

Minutes

BOARD OF DIRECTORS MEETING #3

BioEM Society

March 29 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)
Frank Prato (FPrato)
Niels Kuster (NK)
Olga Zeni (OZ)
Bennett Ibey (BI)
Lucas Portelli (LP)

1) Adoption of agenda

LM apologized for late sending of the agenda.

OZ added an item to agenda to discuss the education committee

FPrato added an item to agenda on possible statement on Ukraine war

2) Minutes of the Second meeting: approval

RN approved and WJ seconded. LM made a point that we will aim to prepare the meeting notes within two days.

3) Overview of the actions of Meeting #2

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

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

LM to propose amendment statement for item 7.8 for the next meeting: on the agenda

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

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

4) Lawson contract (Luc, Niels)

Negotiation by LM and NK with Jeffrey Carson from Lawson revealed that they no longer can provide their services on a rather “voluntary” basis and have to move to a more commercial basis, hence a significantly higher cost of the contract for this year.

NK proposed we approve the draft contract with Lawson, AP approved, and AH seconded. This contract is only for one year and will cover the followings:

- Support for the BioEM 2022 conference (Abstract review, Conference book, Student awards scoring system and Survey for the conference)
- To replace the web address of the conference review site from www.bioem.org to www.bioemconf.org
- To make a copy of the website of BEMS and make adjustments (logo, BioEM information, ...) and place it under the web address www.bioem.org
- To keep track of the membership and to send out messages to all members

5) BioEM logo and BioEM website (Niels, Luc)

BioEM.org will be the new society’s temporary website address. It is aimed that the first version of the temporary website is ready by end of April. This include general information about the society, membership applications, information about the board etc...

LM will call the first communication committee meeting ASAP to discuss the website contents and requirements for the new website and conference platform.

Logo design commissioned by NK is underway, to be prepared by mid-April for board’s review and finalized by end of April for inclusion in the website.

6) Update BioEM2022 conference (Wout, Bennett)

BI: all the abstracts acceptance messages will be sent out soon. The schedule has not changed since last approved. In total 8 Abstracts have been rejected (had scores below 6).

7) Report of Membership committee (Azadeh)

AP: there has been another three membership applications, one student and two full membership. The membership applications are still processed manually until the website is sorted.

LP: there are two things in the by-laws that might need to be changed regarding membership.

- Addition of a category of “retired associate” membership
- Each full member automatically has the right to vote, and they may not know everything about the community to be able to vote. Propose to wait one year before a new Full member can vote, or the requirement of attending at least one meeting before they are able to vote.

LM asked LP to write his first proposal in one sentence to be added to the by-laws, for consideration during the next board meeting.

NK and RN suggested that there is no risk with the new members being able to vote, the board did not feel that the second proposed change is justified.

8) Report of Journal committee (Rich)

Three meetings of journal committee have been taken place so far and one meeting with Wiley. There is still some ambiguity regarding legality and transfer of assets. To the best of board's knowledge there has not been an asset transfer agreement with BEMS. RN is proposing a new document for transfer of assets to BioEM.

Also, messages have been sent to all associate editors that the new society is looking for a new Editor in Chief.

NK: we are hoping to resolve these issues by beginning of June.

LM: it would be great if we have a new Editor in Chief announced during BioEM 2022

9) Travel support to Board members (Luc)

LM had proposed changes to be made to item 7.8 of the by-laws. This was based on good practice that as a board we are not subsidizing ourselves without approval of the General Assembly.

Item 7.8 currently reads:

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

Proposed change to or to an alternative by LM:

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

LM made a note that for the first meeting this proposed change poses a problem if the vote of the General Assembly is no when some members were counting on compensation for travel expenses.

Everyone in the board agrees with this principle but the right wording for the bylaws need to be defined. For instance, AP made a note that approval of GA may only be needed once (the first year) and for the consequence years the board can decide on its own. Also, not all board members may need travel support in any given year, so decisions can be made on an ad-hoc basis.

NK mentioned that the proposal to support board members will be presented to the GA via the budget for the next year.

Everyone is asked to make suggestions to improve the wording of the proposed change to item 7.8. NK will run the proposed change with the society's lawyer.

10) Report of Education Committee (Olga)

OZ: the Erice school has been discussed, despite the location which is not very accessible and the high cost of registration, the committee believes this school is very useful for the community. A new memorandum of understanding document needs to be drawn between Erice school and the new society.

The document should be discussed within the board and approved by GA.

LM: maybe we can extend the education initiative to include locations in the US and Asia.

11) Discussion on business plan for BioEM (Luc) (see attached presentation)

LM: with the total accumulated asset of about 700k Euros, we need to have discussions on what are the best ways of investing this money in the society. The background for our vision and business plan should be based on Article 2 of the AoA document.

LM presented a series of proposals including reducing the registration fee by covering some of the LOC costs (such as student awards, plenary and tutorial costs, student travel support), increase support for students, support attendance for Erice school, etc...

Discussions took place amongst board members; FPrato suggested that we should not spend the money without making proper investment as the society can easily run out of money in a short time if funds are not replaced. LM said that we should always keep a buffer of at least 200k Euro in case conferences make losses and unexpected scenarios (such as COVID). NK said the money should be invested back to the members via various mechanisms, and to improve scientific advances.

Discussions continued and proposals are encouraged to be sent out to LM/AP for discussion during next meeting.

12) 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 of awards

Journal committee:

- Chief-editor Job description finalization
- Compensation proposal
- Review of candidatures

Communication committee:

- Logo design
- Adaptation of BEMS or EBFA site
- Description of requirements list for BioEM platform

Meeting committee:
BioEM2024 bid email

Education committee:
Erice school

13) AOB and Adjourn

NK got a quote for the insurance presented to the board, FPrato approved the quote and LM/AP seconded.

FPrato read a statement from URSI on the Ukraine war and proposed if BioEM wants to make similar statement. The board had a brief discussion and decided that the society is a non-political organization, and we should avoid making political statements.

Next meeting

19 April 2022 at 17:00-18:00 (CET)