OCNS Board of Directors Meetings

July 13, 2018 (9am - 4pm)
Allen Institute, Room 389
615 Westlake Ave N
Seattle, WA 98109

July 15, 2018 (12pm – 1:30pm)
University of Washington HUB, Room 214
4001 E Stevens Way NE
Seattle, WA 98195

Present, 7/13: Astrid Prinz, Hermann Cuntz, Pierre Yger, Leonid Rubchinsky, Sharon Crook, Thomas Nowotny, Ingo Bojak, Martin Zapotocky, Volker Steuber, Peter Jedlicka, Taro Toyoizumi, Erik De Schutter, Sharmila Venugopal, Bill Lytton
Absent, 7/13: Victoria Booth, Maurice Chacron, Michele Giugliano, Joanna Jedrzejewska-Szmek

Present, 7/15: Astrid Prinz, Hermann Cuntz, Pierre Yger, Leonid Rubchinsky, Sharon Crook, Thomas Nowotny, Ingo Bojak, Martin Zapotocky, Volker Steuber, Peter Jedlicka, Taro Toyoizumi, Erik De Schutter, Sharmila Venugopal, Bill Lytton
Absent, 7/15: Victoria Booth, Maurice Chacron, Michele Giugliano, Joanna Jedrzejewska-Szmek

Approval of the agenda and addition of points
Agenda was approved.

Approval of 2017 Board Meeting minutes
2017 Board Meeting Minutes were approved.

Formal board vote on CNS*2019 in Barcelona
Barcelona was approved for 2019. Volker and Sharon will continue to work with the local organizers around the budget. There was some discussion of the likely large numbers to attend.

Legal matters

Additions to the Board & Added Value for Members
We discussed Board Member job descriptions. Pierre will set up a google doc, and Board Members will add one paragraph that describes their job description. Sharon will add descriptions for someone who will do Education and Training in the future and edit the document to be posted on the website. We also discussed establishing a few *ad hoc* committees. In particular, we would like a committee to help with the social media and newsletter by finding content -- a Communications Committee. This will be announced at the Member Meeting, and members can volunteer online. Also we discussed possibly later

establishing a Mentoring Committee after the Education and Training position is well established.

We must be able to hear voices to vote so we can't use email but should be able to use Skype or Google Hangouts to hold Board Meetings when voting is required.

We also discussed "added value" for members on the website. We discussed the lack of content currently under the member only tab, what should be available to the public, and what should be available to members only. If we establish a new Board Member job for education and training, that person should help update the section for summer courses on the website. We possibly would like to make it possible for student members to apply for funding for courses and also have a program to allow for research travel proposals. We could have a committee to help evaluate proposals. These activities should be put on the landing page of the website when it is close to the time when applications are due. There is agreement that Pierre will look at updating the website. Hermann will look into getting tutorial information on the website. We will have someone on the Communications Committee who will work with Pierre on website content.

The student poster judging also needs to be formalized more. If the education and training person takes this on, they may need help through a committee.

Board composition 2018: (blue = ex officio, black = elected)

Astrid (president)
Sharon (vice-president and secretary, communications, program book)
Erik (past president)
Volker (treasurer)
Victoria (ex treasurer)
Ingo (publications chair)
Thomas (program chair)
Daniele (LO 2017)
Eric (LO 2018)
Alex Roxin (LO 2019)
Michele (sponsorship chair, also 2017 LO)
Bill (sponsorship chair assistant)
Maurice (member approval)
Hermann (tutorial organizer)
Joanna (social media, postdoc workshop)
Leonid (registration)
Taro (travel awards)
Pierre (webmaster, registration)
Sharmila (webmaster assistant)
Martin (workshops organizer)
Peter (according to website, no task yet)

Directors rotating off (or not) after 2018

Astrid (president) – to be replaced by Volker
Erik (past president) – to be replaced by Astrid
Volker (treasurer) – to be replaced by Leonid

Victoria (ex treasurer) – now to rotate off of the Board
Ingo (publications chair) - Ingo will continue for another term
Daniele (LO 2017) – will NOT be replaced by Eric (LO 2018) since we voted to remove LO from previous year from the Board
Michele (sponsorship chair) – to be replaced by Bill
Maurice (member approval) - to be replaced by Peter
Pierre (webmaster, registration) – needs to be shadowed by someone in the coming year.

We decided that Registration will be combined with Member Approval and covered by Peter. We agree that we need a mechanism to keep Pierre on the Board for one year and have one more year to get someone else into the job starting now. Pierre agrees to continue *ex officio* for the next year. On Sunday we will vote to update the Bylaws to allow for more *ex officio* members. We also agree we will remove the LO from the previous year from the Board so that there are fewer *ex officio* members.

It would be useful to get someone from the US for Treasurer who can physically go to the Bank of America. Since Leonid is willing to serve as the new Treasurer, this will be taken care of.

