

Minutes
Board meeting #30
BioEM

June 16, 2024

09:30am – 12:00 pm (EEST)

In Person: Ariadne Hall, Minoa Palace Conference Centre, Chania

Online meeting:

<https://us02web.zoom.us/j/86027287452?pwd=Z1BLMGRyTy9WNERrNlFpaTFFRGUydz09>

In attendance:

- Luc Martens (LM)
- Florence Poulletier (FPoulletier)
- Niels Kuster (NK)
- Azadeh Peyman (AP)
- Anke Huss (AH) (joined at 11:00 am)
- Wout Joseph (WJ)
- Olga Zeni (OZ)
- Bennett Ibey (BI)

Online:

- Rich Nuccitelli (RN) (left at 11:00 am)

Absent:

- Lucas Portelli (LP)
- Frank Prato (FPrato)

Invited for making notes: Melanie De Coster (MD)

Invited for item 4 BioEM 2024: Nikolaos Petroulakis (NP, LOC chair BioEM2024)

Invited for item 8 Journal: Theodoros Samaras (TS)

Invited for item 5&9: BioEM 2025: Julien Modolo (JM)

1. Adoption of agenda
 1. The agenda was adopted
2. Minutes of the 29th meeting: approval
 1. There were no comments on the minutes of the 29th meeting. (Motion by AH, seconded by OZ)
3. Overview of the action of meeting #29
 1. Item 5: BioEM 2024: Update
 - Change insurance details to cover the event, not individuals.
 - AP to send Oxford's insurance quotation to NP. ✓
 - NP to send updated budget to LM ✓
 - Confirm credit card fee handling through accounting (MD): numbers asked from accounting by Wednesday
 - NP to send the contact information of a camera man to LM and set up a conference call for planning interviews for promotional material (MD): meeting Monday June 17 at 7:45 am ✓
 - 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'Ardonval (€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. ✓
- 4. BioEM 2024: Update (NP)
 1. Presentation of the budget
 2. Varia
 - No insurance was secured; it was too late to arrange
 - Lesson learnt, the event insurance must be in place at the very early stage of LOC's preparation.
 - ...
- 5. BioEM 2024: TPC Report (JM)
 1. Abstract subjects categorization is not very clear at the moment,
 - From next year, its best if the subject is divided between frequency and discipline + subgroups (current subjects) (MD and TPC)
- 6. GA presentation of the president
 1. No comments
- 7. GA presentation of the Treasurer (NK)
 1. Increase the budget of STM to € 3.500 instead of €2.500
 - Unanimously approved
 - Changes needed in website (MD)
 2. Budget approved by WJ and seconded by FP
 3. Approval of payments:
 - Access for Mikaela Liberti (President-elect) and elected new Treasurer to be arranged through accounting
- 8. GA presentation of Editor in Chief (TS)
 1. The key words and various topics suitable to be published in the journal should be listed on the website (TS).
 2. This year, there will be no Best Paper Award as there were no qualifying submission.
 3. Open call for new associate editors:
 - TS to draft the call
 - MD to post it on the website
 - AP to announce it on LinkedIn
- 9. BioEM 2025 (JM)
 1. Event dates: June 22-27, 2025
 2. Call for plenary, tutorial and workshop suggestions on the website to be opened by MD
 3. Presentation slides for the closing ceremony to include call for proposals by TPC 2025 (JM with TPC chairs)
 - 4.
 5. Poster printing to be offered
 6. Website for 2025 to be set up in a meeting between MD and JM
 7. Reduce sponsorship target and include lunch in the budget
- 10. Review of decision and action list
 1. Item 4: BioEM 2024: Update (NP)
 - Create a manual for next years (MD)
 2. Item 5: BioEM 2024: TPC Report (JM)
 - Abstract subject for next year
 - RF and Biology + subgroups (current subjects) (MD and TPC)
 3. Item 7: GA presentation of the Treasurer (NK)
 - Increase the budget of STM to € 3.500 instead of €2.500
 - Changes needed on website (MD)
 - Approval of payments:

- Access for Mikaela Liberti (President-elect) and elected Treasurer to be arranged through accounting
- 4. Item 8: GA presentation of Editor in Chief (TS)
 - The key words and various topics suitable to be published in the journal should be listed on the website (TS).
 - Open call for new associate editors:
 - TS to draft the call and present it during GA
 - MD to post it on the website
 - AP to announce it on LinkedIn
- 5. Item 9: BioEM 2025 (JM)
 - Call for plenary suggestions on the website to be opened by MD
 - Presentation slides for the closing ceremony to include call for proposals by TPC 2025 (JM with TPC chairs)
 - Website for 2025 to be set up in a meeting between MD and JM

11. AOD and Adjourn

Discussion was made to improve efficiency and better budgeting of the future conferences:

- Coffee breaks preferably close to the poster sessions
- Maintain an early registration fee of €700 for members for the foreseeable future
- The aim of the conferences should not be making profits
- Budgets should be realistic but not conservative
- Break-even point should be set at 250 attendees
- Sponsor budget should not be set to be more than €30,000
- Aim to have lunch provided by the conference if budget allows
- Keep Wednesday and Friday afternoons free
- Development of generic guidelines (MD to start with support from AP)
- 2. Next Meeting Dates:
 - Board 2024-2026: June 21st 14:00-16:00 EEST