

DBIO ExCom Meeting Minutes (JLR)
February 27th, 2012
Westin Waterfront Hotel, Revere Ballroom
Boston, MA

Attendees:

Daniel Cox (Vice-Chair → Chair-Elect)
Sonya Bahar (Member-at-large, incoming)
Mark Reeves (Division representative)
Tom Chou (Member-at-large, outgoing)
John Bechhoefer (Member-at-large)
Pupa Gilbert (Chair-Elect → Chair)
Aihua Xie (Chair → Past-Chair)
Lisa Lapidus (Member-at-large, incoming)
Wolfgang Losert (Vice-Chair, incoming)
David Rabson (Secretary/Treasurer, outgoing)
Jennifer Ross (Secretary/Treasurer, incoming)
Michelle Wang (Member-at-large)

Not present:

Margaret Cheung (member-at-large)
Jan Liphardt (member-at-large)
Herbie Levine (outgoing past-chair; his flight was canceled)
Philip Wyatt (outgoing member-at-large).

Outline:

Chair Report
Vice-Chair Report
ByLaw Changes
 Programming Committee
 Fellowship Committee
 Nomination committee
 Travel committee
 Thesis committee
Sec/Tres Report

Chair Reports (Aihua Xie):

1. Annual tutorial was organized by Bob Austin on "Physics of Cancer" this year. It was a big success with 70 attendees. Mostly (~50) older scientists in attendance, which is unusual for a tutorial, whose target audience should be students and post-docs. The speakers were Anna Barker (Arizona State University), Larry Nagahara (Office of Physical Sciences-Oncology National Cancer Institute), Denis Wirtz (Department of Chemistry Department of Biomolecular Engineering and Oncology Johns Hopkins University), Sal Torquato (Department of Chemistry Department of Physics Princeton University).
2. 2012 Max Delbrück Prize in Biological Physics: William A. Eaton NIDDK, National Institutes of Health "In recognition of his contributions to the understanding of protein folding, dynamics, and function. Eaton's innovative experiments provided a detailed

characterization of the energy landscape of proteins." 2012 Selection Committee: Leon Glass, Chair; David Nolte; Xiaowei Zhuang; Angel Garcia; Ilme Schlitching

3. 2011 Award for Outstanding Doctoral Thesis Research in Biological Physics Siyuan Steven Wang Princeton University "For pioneering studies of the contribution of cytoskeletal filaments to the stiffness of E. coli cells, observations of growth-driven motions of bacterial actin homologs, and probes of the chiral origins of cell wall robustness."

Vice-Chair Reports (Pupa Gilbert):

1. Abstracts to DBIO 450 (up from 300 in 2011 and 2010, despite the overlap with Biophysical Society Meeting in San Diego)
2. We received 18 proposals for invited sessions and were allowed only 8 by APS. After co-sponsoring with other divisions these became 11 invited sessions. We also had 41 focus sessions, and 1 poster session. Repeated solicitations to submit abstracts to focus sessions were introduced this year, and found to be successful.
3. PG asked the focus-session organizers to do the sorting. This worked very well, as they know the science best. **Suggested that this should be added to a list of best practices for DBIO**
4. It works well to recruit people to propose focus sessions, especially if a topic in a contributed session was popular. This worked well this year. **Suggested that this practice should be added to a list of best practices for DBIO**
5. Each focus session can have 1 invited and 9 contributed talks (1+12), or 2+9, or 3+6. If focus sessions have 3 invited speakers, then it can easily break into 3 focus sessions. If a focus session is broken into too many focus sessions, a regular speaker can be elevated to the level of an invited speaker. **Suggested that each focus session proposal include 2-3 invited speakers, and that at the sorters meeting or shortly thereafter more speakers be invited to completely fill session times, and increase attendance. DCMP March Meeting Chair will deny this is allowed, but APS enables DBIO to invite additional speakers in December. Continue to use this practice as it increases DBIO attendance and visibility, but perhaps keep it quiet with DCMP. Add to the best practices for DBIO**
6. Currently, the Chair-Elect alone is in charge of the March Meeting Program, with the rest of the Program Committee participating only in the ranking and selection of invited sessions. **Suggested that the Vice-Chair (to be Chair-Elect the following year) should attend and participate in the sorters meeting to (A) get experience one year prior to running the sorters meeting and (B) meet the APS staff, and the DBIO members local in the DC-area, who help every year. Mark Reeves is local, and has sorted many times. His experience is very useful for a smooth and successful running of the meeting. Wolfgang Losert is also local. (C) Lessons from Pupa Gilbert (PG): Program Chair (Chair-Elect) could do very little sorting, as she was very busy all day answering questions and directing abstracts towards the right DBIO sorter in the same room, or in other rooms when the abstracts fit better in another division. Plan for this in the future, do not take a tall pile of abstracts to sort yourself! A lot of work had to be done by PG before the sorters meeting, to know precisely who would be sorting which piles of abstracts, so she knew it all by heart and could answer questions or re-direct abstracts very quickly during the meeting. **This is a very important practice. The sorters meeting cannot be successful if the vice-chair has not done her/his homework in advance.** PG was told that DBIO had bad experiences in the recent past. PG speculates that a bad sorters meeting produces a bad DBIO program, which

