

Minutes

BOARD OF DIRECTORS MEETING #4

BioEM Society

April 19 2022

17:00-19:00 (CET)

In attendance:

Luc Martens (LM)
Azadeh Peyman (AP)
Wout Joseph (WJ)
Rich Nuccitelli (RN)- attended from 18:10
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

Agenda has been approved by all, no additional item to be added.

2) Minutes of the 3rd meeting: approval

NK approved the minutes from meeting #3 and WJ seconded.

3) Overview of the actions of Meeting #3

- LP's proposed changes to Article 4.2.b of the BioEM AoA :

*“Emeritus Members: Any person who has been a Full Member for at least one calendar year, but has become emeritus or retired at his/her own institution. Emeritus Members have all the rights and privileges of a Full Member, except that he/she cannot vote in the General Assembly or hold office. **Associate Members cannot obtain the Emeritus category.**”*

WJ approved the above change and FPrato seconded.

The board decided to upgrade the member status of Richard Ohlendorf being a BEMS “Retired Associate Member” to Emeritus Member of BioEM. He is the only member that had the status of Retired Associate Member at BEMS.

Action: AP to inform Richard Ohlendorf about the upgrade of his membership status.

- LM's proposed changes to article 7.8 of the BioEM By-Laws:

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

Change to:

The expenses, if any, for attendance at each regular or special meeting of the Board by the Board members will be included as a separate item of the yearly budget.

This change will be included in the list of changes proposed by the Board and to be voted by the General Assembly during the first Annual meeting.

4) Lawson contract (Luc, Niels)

- Lawson has already migrated the Bioem.org info to that of bioemconf.org and this caused some 80 hrs additional work for Lawson.
- Still awaiting input from Lawson on suggested fees for interim management of the temporary website, including transferring the information from BEMS.org to Bioem.org with updated information about the new society and the new board, membership applications and sending out all members messages.
- The contract with Lawson for 2022 still not signed.

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

- As soon as Lawson can start the moving of the contents of BEMS.org to BioEM.org we will have a live website. LM via communication committee will start to prepare the updated information for the new website (i.e. the new society's info, the legal documents, the info on the board members, etc...)
- NK presented two logo designs and discussions have been made amongst board members. One logo design was preferred by a majority of the board members. However, some changes were proposed by the members. Board members thanked NK for commissioning the design of the logo to ITIS's designers.

Action: LM will start to prepare a document with content changes to Bems.org website.

Action: LM to write a write a thank you note to those members who have made logo designs but their designs have not been approved

Action: NK will relay the proposed changes made by the members to the designer for the final choice.

6) Update BioEM2022 conference (Wout, Bennett)

- WJ: all the abstract acceptance emails have been sent out. Allocation of presentation slots are being made and communicated with the authors. The program is now almost finalized.
- The title and name of the plenary speakers are still missing from the BioEM2022 website, waiting for biography of the speakers. The LOC however has the main information about plenary talks and can upload them to their website.
- Visa procedure email has been sent out to all members of BioEM.

Action: TPC to ask the LOC to upload information on the plenary talks to the BioEM2022 website.

7) Report from the committees

a) Membership committee (Azadeh)

Only one further membership application has been made since the last meeting. Information of all new members have been provided to LOC to be considered for reduced registration fee for BioEM 2022.

b) Journal committee (Rich)

- RN presented the profit sharing figures from the Bioelectromagnetics journal. Profit is currently shared in a 50/50 rate based between Wiley and the society. FPrato asked if the costs for the editor in chief is deducted from the society's share of profit? RN replied that the costs for editor and their assistant are billed separately to the society.
- RN also mentioned that 4 people have come forward to become editor in chief for the journal:

Theo Samaras
Carlos Martino
Marta Cavagnaro
Olga Zeni

RN suggested that one of the above can become the editor in chief, and another two to be associated editors for various subjects. There will be a formal process of interviewing and short listing of the candidates by the Journal committee. All board members will sit in the interview panel.

Action: RN to organise a Journal Committee meeting to start the selection process.

c) Education committee (Olga)

Nothing to report

8) Discussion on business plan for BioEM (Luc)

- LM presented a summary of the ideas discussed in the previous meeting.

- LP presented a few slides on concerns about financial aspects of the society including that of : inflation, investment on the nest egg, provision of online platform for third world countries to attend annual meetings (a copy of LP's slides has been sent out to all board members following the meeting)
- NK: we can include the journal subscription free of charge for all the members.
- FPrato: can we have a committee dedicated to strategy? LM and NK: it is important that all board members are involved with the decisions about strategy, and if specific tasks are needed, we can delegate them to the specific committees. For instance, investment on education can be delegated to education committee, the subsidizing of journal fee to journal committee, and subsidizing annual meetings by the meeting committee.
- AP: can we have operational board meetings separated from strategic meetings for efficiency? LM and OZ agreed.

Action: chairs of the journal, education, and meeting committees to organise meetings to come up with proposals with vision and investments regarding journal, education, and annual meeting.

9) Review of decision list and actions list

Financial committee

- Membership fee proposal
- Selection of Auditor
- Lawson contract

Awards committee

- List of awards + names of awards

Journal committee

- Compensation proposal for editor in chief
- Review of candidates
- Interview process

Communication committee

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

Meeting committee

- BioEM2024 bid follow up
- Budget BioEM2023

Education committee

- Erice school

10) AOB and Adjourn

- NK: the bank account is now operational and 50k EURO has been transferred from EBEA to the new account.
- LP proposed change to AoA:

"Any further meeting of the Board may be called by the President at his/her own initiative and shall be called at the written request of five (5) or more Board members." ----substitute "initiative and shall" with "initiative or shall"

- The following decisions have been made via Email correspondence between the board meeting #3 and #4. These items have all been approved by the board.

12 March 2022

LP made the point that the meeting minutes should be available to all board members immediately after every board meeting, in order for members to be able to analyse them for accuracy while discussions were still fresh in their minds, inviting for transparency in the operations of the BioEM board.

LM and AP noted that given other commitments that the president and president elect (who is also serving as acting secretary) have with their full time jobs, it is inevitable that the meeting notes take some time to be prepared and finalized. It was agreed to speed up the process as much as it is possible. It was also noted that the board still needs to have an official secretary to take some of the administration burden from the president and president-elect.

8-16 March 2022

Following disagreement regarding re-imbusement of invited speakers for annual meeting 2022, three proposals were made by various board members as the followings:

1. *Only the travel and hotel costs of non-member plenary speakers are reimbursed*
2. *A substantial personal fee (gift) for all the plenary speakers (this is not travel support)*
3. *The travel and hotel costs of all plenary speakers are reimbursed*

For all options, registration fee is waived.

The reimbursement of travel and hotel will be based on the same rules as in the previous conferences (up to three days accommodation and economy flight, with a cap decided by the LOC and approved by the board).

LM suggested anonymous voting via Email. AP, LP, RN, FP and 2 anonymous voters (in total 6) voted in favour of option 3. The rest of members (in total 5) voted anonymously for option 2.

11) Next Meetings

4th of May 2022 operational meeting

18th of May 2022 strategy meeting.

1st of June 2022 operational meeting

Deadline to send Agenda for GA to all members: 12 May 2022