

**Minutes**  
**Board meeting #31**  
**BioEM**

**June 21, 2024**

02:00pm – 04:00 pm (EEST)

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

Online meeting:

<https://us02web.zoom.us/j/85459850322?pwd=UGFSc2xOVk9HNWdkc3hPdZBSL3Nadz09>

In attendance:

- Azadeh Peyman (AP)
- Florence Poulletier (FP)
- Anke Huss (AH)
- Wout Joseph (WJ)
- Micaela Liberti (ML)
- Maxim Zhodabov (MV)
- Sarah Loughran (SL)
- Francesca Apollonio (FA)
- Myles Capstick (MC)

Online:

- Lena Kranold (LK)
- Akira Ushiyama (AU)

Absent:

- Damijan Miklavcic (DM)

Invited for making notes: Melanie De Coster (MD)

Invited for point 5: Nikolaos Petroulakis (NP)

1. Adoption of agenda
  1. The agenda was adopted
2. Welcome the new board (AP)
  1. New board contact numbers
    - MD to send an email to request all contact numbers
  2. Conflict of interest
    - Noted that MZ and AP are involved as associate editors of other journals, however their involvement does not include promoting/marketing of those journals.
3. Minutes of the 30th meeting: approval
  1. Approval needed from the old Board.
4. Overview of the action of meeting #30 Updates
  1. Item 4: BioEM 2024: Update (NP)
    - Development of a step by step manual for LOC and TPC for next years (MD)
    - In response to AP (new president)'s appeal to all members to get more proactively involved with the running of the society, Michal Cifra offered assistance with development of the manuals. To be discussed further during the allocation of committees members.
  2. Item 5: BioEM 2024: TPC Report (JM)

Better categorization of abstracts subject classification for next year (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 bank payments:
      - Access for Micaela Liberti (President-elect) and elected Treasurer to be arranged through accounting (MD and AP)
  4. Item 8: GA presentation of Editor in Chief (TS)
    - Broader topics of interest for the journal should be listed on the website (TS).
    - Open call for new associate editors:

- TS to draft the call
  - MD to post it on the website
  - AP to announce it on LinkedIn
  - [Reminder: Draft to be sent to TS by MD](#)
- 5. Item 9: BioEM 2025 (JM)
  - Call for plenary suggestions on the website to be opened by MD ✓
  - Presentation slides to include TPC 2025 (JM) ✓
  - Website for 2025 to be set up in a meeting between MD and JM
- 5. BioEM 2024: LOC Report and Estimated Balance (NP)
  1. Deposit received from BioEM to LOC so far: €105.000
  2. An accountant should be appointed for independent audit of the BioEM 2024 accounts after all invoices are settled: NP
  3. Varia:
    - ML asked about the list of participants for publicity; AP mentioned it is in the BioEM database
      - Discussion on listing members on the website deferred to the next board meeting
    - Medal and pins D'Arsonval
      - New ones need to be ordered with "BioEM" on them instead of "The Bioelectromagnetics Society."
- 6. Selection of Officers for the New Board
  1. Executive Secretary and Treasurer
    - MD will be in charge of the administration tasks under the role of "BioEM BioEM Office Executive Manager"
    - Treasurer: AP proposed MC as the new treasurer which was unanimously approved by all board members.
  2. Accounting needs to approve bank account access for ML and MC
- 7. Selection of Committees
  1. Membership and Recruitment
    - Members: ML (Chair), LK, AU, MZ
  2. Awards
    - Members: FP (Chair), WJ, AH, SL, LK
    - Proposal from WJ: All board members automatically become reviewers except TPC members
    - Approved by all board members
  3. Journal
    - Members: AP (Chair), AU, MZ, MC, WJ
  4. Communication
    - Members: AP (Chair), FA, LK, DM, SL
    - Guest: Michal Cifra
  5. Finance
    - Members: MC (Chair), AP, ML, WJ, AU
  6. Meetings
    - Members: AP (Chair), ML, FA (TPC 2025), AH(TPC co-chair 2024), MC (TPC 2026).
  7. Education
    - Chair: Olga Zeni (OZ, previous board member).
    - Members: ML, FP, AH, DM
- 8. BioEM 2026 Presentation (SL) (Presentation attached)
  1. Selection of TPC and LOC Chairs
    - Myles Capstick (Engineering and Physics) and Rodney Croft (Biology) have been proposed and agreed to serve
  2. Location: Cairns, Australia.
    - Venue: Cairns Convention Center.
  3. LOC Members
    - SL (co-chair), Mike Wood (co-chair), David Sibenater, Sean Henson, Rohan Mate, LK, Julien Modolo (co-chair BioEM 2025).
  4. Budget
    - Registration fees and expenses to be also presented in euros.
  5. Presentation approval and travel considerations discussed.
    - Voting for Cairns, Australia to be the host for BioEM2026 was unanimously approved by the board.

9. Education committee

1. Postponed to next Board meeting

10. Review of decision and action list

1. Item 2.1: New board contact numbers
  - MD to send an email to request all contact numbers ✓
2. Item 4.4: Journal
  - eBroadener various topics of interest for the journal should be listed on the website (TS)Open call for new associate editors:
  - Reminder: Draft to be sent to TS by MD ✓
3. Item 5: BioEM 2024: LOC Report and Estimated Balance (NP)
  - A local accountant should be appointed for auditing of the accounts: NP
  - Varia:
    - Discussion on listing members on the website deferred to the next board meeting
    - Medal and pins D'Arsonval
      - New ones need to be ordered with "BioEM" on them instead of "The Bioelectromagnetics Society." (MD)
4. Item 6: Selection of Officers for the New Board
  - Accounting needs to approve bank access for ML and MC

11. AOB and Adjournment

1. Next meeting
  - Date: Wednesday, 28/08/24
  - Time: 9 AM CEST
  - Invite: Zoom by MD