

Minutes
Board meeting #33
BioEM

Oct 2, 2024
9:00-11:00 (Brussels Time)
Online Zoom meeting

In attendance:

- Azadeh Peyman (AP)
- Florence Poulletier (FP)
- Anke Huss (AH)
- Wout Joseph (WJ)
- Francesca Apollonio (FA)
- Myles Capstick (MC)
- Lena Kranold (LK)
- Maxim Zhadobov (MZ)
- Akira Ushiyama (AU)
- Micaela Liberti (ML)


Absent:

- Damijan Miklavcic (DM)
- Sarah Loughran (SL)

Invited for making notes: Melanie De Coster (MD): Excused, will watch recording

1. Adoption of agenda
 1. The agenda was adopted
2. Minutes of the meeting #32: approved with correction name (MC)
 1. The minutes of meeting #32 were reviewed and approved. (Motion by MC, seconded by LK)
3. Overview of the action of meeting #32 **Updates**
 1. Journal
 - AP will transfer journal-related tasks to the journal committee, and a date for the committee meeting is currently being arranged ✓
 2. MC will review discrepancies between the BioEM 2024 proposal and outcomes of MD to send the original BioEM proposal and the BioEM 2024 details to MC ✓
 3. Auditing is a requirement for the next year, and the LOC contract will reflect this (MD)
 4. Varia:
 - When membership renewals begin, MD should include an extra checkbox for members to agree to share their names with other members ✓: in place for renewals 2025
 - 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) ✓
5. Item 4: BioEM 2024
 - Meeting survey results
 - MD will share the extended export of the Survey with FA ✓
 - 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 – *Quotation requested, template to be discussed with TPC*
6. Item 5: BioEM 2025
 - 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) ✓
- 7. 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
- 4. Communication Committee (September 6, 2024):
 1. Guidelines to renew
 - MD and Michal Cifra will prepare a draft by the January 2025 board meeting
 - Guidelines for submitting proposal to host annual meetings
 - Guidelines for annual meetings' Technical Program Committee (TPC)
 - Guidelines for annual meetings' Local Organising Committee (LOC)
 2. Website and Social Media
 - Promotional recordings for the website and LinkedIn (MD and AP)
 - Journal Visibility
 - Publish selected papers from our journal on LinkedIn
 - Promote the call for associate editors on LinkedIn
- 5. Meeting Committee (September 19, 2024)
 1. Survey
 - Upload all survey questions to the Google Drive for the meeting committee
 - Provide comments within one month
 2. Chairs
 - Establish guidelines for senior and junior chairs
 - Upload previous communications for comments and adjustments
 3. Plenary
 - MD to regularly send updates on the submitted ideas to TPC 2025
 - MD to include TPC email in the online form so the TPC receives the proposals directly.
- 6. BioEM 2025
 1. Update on call for plenary, tutorial and workshop proposals (FA)
 - 6 proposals for plenaries
 - 1 workshop
 - 1 tutorial
 - The above from online form
 - Some informal proposals have also received.
 - TPC will meet after the deadline of 12th of October to discuss the received proposals.
 - FA to present the proposals during the next board meeting.
 2. Conference app (MZ)
 - Three developers have been identified
 - MZ will send the requirements document he prepared to MD so she can approach them to get a quote.
- 7. Awards
 1. Medals
 - MD to explore more options from Medaltime including those which are claimed to be environmental friendly.
 - Also a quote from a third provider.
 - There is no need for 100 medals, 10-20 max is enough to be ordered.
 2. Young Scientist Award
 - Age limit
 - 10 years after PhD, younger than 40 at January 1st of the year of the nomination.
 - To be changed on the website (MD)
 3. Announcements awards
 - Details for D'Arsonval have been updated on the website
 - MD to change the deadline from end of March to end of February 2025
 - The newsletter will be sent out following the approval of the age limit
 - MD to send out the newsletter and the announcement
 - AP to publish both calls on LinkedIn pages.
- 8. Review of decision and action list
 1. Item 5: Meeting Committee (September 19, 2024)
 - MD to include TPC email in the online form so the TPC receives the proposal directly.

2. Item 6: BioEM 2025
 - Update on call for proposals (FA)
 - TPC will meet after the deadline of 12th of October to discuss the received proposals.
 - FA to present the proposals during the next board meeting.
 - Conference app (MZ)
 - MZ will send the requirements document he prepared to MD so she can approach them to get a quote.
 3. Item 7: Awards
 - Medals
 - MD to explore more options from Medalltime including those which are claimed to be environmental friendly.
 - Also a quote from a third provider.
 - Young Scientist Award
 - Age limit
 - 10 years after PhD, younger than 40 at January 1st of the year of the nomination.
 - To be changed on the website (MD)
 - Announcements awards
 - Details for D'Arsonval have been updated on the website
 - MD to change the deadline from end of March to end of February 2025
 - The newsletter will be sent out following the approval of the age limit
 - MD to send out the newsletter and the announcement
 - AP to publish both calls on LinkedIn pages.
 4. Item 9: AOB and Adjournment
 - Education committee: The STM call has been extended
 - All to make sure to include Olga and Florence's emails when sending comms to education committee (due to their firewall not allowing them receive generic emails).
 - MD to share the board's phone numbers amongst members so they decide whether they want to create a whatsapp group.
 - Proposal made by AP on agenda board meeting 34
 - Next meeting
 - Invite: Zoom by MD 
9. AOB and Adjournment
1. Education committee: The STM call has been extended
 - The applicants' options should not be limited to the host list, it's just a guidance and the applicants can still choose other labs as hosts.
 - All to make sure to include Olga and Florence's emails when sending comms to education committee (due to their firewall not allowing them receive generic emails).
 2. MD to share the board's phone numbers amongst members so they decide whether they want to create whatsapp groups for various committees.
 3. Proposal made by AP to provide reasonable travel support for executive officers (including TPC)
 - Proposal to give some sort of discount on meeting registration fee for active board members.
 - The above to be discussed during the next board meeting.
 4. Next meeting
 - Date: Wednesday, 06/11/24
 - Time: 9 AM CEST
 - Invite: Zoom by MD 