

1) Adoption of agenda (Luc Martens)

2) Welcome the Board (Luc Martens)

LM welcomed everyone to the meeting and congratulated everyone as board member.

3) Selection of the officers (Executive Secretary and Treasurer)

AP has been performing the executive secretary's duties until the board appoints the role.

LM presented the roles of President and President-elect and also presented his vision for the BioEM society.

LM also presented the role and responsibilities of executive secretary and treasurer. The board needs to appoint an executive secretary, volunteers for secretary-elect can send their request to President by end of the week.

NK has been suggested to be the treasurer by the president and this has been approved by all board members.

50,000.00 Euros will be transferred from EBEA account to the BioEM account. The funds from old BEMS account will also be transferred shortly (IB is chasing that up).

Action: LM to collect all the candidatures for Executive Secretary by end of

4) Selection of the committees

The following committees have been approved by the board

- a) **Membership** (Azadeh Peyman, Lucas Portelli, Olga Zeni, Rich Nuccitelli)
- b) **Awards** (Florence Poulletier, Anke Huss, Wout Joseph, Bennett Ibey)
- c) **Journal** (Rich Nuccitelli, Frank Prato, Niels Kuster, Luc Martens)
- d) **Communication** (Luc Martens, Azadeh Pegman, Olga Zeni, Lucas Portelli)
- e) **Finance** (Niels Ksuter, Bennett Ibey, Luc Martens, Azadeh Peyman)

**chairs for each committee are shown in bold*

Action: LM to liaise with Lawson to set up “committee email addresses”

Action: AP to compile a list of all committee’s members and send them to Luc for inclusion in the committees’ generic email addresses.

5) BioEM 2022 technical program adaptation (Bennett Ibey)

The proposed program was presented by the TPC co-chair.

The board approved the technical program, with the following comments made:

- *No Chiabrera, no D’Arsonval Arthur Pila awards for 2022, only student awards*
- *No student presentations for Friday*
- *The LOC is keen to have an online version of the poster sessions which will be in the evening (local time) to allow participation from various global time zones. The added value of these sessions have been discussed and will be questioned at the next LOC meeting.*
- *To shift some of the sessions to Friday to give more substance to Friday program.*

Action: TPC chairs WJ and IB to come back with a revised version of the technical program

6) BioEM Logo

Three logos have been submitted to the board. The board did not feel any of the logos are appropriate for the new society.

LM suggested we commissioned the design of the logo to a professional designer. NK agreed to ask IT’IS’s design team to create a logo for the society.

Action: NK to commission the design of the BioEM logo to IT’IS design team

7) BioEM website and membership platform

The proposed brand-new platform for BioEM will have four elements: website, membership, abstract submission, and online meetings. The communication committee should seek proposals from a few commercial web developers for comparison.

The Lawson will continue to provide abstract submission system for BioEM 2022, but this will cease for the next year and therefore plans should be in place in time for BioEM 2023's abstract submission system integrated into the central website. BioEM will need to sign a contract with Lawson. The proposed contract need to be reviewed asap.

It was also suggested that in the interim the communication committee adapts either existing BEMS or EBEA websites and include the relevant information for the new society.

Action: all to review the proposed Lawson contract

8) Management of new membership requests

The membership committee should put together a new criterion for membership for BioEM.

The board decided that all membership fees for 2022 are waived, that includes those of the new members. New membership applications can be made to the BioEM membership committee and if approved, they can be considered for reduced registration fee.

Action: AP to merge criteria for membership applications for BEMS and EBEA and send new criteria to committee members for approval.

Action: AP to prepare a statement about the membership status for 2022 for inclusion to the BioEM 2022 website and send it to LM for approval.

9) Editor in chief for Bioelectromagnetics Journal

A draft description for the new editor in chief has already been prepared, the journal committee will look at the draft and change/adapt it as required.

It is not clear if the editor in chief receives personal allowance or just compensation for administration duties. This needs to be established by the journal committee.

As soon as the above are clear, the call for nomination will be placed.

10) BioEM annual meetings awards

Due to lack of time to make decisions and call for awards, only student awards will be given during BioEM2022 and decisions about the other awards (including renaming them) will be made for the next year.

The awards committee will handle the student awards this year and prepare for next year's awards. Also decision needs to be made to keep the name of the awards or to change them.

11) Call for bids for BioEM2024

To coordinate all activities related to scientific meetings, a new Meeting Committee is proposed (**Luc Martens**, Azadeh Peyman, Niels Kuster, Secretary and TPC co-chairs for 2022 and 2023)

The chair of this committee will send out a call for bids for 2024.

12) Erice School (Luc)

Presentation on Erice school by LM was transferred to the next meeting because of lack of time.

LM proposed to have an Education Committee to coordinate Erice school and similar educational events (Olga Zeni, Frank Prato, Rich Nuccitelli, and Florence Poulletier)

13) Society's documents (Sharepoint site)

Action: LM will create a Sharepoint for all documents to be stored.

14) Travel support for board members

Discussions were made on whether board members should receive travel support for their travel to meetings.

NK pointed out that following EBEA's tradition, no board member should receive any travel support.

AP pointed out the item 7.8 from the BioEM by-laws which says: *By vote of the Board, expenses, if any, may be allowed for attendance at each regular or special meeting of the Board.*

LM suggested that this should be voted by the board and perhaps for the first time by the general assembly. The discussion will continue, no decision has been made.

15) AOB

According to AoA the sponsors of the annual meetings need to be approved by the BioEM board.

The by-laws have not yet been approved by the board.

Action: AP to send an email to LOC 2022 and ask them for the complete list of sponsors for board approvals.

Action: Everyone to read the by-laws and suggest amendments if needed before the next meeting.

Action: NK to find out if insurance has been secured for the new society and its board.

16) Summary of actions list

Financial committee: (Membership fee proposal, Selection of Auditor, Lawson contract)

Membership Committee: (Criteria of membership, Review of current membership requests)

Awards committee: (List of awards, Names/titles of awards)

Journal committee: (Chief-editor Job description finalisation, Compensation proposal, Review of candidatures)

Communication committee: (Logo design, Adaptation of BEMS or EBEA site, Description of requirements list for BioEM platform)

Meeting committee: (BioEM2024 bid email)

Education committee: (Erice school)

17) Adjourn