

Bioconductor Community Advisory Board (CAB) Minutes

8th April 2021, 8am EST

Members: Kozo, Matt, Aedin, Yagoub, Lori, Johannes, Saskia, Susan, Leonardo, Benilton, Daniela, Katerina, Estefania, Kevin, Mike

Attending: Matt, Estefania, Katerina, Susan, Lori, Kozo, Johannes, Mike, Saskia, Kevin, Yagoub, Daniela, Aedin, Leonardo

Apologies: Benilton

Guest:

Schedule

:00 - :10: Welcome!

New Member Introductions:

Daniela Cassol

Katerina Kechris

Estefania Mancini

Kevin Rue

Mike Smith

Full Agenda Again! Let's try and stay on time!

:10 - :11 Review minutes from previous meeting for posting

[Minutes 3-11](#)

Action Item: Approved for posting.

:12 - :20 Funding

- List of Other/Potential Funding applications (should be regular CAB agenda item)
NSF, CS&S event fund, Burroughs Wellcome Fund, Sloan Fund

(EOSS4-00000020, PI, Aedin C.) a Letter of Intent to the CZI EOSS Cycle 4. We will know by April 20th if we are invited to submit a full application. If so that will be due by May 19th 2021. Goals are to 1) redevelop the website; so its more welcoming and useful to newcomers, mobile-friendly, integrate Bioconductor web presence YouTube/web etc and include kaggle style continuous engagement 2) set up training course infrastructure; fund Capentries membership, train instructors, develop educational modules, support Sean's Orchestra workshop interface, and support closed captioning and translation services so courses can be provided in local languages. It would employ 2 people, a web developer and training & support officer, fund a professional

virtual meeting platform, Capentries and Orchestra. Vince Carey also submitted an aligned proposal (EOSS-0000000218).

Aedin C. contacted the NIH NHGRI to request if we could submit an R13 application to fund Bioconductor annual meetings. Aedin and Vince Carey attended a call with the program officer Monday, April 5th at 3:30 – 4:00pm EST. They showed preliminary interest. Need to submit a 1 page application and program of last 3 conferences. NHGRI supports the AnViL project, so need input from people on the AnViL project/genomics aspects.

:20 - :50: Priority CAB activities

:20 - :25 CAB Bioc2021 awards. [Bioc2021 Awards](#)

- Vote acceptance on the form that will be going out: [Nominee Form](#)
 - Add Submitter Name
 - Change Link to website
 - Post on slack for final acceptance and proofing
 - **Action Item:** Approved for posting.
- Review criteria

The awardees will be selected among the nominees based on the following criteria. It is possible, but not required, for multiple criteria to contribute towards the selection of an awardee.

- **Outstanding new package contributions**, for developers of high-quality packages, added to Bioconductor in one of the two most recent releases prior to the nomination deadline, which show exemplary use of the Bioconductor package design principles. Summary of new packages in releases 3.12 / 3.13
- **Outstanding support site contributions**, for individuals showing extraordinary helpfulness on the Bioconductor support site and/or in other forums.
- **Outstanding documentation contributions**, for individuals writing and maintaining excellent user-facing documentation, workflows and/or tutorials.
- **Outstanding community engagement and outreach**, for individuals who "make things happen", engage with and provide substantial contributions to the Bioconductor community.
- **Outstanding long-term contributions to the project**, for individuals who have provided excellent contributions in any form to the project over a substantial time period.
- **Outstanding contributions enabling computational analysis** or representation of data from new scientific technologies, for individuals who, via package development or other means, enable analysis of data from new scientific technologies within Bioconductor.

