

Minutes
Board meeting #29
BioEM

May 28, 2024
06:00 pm – 08:00 pm (CEST)
Online meeting

In attendance:

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

Left early: RN and LP (at 18:50)

Invited for making notes: Melanie De Coster (MD)

Invited for item 4 Journal Committee: Theodoros Samaras (TS) - did not attend

Invited for item 5 BioEM 2024 update: Nikolaos Petroulakis (NP, LOC chair BioEM2024)

1. Adoption of agenda
 1. The agenda was adopted with changes
 - OZ added an item to discuss Short Term Scientific Mission (STM)
2. Minutes of the 28th meeting: approval
 1. There were no comments on the minutes of the 28 meeting. (Motion by RN, seconded by WJ)
3. Overview of the action of meeting #28
 1. Item 4: BioEM 2024: Update
 - Request NP to prepare an Excel sheet outlining the budget. Schedule its initial presentation at the Extended LOC meeting on May 8th at 9 am CET. Additionally, extend an invitation to him to present the budget at the next board meeting. (MD) ✓
 2. Item 5: Finances: update and preparation budget for GA (treasurer)
 - Question about the transfer of the remainders of BEMS funds to BioEM account
 - Transfer to be handled by RN.
 3. Item 6: Education committee
 - Feedback on the 10th Erice school course "Electromagnetic Fields and Health – Epidemiological Approaches" was presented by AH ✓
 - Action: Upload on website (MD), LinkedIn (AP) ✓
 - Proposal for the Erice school course in 2025, titled "Electroporation,"
 - LM will request the proposal to be circulated to board members before the upcoming board meeting and presented during the GA in Crete ✓
4. Item 7: Journal Committee
 - Feedback of the meeting with Wiley
 - Due to TS's absence, this item has been postponed
 - Action Items:
 - Plan for webpage corrections for the journal by BioEM 2024, with assistance from TS and Wiley's assistant ✓
 - Leaflet for special issue on dosimetry with extended dates is pending completion by Wiley
 - TS to request only date adjustments ✓

- TS and assistant tasked with ensuring follow-up actions regarding journal functionality and management
 - Due to TS's absence, this item has been postponed
 - TS to monitor progress and provide updates at the next board meeting
 - Due to TS's absence, this item has been postponed
 - 5. Item 8: Communication Committee
 - Conclusion:
 - Agreement to approach individual marketing agencies for quotations ✓
 - Before we can have a quotation, we need to address some questions from the agencies. Coordination among LM, AP, and MD for approaching potential candidates ✓
 - Video recording logistics of the BioEM 2024 Plenary to be discussed with Nikolaos by AH ✓
 - Marketing recording details (including interviews with board members, executive members, etc...) to be discussed with Nikolaos by MD ✓
 - 6. Item 9: Awards Committee
 - D'Arsonval
 - Template sheet (to be filled out by the awards committee) needs to be sent by AP to FPoullétier. Board members can reply with comments via email before the next board meeting ✓
 - Young scientist award
 - Decision to be made in the next Award Committee meeting, which will be scheduled by FPoullétier ✓
 - 7. Item 10: STM
 - Posting of the new call on the website: MD ✓
 - Creation of a poster for BioEM 2024: MD and OZ ✓
4. Journal Committee
1. Due to TS's absence, this item has been postponed
5. BioEM 2024: Update
1. Presentation of the budget by NP
 - The event has not yet been insured. We need to have an insurance that covers the event, not individuals.
 - AP to send insurance quotation from BioEM 2023 to NP.
 - NP to send updated budget to LM
 - Confirm credit card fee handling through accounting (MD)
 - NP to send the contact information of the camera man to LM and set up a conference call for interview planning (MD)
 - Final budget during Friday's (21 June 2024 in Crete) board meeting incorporating all conference-related expenses. The new treasurer together with NK, is tasked with thoroughly investigating these costs, so the final status of profit/loss can be identified.
 2. Update on the organization (MD)
 3. Recording Permission:
 - AH to ask Ed Boyen for recording permission and website publication
6. Awards for 2024
1. Logistics for monetary prize (D'Arsonval, young scientist and students' awards)
 - Symbolic cheques for Young Scientist Award (€5000) and D'Arsonval (€10.000). (MD), Students will receive cash. (NK)
 2. D'Arsonval award Plaque and Medal
 - Medals
 - They were last with Alexander Legros in Canada. AP requested AL to bring as many as possible to give to MDC for safekeeping.
 - Plaque
 - LM will draft the text, with NK assisting in finalizing it, while MD is tasked with finding an alternative for the plaque.
7. Finances: update and preparation budget for GA
1. Presentation by NK
8. Education committee
1. Proposal for Erice School Course in 2025:
 - Title: "Electroporation" (Course Directors: Ruggero Cadossi and Micaela Liberti).

- Proposal reviewed by board members.
 - Decision: Make it official in Crete and seek GA approval.
2. STM:
- No testimonials available before the conference.
 - A new call for 2025 needs to be prepared before the conference for advertisement purposes. OZ should coordinate with the new education committee for a smooth handover. Also, OZ can continue to be a member of the education committee, even though she will leave the board in June 2024.
9. Review of decision and action list
1. Item 5: BioEM 2024: Update
- Change insurance details to cover the event, not individuals.
 - AP to send insurance quotation to NP.
 - NP to send updated budget to LM
 - Confirm credit card fee handling through accounting (MD)
 - NP to send the contact information of the camera man to LM and set up a conference call for interview planning (MD)
 - Final budget during Friday's board meeting incorporating all conference-related expenses. The new treasurer together with NK, is tasked with thoroughly investigating these costs
 - Recording Permission:
 - AH to ask Ed Boyen for recording permission and website publication
2. Item 6: Awards for 2024
- Logistics for monetary prize (D'Arsonval, young scientist and students' awards)
 - Symbolic cheques for Young Scientist Award (€5000) and D'Arsonval (€10,000). (MD) Students to receive cash. (NK)
 - D'Arsonval award Plaque and Medal
 - Medals
 - They were last with Alexander Legros in Canada. AP requested AL to bring as many as possible to give to Melanie for safekeeping
 - Plaque
 - LM will draft the text, with NK assisting in finalizing it, while MD is tasked with finding an alternative for the plaque
3. Item 8: Education committee
- Proposal for Erice School Course in 2025
 - Make it official in Crete and seek GA approval
 - STM:
 - A new call for 2025 needs to be prepared before the conference for advertisement purposes. OZ should coordinate with the new education committee for a smooth handover.
10. AOD and Adjourn
1. Next Meeting Dates:
- Board 2022-2024: June 16th 09:30-12:00 EEST
 - Board 2024-2026: June 21st 14:00-16:00 EEST