Task division within the Board:
<u>We now need for 2019:</u>
See above. We are doing well except that we need a replacement to shadow Pierre this year. Newly elected Board Members can shadow those who will be rotating off next year.

Director elections for 2019:
How many directors to elect for 2019? Bylaws say board should have 10 – 25 members. 3 elected directors will be rotating off after 2018. Astrid suggests electing 4 or 5 new ones. To have at least 1 student/postdoc on board, we will guarantee that the highest-scoring student/postdoc will be on the Board. We decided to have an election for 5 new Board Members.

Executive Committee Composition 2019
Volker (president, ex treasurer)
Astrid (past president)
Sharon (vice-president)
Thomas (PC chair)
Leonid (treasurer)
Board representative 1 (2019: Pierre)
Board representative 2 (2019: Sharmila)

OCNS Members

Report on membership
202 faculty members (2017 was 185)
145 postdoc members (2017 was 120)
265 student members (2017 was 195)
1617 inactive members (2017 was 1420)

Pierre, with the help of others, will work on developing a way for us to be EU compliant for member data. There are questions about data storage requirements for monetary transactions that need to be looked into. We may need to ask people to opt in every two years. Astrid and Volker will reach out to our lawyers to see what needs to be stored to satisfy tax law and such. They also will try to reach out to other societies to see how they are dealing with this. The membership renewal timeline should be lined up with data "opt in" in the future.

Members Meeting Agenda

Reports from President, Treasurer, PC Chair
Mascots (Astrid and Local Organizers)
CNS*2019 presentation (Thomas)
CNS*2020 announcement about call for proposals

This year Poster Prizes will be announced at the Members Meeting, and Astrid also will discuss the addition of Committees to the OCNS structure. This will be announced in morning announcements as well.

Outreach and social media

Newsletter should be publicly available on the website. We will try to increase content in the future. Social media is going well and as earlier discussed, committee help for Joanna is needed.

CNS Meetings

*Report on CNS*2018*

We will get a report later on the final budget and what went well or not with meeting planning. This will need to be done by email.

*Report on CNS*2019 planning*

Application and budget have been updated. We have an administrative contact who has started working on the contract for financial issues.

Program Committee Issues

The process was fairly smooth although a bit delayed. We had 311 submissions with 101 choosing "oral preferred". There were five late withdrawals for various reasons. Many contact authors were from the US, and others were spread out with fairly small numbers over many countries.

We discussed adding data items on gender and student status to confmaster and some redesign of the format. There are additional GDPR data issues with the database of reviewers. It would be good to track gender so that we can compare ratio of female to male speakers with ratio of female to male submissions. These data are useful when applying for grants in the US.

There continue to be issues with editing of abstracts, especially with mathematical expressions. We had to move away from the templates and toward web forms because people didn't follow the template. We agree to continue along this line of automating the abstract creation.

The new replacement for the voucher system worked fairly well this year.

Regarding the Program Committee, there seems to be some fatigue. However, there are already nine volunteers for next term. Thomas suggests adding five people to the PC this year even though only four are rotating off the committee.

Planning for Tutorials
Tutorials this year are well attended. The Allen Institute tutorials are extremely well attended. One idea was an extra tutorial that is a software showcase with half hour talks. Showcase presenters would not receive any “payment” for presenting. Next year when we call for workshops, we should also ask for applications for tutorials. This transparency might eliminate controversy around the tutorial selection, although evaluators would be needed.

Planning for Workshops
This year we have 11 workshops. One is a two day workshop, two are half-day workshops, and the rest are one day workshops. We have run into the capacity of the available rooms. The Allen Institute staff helped us find additional rooms at nearby locations. We think that the room sizes will work out. About 300 people will be attending the workshops. Three of the workshops are organized by only postdocs, and others have postdocs as organizers.

Board decided in 2016 that policies for workshop selection should be shared in a document. Martin was not aware of this. This year the selection was not an issue, but it might be in 2019. Martin will work on this document, which is likely to be based on the procedure used by Volker in the past. Martin also discussed the workshop travel awards and whether some additional info should be supplied with the applications. We need to have communication between the Travel Organizer and the Workshop Organizer to be sure people don’t get both awards. The Board agrees that in the future the Travel Organizer will try to avoid double payment.

Should non-members speaking at workshops be eligible for workshop waivers? Yes, we agree this will help bring in new people. Currently, each workshop gets two waivers. We discussed increasing the number of waivers per workshop. We decided to revisit this after the Barcelona meeting due to the change in structure. Workshop organizers can nominate people for travel awards. Do these people need to be speakers? The overall agreement seemed to be that yes they should be speakers. Do we want to allocate budget discretion to the workshop organizers? Typically the budget is scaled based on the number of workshops so perhaps we could be sure that there are travel awards funded for each workshop. We will also revisit this after next year.