- **Outstanding contributions enabling the use of new informatic technologies within the project**, for individuals who, via package development or other means, enable the use of novel informatic technologies within Bioconductor.
- **Action Item:** Vote/Opinion: Should there be an explicit criteria for diversity? "Outstanding contributions to enhancing the diversity of the Bioconductor project" or should that be included with the description of the community engagement and outreach
 - Decision: Add to community section
- **Action Item:** Decide who will vote: Last year it was the CAB and members of the Bioc2020 committee (as defined by attending at least 2 planning meetings and actively participating in at least one committee)
 - Do we like this? Keep it just CAB? CAB/TAB?
 - Leaning towards Just CAB - revisit next meeting before voting closes
- Dates/Deadlines: We need final list of recipients 6 ish weeks out so Erica can order the awards and have in time for the conference to display during the award ceremony
 - Award decision by June 15th
 - Voting closes May 31st, 2021
- Volunteers to check the form and website wording before it's made live:
 - Kevin, Mike, Aedin, Matt, Lori
- Once the voting form is approved Lori will start advertising voting on support site, slack, website, social media outlets, etc.....
 - Please others share as well
- Aedin created a bare-bones awards page for the website.. Lori got the awards certifications from Simon and posted them on the website. Happy for contributions/suggestion to make it better <http://bioconductor.org/about/awards/>
 - Lori is in process of getting pictures of award winners for posting
 - We could post the video of the ceremony but since it was part of the CAB slot we would have to edit it down.
- **Action Item:** Formally invite Simone to present Bioc2021 awards
 - Lori confirmed with Simone.

:26 - 40 Governance Issues

:26 - :32 Executive CAB Vote

- Voting on our executives for the year*.
- **Chair.** Responsible for overall board leadership, establishing meeting agendas and managing meetings, committee oversight, board conduct, board learning & development (e.g., new member recruitment; succession planning).

- **Vice-chair** (optional where there are Co-Chairs). Provide short-term leadership in support of chair.
- **Secretary**. Responsible for communication of board activities, scheduling and dissemination of meeting material, collation of meeting minutes.

Please review the governance documents with suggested edits to the governance document to allow nominations to proceed.

- The governance document is unclear if the chair, vice-chair, secretary are voted on yearly or every 3 years.
 - **Action Item:** Recommend TAB/CAB governance review committee to review officer term length
 - See end of section below
 - **Action Item:** Deletion of “and executive officers” at line 45, “Members ~~and executive officers~~ are elected to a three-year renewable term”. This will allow annual re-election of officers.
 - Changes approved
- The governance document is unclear as to the experience of CAB officers prior to election. Recommend for one year (or have previously served on the CAB in the last 3 years to run for executive position)
 - **Action Item:** Insertion at line 59 “Executive officers should have one or more years of regular member experience within the previous 3 years.”
 - Approved
 - **Action Item:** Recommend TAB/CAB governance review committee to review lines 47-50 and 56-57 (3 month schedule of elections). Its lacks clarity
 - Approved
 - **Action Item:** Governance has a chair and vice chair or option for co-chairs- Should we do a ranked voting of all running for chair or separate voting sign up? (ranked voting will reduce possibility of ties) And should this be one vote with the highest two serving?
 - Approved. Ranked voting.
- CAB 2021 Executive Elections

- Lori will handle setting up a voting based on who is running.
- Please place your name here if you would like to be considered for:
 - Chair: Aedin (happy to serve again)
 - Vice-chair: Matt
 - Secretary: Lori

:33 - :40 Turn over of founding CAB members (those elected in 2020)

Please review the governance documents with suggested edits to the governance document to allow nominations to proceed. In the governance there is a discrepancy if founding members (those elected in 2020) are elected for 2 year or 3 years.

- **Action Item:** Recommend deletion of lines 53-54. *~~“Initial term of current regular members is two years from establishment of this document, to facilitate rotation with incoming members.”~~*—This was actually a TAB specific line. If all 10 founding members elected in 2020 left after 2 years, there would be little continuity.
 - Approved
- **Action Item:** Recommend insertion of lines 19-21
“The 10 founding CAB members may opt to serve a two or three year term. In year 3 after the CAB establishment, the number of members in the CAB may exceed the recommended CAB member size.”
 - Approved
- The CAB elects/re-elects 5 members annually. We have 15 in 2021 and 5 more will join in 2022. Therefore the CAB will be between 15-20 members in 2022 depending on the number of founding CAB members that opt to serve a 2 or 3 year term. Any Members stepping down can run for re-election but are not guaranteed re-election.
 - **Action Item:** Would anyone volunteer to be on a 2 year term instead of a 3 year term now with the intention of stepping down or rerunning next year?
 - Saskia: Happy to step down and just be chair of code of conduct
 - Side note: We glossed over it last meeting. Anyone is welcome to step down at any time and during any year of their term. The spot would be filled at the next year’s voting. Procedure would be to reach out to the currently acting chair/co-chair and/or mention it at a monthly meeting for documentation.
- Last meeting the volunteers for governance working group (joint with TAB) were:
 - Lori, Susan, Yagoub, Matt.

