



9th meeting of the board of SBSB, Agenda

Where: Skype

When: Tuesday 05 February 2019, 11:30-12:30 Danish time

Board members present:

Pikka Jokelainen (PJ)
Andrea Miller (AM)
Rebecca Davidson (RD)
Guðný Rut Pálsdóttir (GP)
Age Kärssin (AK)

Board members absent (with notification):

Gunita Deksnė (GD)
Andrew Williams (AW)
Vaidas Palinauskas (VP)

Second monthly meeting

Aim: Update on things from last meeting and keep things going

1. Welcome

Andrea was elected as stand-in secretary.

2. Documents

2.1. Minutes of last meetings (Gunita)

The minutes from the last meetings need to be finished and uploaded to the website.

3. Update on CSBSP8-EVPC2019 planning (Pikka, Andrew, Gunita, Vaidas, Gudny)

Registration is now open! Keynote speakers will be announced soon. The organizing committee has begun to receive financial support from sponsors. Members are asked to begin actively advertising for this meeting. The next organizing meeting will be held in April.

4. Update on ICOPAnhagen planning (Pikka, Andrew)

There is no new news at this time. The next organizing meeting will be held in late February.

5. Financial matters (Rebecca, Andrew)

5.1. Financial situation

Our bank balance is under 1000 Euros. Membership renewals are needed to be able to offer grants this year.

5.2. Update on getting access rights to be as needed

With the minutes from the last meeting, the access rights for the Swedish account can be finalized.

5.3. CSBSP financial matters: sponsors thus far, registration is open

Registration is open and sponsor funding is beginning to arrive.

5.4. Travel grants to CSBSP?

A decision about offering travel grants will be taken in the April Board Meeting. This will be largely based on the bank balance after our membership renewal drive in February/March.

6. Membership matters (Andrea)

6.1. Letters to the members

After finalizing the draft, the letter updating the current activities in the Society will be sent out. Each member will also receive a personal email updating their membership status.

6.2. Update on draft of procedure for nominating honorary members and for WFP awards

Nothing new to report. Drafts for honorary members is priority and should be ready by the April meeting.

7. Grant matters

7.1. Update on draft(s) of text(s) about some grant receivers to social media (Gunita, Gudny)

This work is nearly completed. Reports from only one or two grant receivers are missing. Ideas for how to present this information should be prepared for the March meeting, with the goal to launch this in on social media by the April meeting.

7.2. Travel grants to CSBSP drafting (Gunita, Gudny, Age)

A draft for this procedure should be prepared for the April meeting. The decision for how many grants and the grant amount will be taken in April.

8. Awards at CSBSP (Vaidas, Gudny?)

Gudny accepts to help Vaidas with the awards. The Board discussed the importance of making clear who is eligible and not for these awards. This was discussed and outlined in a document before the last CSBSP. The Board also discussed the importance of making these awards and the competition more visible during the conference itself.

8.1. Young Scientist Awards guidelines

Guidelines were prepared for the last CSBSP and should be reviewed/made clear to participants before the next CSBSP.

9. Updates of our webpage are being made

10. Minutes of this meeting: compiling, round of comments, to the website (Gunita)

The Board adjusted the time of the monthly meeting to be more accommodating for more members.

11. AOB

The Board discussed updating the Board manual with new procedures, particularly in reference to treasurer affairs and our yearly membership updates.

12. Main action points agreed:

Finish minutes and upload them to the website (Gunita, Andrea)
Finalize access rights to the Swedish bank account (Rebecca, Pikka, Andrew)
Send Society news email (Andrea)
Send membership update email (Andrea)
Finish draft for honorary member nominations/make an honorary member nomination form (Andrea)
Determine how to use grant reports on social media (Gudny, Gunita)
Draft a travel grant application for CSBSP (Gudny, Gunita, Age)
Review guidelines for CSBSP awards (Vaidas, Gudny)
Update Board manual (Andrea, Rebecca)

13. Next meeting *first workday-Tuesday of the month at 10:30-11:30 Danish time*
CSBSP8 update (Pikka, Andrew, Gunita, Vaidas, Gudny)
ICOPAnhagen update (Pikka, Andrew)
Membership matters update (Andrea)
Grant matters update (Gudny, Age)
Timeline for all the official matters to do before GA (Vaidas, Pikka)