

Minutes
Board meeting #32
BioEM

Aug 28, 2024
9:00-11:00 (Brussels Time)
Online Zoom meeting

In attendance:

- Azadeh Peyman (AP)
- Florence Poullétier (FP)
- Anke Huss (AH)
- Wout Joseph (WJ)
- Sarah Loughran (SL)
- Francesca Apollonio (FA)
- Myles Capstick (MC)
- Lena Kranold (LK)



Late arrival:



- Micaela Liberti (ML) at 09:25 AM

Absent:

- Damijan Miklavcic (DM)
- Maxim Zhadobov (MZ)
- Akira Ushiyama (AU)

Invited for making notes: Melanie De Coster (MD)

1. Adoption of agenda
 1. The agenda was adopted
2. Minutes of the meeting #31: approval
 1. The minutes of meeting #31 were reviewed and approved. (Motion by WJ, seconded by LK)
3. Overview of the action of meeting #31 [Updates](#)
 1. Item 2.1: New board contact numbers
 - MD to send an email to request all contact numbers 
 2. Item 4.4: Journal
 - Broader 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 
 - The draft has been received, and we are now awaiting approval from TS to publish it on the website and in the newsletter.
 - [AP will transfer journal-related tasks to the journal committee, and a date for the committee meeting is currently being arranged.](#)
 3. Item 5: BioEM 2024: LOC Report and Estimated Balance (NP)
 - A local accountant should be appointed for auditing the accounts: NP
 - The management company hired by the LOC is refusing to perform an audit
 - MC will review discrepancies between the BioEM 2024 proposal and outcomes.
 - MD to send the original BioEM proposal and the BioEM 2024 details to MC
 - Auditing is a requirement for the next year, and the LOC contract will reflect this.
 - Varia:
 - Discussion on listing members on the website deferred to the next board meeting
 - [When membership renewals begin, MD should include an extra checkbox for members to agree to share their names with other members.](#)
 - [A list will be maintained of members who have agreed to have their names published](#)
 - Medal and pins D'Arsonval

- New ones need to be ordered with "BioEM" on them instead of "The Bioelectromagnetics Society." (MD)
 - [Three quotations are requested and will be discussed at the next board meeting](#)
- 4. Item 6: Selection of Officers for the New Board
 - Accounting needs to approve bank access for ML and MC 
 - [MC's access to the banking has been granted; ML is still working on the administration process](#)
- 4. BioEM 2024:
 1. Meeting survey results
 - MD will share the extended export of the Survey with FA.
 - The suggestions in the presentation were approved by the board
 2. Full abstract book status
 - The abstract book is ready to be sent out to members and participants by MD
 - For next year: Instead of using links, the entire abstract book should be included within the document itself. MD will obtain a quotation from a developer to create code that will integrate the abstracts into the document. Additionally, a template will be developed to ensure a consistent design for all abstracts
- 5. BioEM 2025
 1. Update on call for Proposals
 - Only one proposal received so far
 - Deadline extended
 - Reminder sent by MD for September 15
 - New deadline: October 12, 2024
 - Extended TPC meeting to be arranged (MD)
 - MC and Rodney Croft will be invited (MD)
 2. Conference app
 - Quotations for developing the app will be sent to the board (MD)
 - MD will send a Doodle for scheduling a Meeting committee for the conference app, and MZ will investigate the developers behind previously used apps
- 6. D'Arsonval Award
 1. The board decided to update the name and branding of the award to reflect the BioEM Society, but this discussion was postponed to the next meeting (MD)
 2. The call for the 2024 D'Arsonval Award will be sent out earlier this year (FP)
- 7. Discussion on EBEA website domain extension
 1. ML will confirm the quotation to extend the EBEA website domain
 2. MD to ask Manuel to download the website data in preparation for its closure. MC will coordinate with Niels Kuster on managing the website and data download.
 - [Update after the Board meeting: Since a backup has already been made, there will be no extension of the website domain](#)
- 8. Review of decision and action list
 1. Item 3: Overview of the actions of Meeting #31
 - 3.2: Journal
 - AP will transfer journal-related tasks to the journal committee, and a date for the committee meeting is currently being arranged
 - 3.3: BioEM 2024
 - MC will review discrepancies between the BioEM 2024 proposal and outcomes
 - MD to send the original BioEM proposal and the BioEM 2024 details to MC 
 - Auditing is a requirement for the next year, and the LOC contract will reflect this (MD)
 - Varia:
 - Discussion on listing members on the website deferred to the next board meeting
 - When membership renewals begin, MD should include an extra checkbox for members to agree to share their names with other members
 - A list will be maintained of members who have agreed to have their names published
 - Medal and pins D'Arsonval

- Three quotations are requested and will be discussed at the next board meeting (to be added to Agenda meeting #33)

2. Item 4: BioEM 2024

- 4.1: Meeting survey results
 - MD will share the extended export of the Survey with FA ✓
- 4.3: Full abstract book status
 - The abstract book is ready to be sent out to members and participants by MD ✓
 - For next year: Instead of using links, the entire abstract book should be included within the document itself. MD will obtain a quotation from a developer to create code that will integrate the abstracts into the document. Additionally, a template will be developed to ensure a consistent design for all abstracts

3. Item 5: BioEM 2025

- 5.1: Update on call for Proposals
 - Only one proposal received so far
 - Deadline extended
 - Reminder sent by MD for September 15 ✓
 - New deadline: October 12, 2024
 - Extended TPC meeting to be arranged (MD)
 - MC and Rodney Croft will be invited (MD)
- 5.2: Conference app
 - Quotations for developing the app will be sent to the board (MD)
 - MD will send a Doodle for scheduling a Meeting committee for the conference app ✓, and MZ will investigate the developers behind previously used apps
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6. AOB and Adjournment

1. Next meeting

- Date: Wednesday, 02/10/24
- Time: 9 AM CEST
- Invite: Zoom by MD ✓