disgruntles DBIO members attending the meeting, and discourages attendance of the meeting in the long run. A minor point at the sorters meeting: in the end we had a few abstracts that did not fit anywhere, so PG organized a session of “orphan” contributed abstracts for the last day of the meeting.**

ByLaws:

There are a number of ByLaw changes that need to be discussed and addressed and voted on by the “current members” as of the ExCom meeting. Once approved by the current excom, it goes to APS council (Ken Cole). Once it passes council, it goes to the general membership as a referendum to be passed and become the new bylaws. All proposed changes will be completed by Pupa, sent to members by email, and voted by email.

1. Changes to the Program Committee:

- a. The Program Committee shall consist of the Chair-Elect, the Vice-Chair, the Chair, the Secretary-Treasurer, and three Members-at-Large appointed by the Chair, upon the recommendation of the Chair-Elect, to staggered three-year terms. The Chair-Elect shall serve as Chair of the Program Committee, with the Vice-Chair as co-Chair. The Program Committee shall have the responsibility of assisting the APS Executive Officer, or his or her designate, in arranging the meetings of the Society. This activity shall include
 - i. solicitation and selection of focus sessions, which combine invited and contributed talks;
 - ii. solicitation and selection of invited sessions;
 - iii. sorting contributed papers for oral or poster presentations;
 - iv. coordinating with other divisions and groups to co-sponsor invited and focus sessions; and
 - v. scheduling DBIO invited, focus, contributed, and poster sessions.
 - vi. In addition, the Program Chair shall stimulate submission of contributed abstracts as talks in DBIO focus sessions, and remind invited speakers to submit their abstracts.
- b. Vice-Chair goes to Programming meeting for APS March Meeting (October) and the sorting meeting (December).
- c. Sec/Tres, Vice-Chair, Chair-Elect, and Chair need to know who is who at APS, so they should attend convocation at least once, preferably at the beginning of term.
- d. Chair organizes the Tutorial/Workshop
 - i. New idea to invite members to propose tutorials/workshops (like Bob Austin did this year).
 - ii. “Invite” the excom to also propose tutorial/workshop.
 - iii. If no good tutorial/workshop is proposed by the membership, the excom proposal will be implemented.

2. Changes to the Fellowship Committee:

- a. The fellowship committee is led by the Vice-Chair.
- b. At least two members of the fellowship committee should be APS Fellows
- c. At least two members of the fellowship committee should be ExCom members.
- d. This means there will be UP TO 5 total on the committee, but since ExCom members can also be fellows, there could be fewer than 5 on this committee.
- e. The Fellowship Committee members shall promote the nomination of candidates for fellowship, shall review and rank the qualifications of all candidates using pre-established criteria, shall themselves not be candidates, and shall report their rankings and recommendations to the Chair and the

Secretary-Treasurer who will in turn report to the Executive Committee for the Division's final recommendations and submission to the Executive Officer of the Society.

