

Minutes

BOARD OF DIRECTORS MEETING #2

BioEM Society

March 1 2022

17:00-18:00 (CET)

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)

- 1) Adoption of agenda**
- 2) Minutes of the first meeting: approval**

Everyone in the board approved the minutes.

- 3) Overview of the actions of Meeting #1**

LM went through the list of actions and reminded the board members to complete the outstanding actions by the next meeting. The outstanding actions are:

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

LM send a call for bids for BioEM2024 (In week of 7-11 March)

- 4) Role of Executive Secretary**

No one has volunteered for the role of secretary, LM will contact individual members to encourage them to take up the role.

5) Bylaws: suggestions of amendments

According to the founding document (which is the first legal document for BioEM), the by-laws document is subject to approval by the first general assembly. The document can be changed but any amendment needs to be approved by the General Assembly.

Despite the fact that item 11 suggests the by-laws have been approved by founding assembly on Friday October 1st 2021, this document should be approved by the General Assembly.

Amendment to By-Law item 7.8:

LM suggested that it is good practice that as the board we do not subsidizing travel costs without approval of the General Assembly. By vote of the Board, expenses, if any, may be allowed for attendance at each regular or special meeting of the Board. Therefore, LM suggested that approval of general assembly should be added to item 7.8.

Proposed change to item 7.8:

By vote of the General assembly, expenses, if any, may be allowed for attendance at each regular or special meeting of the Board

All board members agreed with the above proposed change, however, the right wording for the bylaws need to be defined.

LM also pointed that for the first meeting this may pose a problem if the vote of the General Assembly is negative, in case some board members were counting on compensation for travel expenses

By-Law item 8.1

The Board shall submit a proposal for an independent auditing company to the General Assembly.

This means that the board may not let audit the financial books before the General Assembly meeting. This has been agreed at the meeting

Action: LM will propose amendment statement for item 7.8 for the next meeting.

6) Lawson contract

It was suggested that items 4 and 9 in the current draft contract are not needed and can be omitted.

Additionally, Lawson have increased their tariffs significantly compared to previous years, because they could not cover all the costs. NK suggested that doubling the tariffs is overrated and should be negotiated.

Also, concerns regarding personal information should be addressed with Lawson, the parties commit to complying with all applicable federal and provincial privacy legislation. Also, we need to find out if compliant with Swiss law are in place.

Action: LM and NK to negotiate the new pricing and clearance on “personal information” with Lawson

7) Design of logo and choice of EBEA or BEMS website to start from

The logo design has been assigned to ITIS team. Timeline: End of March

Action: LM will liaise with BEMS/EBEA website domain holders for setting up a temporary website.

8) Report of Membership committee (Azadeh)

AP reported on the proposed criteria for membership applications, it was decided that the criteria stays qualitative.

Action: AP to share the announcement statement for memberships and the updated list of members with BioEM 2022 LOC.

9) Report of first meeting of Journal committee (Rich)

One meeting has been organized by the Journal committee, and another meeting is scheduled on Monday 7th of March. The committee is gathering information on Wiley contract and how to transfer the contract to the new society.

10) Travel support for board members

See item 5.

11) Review of decision list and 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 (renaming) of awards

Journal committee:

Chief-editor Job description finalization
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

12) AOB and Adjourn

BI presented the amended program for BioEM 2022.

RN suggested that the title of all plenary/tutorial and workshop talks should become available in the BioEM 2022 website ASAP, so people can decide if they want to attend the meeting.

NK has looked into insurance options to cover the society against various liabilities and he will have the quotes for board's information and approval by the next meeting.

Next meeting 29th of March 2022 at 17:00 (CET)