

Minutes

BOARD OF DIRECTORS MEETING #6

BioEM Society

May 18 2022

17:00-18:30 (CET)

In attendance:

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

Apologies:

Anke Huss

1) Adoption of agenda

2) Minutes of the Fifth meeting: approval

No comments on the minutes, FPrato approved the notes and NK seconded

3) Overview of the actions of Meeting #5

All actions from the last meeting are completed. Two further actions to be carried out to the next meeting:

Action: RN to ask Wiley, how much of the income is from subscribers and how much from libraries.

Action: AP to ask Astrid to send the GA agenda to all new members of the society (as after 13 May 2022).

4) Lawson contract (Luc, Niels)

Response was received from Jeff Carson on Monday 16th of May confirming the following:

Interim management of the BioEM temporary website fee is included in the current contract. This includes: content management of website, keeping track of the membership and sending out messages to all members.

The board agreed to sign the Lawson contract and move on.

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

NK proposed the latest version of the BioEM logo. RN moved to approve the logo and FPrato seconded the motion. The society now has an approved logo.

Action: NK to send a high quality copy of the logo to all board members.

The communication committee has already prepared the contents of the temporary website and will liaise with Lawson to make the site live ASAP.

NK moved to agree the content of the temporary BioEM website and FPrato seconded.

The communication committee also is preparing the requirement for the new BioEM website so this can be sent out to commercial web developers for quotes. The various stages of the process to develop the new website was also presented by LM (implementation phase, service phase, maintenance phase).

LM proposed that we need administration support for the website development and management.

NK moved the proposal that for implementation phase LM's assistant (Melanie De Coster) manages the administration duties and the board will review the admin requirements for the service and maintenance phases. The board agreed.

Action: The communication committee will prepare the requirements for the new webpage by the next board meeting for board's approval. This should then be sent out to commercial web developers for quotations by latest end of June.

6) Discussion on business plan for BioEM: proposals from the committees (Luc)

Various proposals have been made by meeting, journal, and education committee.

Sponsoring annual meetings: keeping registration fee at an acceptable level and subsidizing LOC costs by the society covering expenses such as: meeting website, travel support for plenary speakers, student awards, contribution of Lawson to the conference and student support. An example for BioEM 2023 was presented by AP.

Sponsoring Journal: Journal fee to be included in membership fee for all members, consideration for open access fee sponsoring for students and scientists from low income countries.

7) Budget BioEM2023

AP presented two scenarios of high and reduced rate registration fees where in the case of reduced rate the society will provide subsidy for some of the meeting costs so the registration fee can stay low. The board had a brief discussion about this proposal and decision was made to continue discussion at the next meeting.

Action: AP to liaise with NK and LM to prepare the 2023 budget for both scenarios to be presented to the GA by NK.

8) BioEM conference publication

a) Do we want to provide BioEM 2022 Abstract papers with DOI?

AP: In the past BEMS has arranged with Curran Associates to publish the Proceedings of the meetings. Does the board want to continue with this practice for BioEM?

FPrato: who owns/has access the proceedings of the BioEM meetings? Can we make them available free of charge to all so people from low-income countries?

AP: the registered attendants have access to the abstracts via username and password.

NK: We should keep the conference as a medium for exchange of ideas, not to publish papers. And if the board decides to make the abstracts available publicly we need to get permission from the authors.

LP: Can we send an email to all authors for 2022 and ask if they agree for their abstract to be publicly available? NK: this means we will need to have two abstract books. AP: Its best if we have a mechanism for authors to opt out of this when they submit their abstract (this is what was proposed for BioEM 2020). LM: Also it is too late for this year, we can make a mechanism for next year's meeting so authors can opt out at the time of submission.

Action: AP to ask the Curran Associates if we can assign a DOI without making the publications public?

b) Inclusion of BioEM in the yearbook of International Organizations

If there is not much admin time is needed for this, the board is happy for BioEM to be included in the yearbook.

Action: AP to research if the publicity as a result of inclusion in yearbook of International Organisation is good for the society.

9) Report from the committees

a) Journal committee (Rich)

RN: all interviews for the new editor in chief have been carried out and the Journal committee will meet up soon to make a decision recommending one of the candidates as the next editor in chief for the board to approve.

RN: we can offer the new editor in chief to use the current associate editors and not rush in changing the associate members. The board agreed to leave this decision and the pace of change to the newly elected editor in chief.

b) Communication committee (Luc)

See item 5.

10) Review of decision list and actions list

Action: RN to ask Wiley, how much of the income is from subscribers and how much from libraries.

Action: AP to ask Astrid to send the GA agenda to all new members of the society (as after 13 May 2022).

Action: NK to send a high quality copy of the logo to all board members.

Action: The communication committee to prepare the requirements for the new webpage by the next board meeting for board's approval. This should then be sent out to commercial web developers for quotations by latest end of June.

Action: AP to liaise with NK and LM to prepare the 2023 budget for both scenarios to be presented to the GA by NK.

Action: AP to research if the publicity as a result of inclusion in yearbook of International Organisation is good for the society.

11) AOB and Adjourn

Next board meeting on May 31 17:00 CEST