- There is a doodle poll going out for meeting times including representatives from the other governing bodies.

Action Item: If anyone else is interested please indicate here to be included in the doodle poll/working group.

- Aedin, Saskia

:40- :50 CAB Regular Working Groups Reports

Working Groups are short-term / Committees are longer term. According to governance docs

- **Action Item:** We are thinking of having an Addendum document different from the agenda that working groups and event heads could add updates to. This committee would be expected to read on their own time for updates. Working groups would then only share any items that are bigger topics or items needing committee input. This would leave more room for general discussion and involvement during the monthly meeting.

- Approved

- **Education Committee (Laurent, Charlotte, Kevin)**
- **Package Review Working Group/Committee (Lori)**
 - Current participants: Lori, Johannes, Yagoub, Kayla (core team), Martin (TAB)
 - Anyone new volunteers: Kevin, Estefi, Mike, Daniela
- **Publication Working Group (Susan)**
- **Code of conduct Committee (Saskia)** Meeting April 15th
 - [Presentation](#)
- **Bioc Calendar & Official Events Working Group (Kozo):**
 - [GitHub](#)
- **Developer Training**
 - **Action Item:** The CAB governance docs suggest we establish a committee on Developer Training, including oversight of the *Bioconductor* developer forum. Do we wish to establish this committee. Members? Lead?
 - Potential members: Kevin, Mike, Aedin, Lori
 - Others from the TAB or not on CAB are welcome too.
 - Lead: ?? Possibly Mike?
 - [Bioconductor New Developer Mentorship and Assistance \(Aedin\)](#) will expand documents and create forms and should report to the Developer Training Committee

:50 - :55 Bioconductor Event Reports

- **H3 Africa**, April 28-30 2021
 - will include two Bioc workshops that were presented at Bioc2020.
 - [Public data resources and Bioconductor](#) (Sean, Levi, Ben)
 - Epidemiology for Bioinformaticians (Chloe, Levi)
- [User R](#) 5-9th July, 2021.

- Does the CAB wish to do a panel session, where people can find out about Bioconductor. “Panels are suitable for topics that are of interest to a large audience. The general idea is to prepare a 60-minute topic discussion with experts/stakeholders. There can be some form of interaction with the audience (e.g., a moderated Q&A). In your abstract, you should give an overview of the topic and identify open questions that you would like to discuss with your invitees. You can use the additional field in the form to explain who you would like to invite and how you plan to make your panel participative and relevant for the useR! Audience.”
Action item: volunteers?
- [BioC 2021](#)
 - **Action Item:** Does the CAB wish to request any slots for community engagement during Bioc2021 conference. Birds of a Feather/ Trivia/Scavenger Hunt/Games etc. We will have a “Meet the CAB” session.
- **CDSB 2021 August 9-13**
 - We changed from the week of August 2nd to August 9th given that BioC2021 was on a different week (and month) than usual this year. This was only possible because our event will be virtual. We typically have to organize our event for the last week of the summer vacations at UNAM https://www.dgae.unam.mx/calendarios_escolares.html since we use UNAM facilities for our workshops. We would like that future BioC conferences take this into account, otherwise it feels a bit pointless to train people and encourage them to attend BioC and participate more at local events when they are in conflict. We had not communicated this before and I (Leo) had incorrectly assumed that BioC would stay at the same week it had been in past years.
 - We are working on finalizing our proposed workshop schedules so we can create a website and invite guest lectures. This year, CDSB will organize 2 workshops instead of 1: one will be about organizing coding projects using .Rproj and the second one will be about single cell analysis with Bioconductor based on OSCA. The event will be complemented by an intro to R & RStudio workshop (August 2-6) and 3 more workshops by NNB-UNAM/RMB.
 - We applied and secured a small conference fund by R Consortium.

:55 - :00 Other Business

Action Item: There is a slide deck started for first year report/updates based on last year's presentation. Similar to last year there will be a slot at Bioc2021 to meet the CAB (TAB/Core/etc) so that we can have the community come to see who is on the board and get an update on CAB activities.