- f. It was noted that if a division nominates at least two foreign fellows, it gets one extra fellowship slot, and if it nominates at least four, it gets two extra slots. ("Foreign" refers to institution, not nationality.)

3. Changes to the Nominations Committee

- a. The Nomination committee creates the nomination list for DBIO ExCom elections for open positions.
- b. Current requirement, a nominee must be a member of DBIO for at least 2 years to be nominated.
- c. Past problems have been finding the candidates and having the election early enough. Suggested changes to help this issue:
 - i. Send an email to the general membership asking for ideas for nominees including self-nominations
 - ii. This email must be sent early (April just after the meeting), so that the suggested nominees can be vetted by the nominating committee.
 - iii. Collect CVs and statements from candidates Sept 1 – Oct 15. Sent to the Sec/Tres. Sec/Tres communicates to APS to post the CVs and statements on APS website to conduct the election.
 - iv. Sec/Tres conducts election online Nov 1 – Dec 1. Election closes Dec 1, and Sec/Tres informs candidates of results of the election.
 - v. Sec/Tres informs new ExCom members of the calendar for the ExCom activities to begin orientation, and told the dates for their required participation at various events, depending on role.
- d. Nominating committee for 2012-2013: Chair: A. Xie, M. Reeves, J. Ross, Y. Tu, O. Bakajin.

4. Changes to the Shirley Chan Travel Award Committee

- a. The Travel committee determines which students win the Travel Award of \$400 to aid their travel to the APS March Meeting. Last year gave 8 awards. Had 18 applications.
- b. Qualifications:
 - i. Student must be the first author of contributed papers (talks or posters) in sessions sponsored by DBIO at the March Meeting. Applicants will be chosen on the basis of the quality of their work as evidenced by the abstract of the paper, a letter of support from their thesis advisor and the travel distances.
 - ii. Both student and advisor, domestic or foreign, must be members of the DBIO, not just of the APS. New members can sign up and are encouraged to do so before Dec. 31 for verification purposes.
 - iii. Use an application from one of the two links below (pdf or MS Word). No more than 2 students from one advisor may apply
- c. Changes to be followed for 2012-2013 season:
 - i. Add a check box for women/minority status so that we can encourage more women and minorities to apply.
 - ii. Make the deadline correspond to the abstract submission deadline.
 - iii. Still send the applications to Sec/Tres. Sec/Tres will check for DBIO status and compliance with directions.

- iv. Sec/Tres will send to travel award committee by December 1.
- v. Travel Award committee will determine the winners by January 1, so that the winners will know early that they won and be able to mentally apply the fellowship to travel and registration, perhaps allowing them to stay longer at the March Meeting than they normally would be able to.
- d. Travel Award Committee: John Bechhoefer, Margaret Cheung, Michelle Wang, David Rabson

5. Changes to the Best DBIO Thesis Award Committee

- a. Committee members: Tom Chou, John Bechhoefer, Michelle Wang
- b. Sec/Tres send out email to general membership for nominations for award and update website with new winners.
- c. Sec/Tres send out 2 announcements: May and August
- d. All nominations due October 1. Sec/Tres sends to committee directly after.
- e. Committee selects award winner and runners up by November 10.

Secretary/Treasurer Report (D. Rabson)

- 1. Revenue is good
- 2. Expenses are fine.
- 3. Current amount in account >\$80,000
- 4. Recommendations:
 - a. Spend more money on items to increase the membership of DBIO
 - b. Maybe increase travel award # or travel award amount
 - c. Pay student DBIO membership for first year to get them into DBIO.
 - d. Pay for speakers and suggest that they join DBIO if not already a member.
 - e. Maybe a plenary session for Unit where we solicit new members (sign-up at the session)

Visitors

- 1. Joe Serene (APS Treasurer) described the current financial situation for APS.
- 2. Mike Lubell (Public Affairs for APS) described the political environment for science funding.
- 3. Kate Kirby and Robert Byer (APS Leadership) described the APS self-review and new initiative for One APS.