Next year the workshops will need to be coordinated with the Program Committee.
The last day of the main meeting should overlap with the first day of the workshops. The idea is also for there to be a poster session on that day. See more details below.

*Call for CNS*2020*
We have agreed on a new meeting structure for 2019. We need to have a chance to evaluate how well the 2019 structure works. Since we need to send out a call that includes the structure, the 2020 call should be structured in the same way as 2019. We will need to get survey feedback before making any further changes or moving back to the original format. We should consider how to get a good assessment from participants.

A general call for proposals will be sent out, but Board Members also can approach potential LOs specifically to encourage applications. The 2020 location should be outside of Europe. The call for proposal needs updating. For 2020, Patricio Orio from the University of Valparaiso in Chile has expressed interest in submitting a proposal. Antonio Roque has expressed interest in hosting CNS*2020 in Brazil. The application should include information about visa requirements. Also, will the visa requirements demand a hard copy letter other than the pdf that we currently use.

*CNS*2021*
There is interest in hosting CNS*2021 in the Canary Islands or Sardinia.

Financial Matters

Financial report
Volker presented the tentative budget numbers for this year and compared them to previous years.

Banquet ticket
We discussed the banquet costs for current and future years. It was decided to raise the banquet cost to $50 per person next year.

It was brought up again that many attendees would like a registration receipt that includes an itemized page and then possibly a not itemized page so that we can get the banquet reimbursed. This is technically impossible.

Sponsoring: update and plans
It is suggested that by distinguishing ourselves from other groups, this might help with Sponsorship. (See Statement below.) Perhaps we should emphasis our connections to biology. There are ideas about having industry sponsored talks. We should have a schedule of costs for sponsorship. Erik brought up that OCNS is associated with the Journal of Computational Neuroscience, which is in a bit of trouble. This is a bit of an odd association, and we should consider whether it should be continued. If we can get more sponsorship, then we should consider asking for a more beneficial association with Springer or end our association.

Financial planning for 2019
Volker and Leonid will discuss the budget with the local organizers for CNS*2019. Sharon will connect organizers of CNS*2018 with organizers of CNS*2019.

Budget approval
The Board voted to approve the budget plans as discussed and endorse Volker's financial report.

Publications and Communications

New software to replace ConfMaster and MemberClicks

There were many complications with travel award applications this year. We agree that we will continue to work on improving the applications process. Pierre, Ingo, and Thomas have been working on improvements this year and will continue in the coming year.

Abstract revision after reviewer comments
This question comes up every year. In previous years, board judged this to be not feasible within our timeline. This should be made explicit in call for abstracts.

Previously published abstracts
BMC does not allow this. This also should also be made explicit in the call for abstracts.

Miscellaneous and matters arising

*Discussion of format for overlap day at CNS*2019*
The accepted plan is to have half day workshops in the morning of the overlap day, followed by a keynote talk, and a poster session. In the call for workshops, we need to make sure we encourage half day workshops but we allow one and one half day workshops. Half day workshops have the advantage of being on the day of the main meeting when more people will be in attendance. We likely should reduce the cost of the combined meeting but other than that the payment options are the same. We agree that is allowed and the Board leaves the exact amount up to the Treasurer and the rest of the Executive Meeting.

Discussion of amending the Bylaws to allow for more ex officio members
It is unanimous voted to increase the allowed *ex officio* members from eight to twelve. We would prefer to not have a majority of *ex officio* members if possible. Bylaws should be updated on the website.

OCNS's definition of CNS
Currently, the OCNS website says "What is computational Neuroscience? Computational neuroscience is the study of brain function in terms of the information processing properties of the structures that make up the nervous system". There are suggestions to have a focus that is more on the lines of multiscale models -- from molecules to systems and behavior. Bill will draft a statement that can be discussed by email in the near future.

There was an idea to engage the computational neuroimaging community to get them more involved in the CNS community. Ingo and Martin will contact Deco about the idea of having a workshop in this area. We can look for sponsorship in this area to help support the workshop. Bill will work on this with the Treasurer. We might consider a keynote from someone who can talk about the new technologies for neuroimaging.

Eligibility issues
Should PC members' lab members be eligible for orals? Should postdoc PC members be eligible for travel awards? We did not have time to discuss this but can discuss it by email or in a online meeting format.

Membership categories

Should there be a category for retired scientists? There seemed to be agreement by email before the meeting that this is a good idea. But it was not discussed.

Use of SLACK by the Board and other Committees
Discussed on 7/13 -- there was general agreement from those who currently use Slack that this would be a good idea but there were concerns from those who were not familiar as to its utility and about concerns about having yet another place to check for communications.

Establish a lecture series in honor of Wilfried Rall?
Suggestion by John Rinzel but was not time to discuss in detail other than there seems to be agreement that this is a good idea.

Establish honorary fellowships, like some other societies?
Suggestion by Alex Dimitrov. Not discussed.