



Conference Call Minutes Wednesday, December 17, 2003

Present: Russel Bruhn, Roger Hall, Lisa Henderson, Steve Jennings, Anne Maglia, Andrey Ptitsyn, Bill Slikker, Weida Tong, Jonathon Wren, Dawn Wilkins

Absent: Stephen Winters-Hilt

After the agenda was approved, volunteers were solicited to serve as Secretary and Treasurer. Dawn Wilkins agreed to serve as Secretary and Russel Bruhn volunteered to be Treasurer.

The minutes from the Business Meeting on November 15, 2003 were approved unanimously.

Due to conflicts in Little Rock, Steve Jennings proposed to hold the 2004 conference on October 7-9 (Thurs/Fri/Sat). Thursday and Friday will be conference days and Saturday will be used for tutorials. The committee was in agreement with the date and the format. Steve also indicated that a BRIN meeting may be planned for Wednesday, October 6. Additional funding to support both activities will be solicited.

Quarterly Board meetings will be held through conference calls on the first Wednesday of the month at 1:30 (Mar/Jun/Sept/Dec). In addition, an annual in-person meeting will be planned to coincide with the conference. There was some discussion as to whether the meeting should occur Wednesday evening, Thursday lunch or Thursday dinner. This will be decided at a later date when the conference plans are clearer.

Steve Jennings proposed seven committees. Board members volunteered to serve on the committees. Other Society members will be encouraged to participate in some of the committees also. Lisa and Roger will be available to help support the committees as needed. The committees and membership are as follows:

The **Executive** committee is the coordinating committee and will bring important items to the full board. The committee will be responsible for investigating the 501c3 status of the Society, determining the conference site selection criteria, and nominating individuals to fill open Board positions. *Members:* Steve (Chair), Bill, Dawn, and Russ.

The **Finance** committee will be chaired by the treasurer and is responsible for preparing the 2003-2004 budget and preparing the initial Society financial statement. *Members:* Russ (Chair), Anne, Steve, Bill, and Weida.

The **Publications** committee will produce the 2003 conference proceedings. *Members:* the original '03 Program Subcommittee which includes Bill (Chair), Weida, Steve, Anne, and Jonathon.

The **Conference** committee is responsible for planning the 2004 conference. *Members:* Steve (Chair), Bill, Russ, and Weida.

The **Communications** committee will manage the publicity, including the website, logo, newsletters, and brochures. *Members:* Dawn (Chair), and Stephen.

The **Membership** committee will recruit members, work with local chapters, set up message boards, develop a speaker's bureau, promote education, and assist members in identifying research collaborators. *Members:* Anne (Chair), and Andrey.

The **Technology** committee will promote the development of a regional infrastructure to provide assistance and information regarding bioinformatics software and computing. *Members:* Jonathon (Chair), Steve, Andrey, and Stephen.

Name	Exec	Fin	Conf	Comm	Memb	Tech	Pubs†
Andrey					x	x	
Anne		x			*		x
Bill	x	x	x				*
Dawn	x			*			
Jonathan						*	x
Russ	x	*	x				
Stephen				x		x	
Steve	*	x	*			x	x
Weida		x	x				x

* - chair; x - member

† - also includes Ajith, Fani, Jennifer, and Tom

Lisa reviewed the conference financial statement. Here is the summary.

MCBIOS Financial Summary and Asset Allocation		
Total Conference contribution from BRIN (2 years)	\$20,000.00	
Total MCBIOS fees collected includes conference fees and membership dues	\$9,288.75	
Sources TOTAL		\$29,288.75
Less expenses from first conference	-\$16,828.17	
Less banking fees	-\$32.00	
Uses TOTAL		-\$16,860.17
Remaining funds		\$12,428.58
<i>Bank of America Checking Account*</i>	\$4,711.75	
<i>UALR Agency Account**</i>	\$3,961.89	
<i>Remaining Conference Budget from BRIN Grant***</i>	\$3,754.94	
		\$12,428.58

* unrestricted funds (source: registrations by check less bank fees)

** some restrictions on funds (source: credit card registrations less expenses BRIN couldn't cover)

*** restricted funds (BRIN grant less "approved" expenses)

MCBIOS Management Summary		
set aside for '04 conference from AR BRIN	\$10,000	
03 conference profit	\$490.58	
03 membership dues collected	\$1,970.00	
less refunded membership dues	-\$32.00	
		\$12,428.58

Jonathon asked for an explanation of the benefits of creating a local chapter. Some of the benefits include:

- Local chapters can host the annual conference. Hosting the conference is good for visibility and promotes cooperation between local groups.
- Local chapters could host speakers, if the speaker's bureau is created.

Consideration should be given to "funneling" some dues back to local chapters or giving conference discounts to members of local chapters, if this is financially feasible.

Steve will be in touch with each committee chair in the next few months, and will ask for a status report on committee activities before each conference call.

No other new business was brought up, so the meeting was adjourned.