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|  | ASA Biopharmaceutical Section |

**To:** ASA Biopharmaceutical Section Executive Committee

**From:** Inna Perevozskaya (Secretary)

**Date:** October 6, 2021

**Subject:** Minutes of the Fall Executive Committee Meeting (held virtually on September 21, 2021)

**Attendees:** Weili He (Chair), Alan Hartford, Anthony Rogers, Bo Huang, Bruce Binkowitz, Elena Polverejan, Emily Butler, Freda Cooner, Gene Pennello, Herbert Pang, Hiya Banerjee, Inna Perevozskaya, Jane Qian, Janelle Charles, Jared Lunceford, Jonathan Moscovici, Kristi Griffiths, Kristi L Griffiths, Lisa Lupinacci, Meijing Wu, Melvin S Munsaka , Michelle Zhang,, Mishra-Kalyani Pallavi, Peter Mesenbrink , Rakhi Kilaru, Qi Jiang, Sourav Santra, Steve Novick, Ted Lystig, Veronica Bubb, Vivian Yuan, Xiaofei Wang, Xin Huang, Yongming Qu

As previously agreed by members of the Executive Committee, the meeting minutes will follow a streamlined format, documenting in detail only the *actions and decisions* resulting from the EC meetings. All other items discussed without resulting in a specific action/discussion (e.g., updates only ) can be found here in the [BIOP Transition Meeting Slides](https://docs.google.com/presentation/d/1ZDs8qgOLaPej9pkh9HZvXBzasakuW3N5/edit?usp=sharing&ouid=103196359394819275481&rtpof=true&sd=true)

1. **Introductions:** Weili welcomed the EC to the meeting, attendance was recorded, and the meeting was called to order. A reminder was provided: Officers and committee members whose terms are ending in December this year, please remember to transition to the new officers and members.
2. **Secretary Report:** Inna Perevozskaya reviewed action items from the previous (Summer 2021) meeting
3. **Updates:** the following agenda topics were discussed and provided updates only (without actions or decisions).

* Chair-Elect Report (Review of 2021 Election Results and 2022 Appointments; 2022 Goals)
* 2021 ASA BIOP Regulatory-Industry Statistics Workshop
* 2022 Program Chair Report (JSM)
* Webmaster Update

1. **Decisions:**
2. **Treasurers Report:** Jane reviewed 2021 expenses vs budget and presented 2022 budget proposal, pointing out that 2021 did not account for JSM 2021 being virtual. The proposed 2022 budget (details on slide 8) was discussed and *approved* unanimously by the EC.
3. **Biopharmaceutical Report:** Peter presented his finalized proposal on Biopharmaceutical Report restructuring to the EC to vote on. The proposal reflected discussion points he presented during EC Summer meeting: 1) restructuring to have more recurrent sections and 2) introduction of simple format rules for the articles submitted to Biopharmaceutical Report. (Full details in slides 34-36.) The EC has *approved* the proposal.
4. **Actions items:**
5. From **Past Chair Report**: ***Bruce*** to update the language of MoO by October 15, reflecting the following EC decisions made recently:
6. SWG decommission process update
7. Best Study Paper Submission timeline (update by Lanju on 2.6.4 vs 3.7.2)
8. New Publication/Communication Strategy, including use of Social Media accounts and newly created (appointed) positions of Communication Secretary and Social Media Coordinator
9. From **Publication Strategy:** ***Yongming*** to provide detailed language for MoO to ***Bruce*** reflecting recent updates to Publication strategy (see #1c above and slide 31)
10. From **Biopharmaceutical Report**: ***Peter*** to update MoO, reflecting Biopharmaceutical Report restructuring proposal approved by EC (see Decision #2 above), including
11. restructuring to have more recurrent sections
12. introduction of simple format rules for the articles submitted to Biopharmaceutical Report.   
    The format guidelines (e.g., template, style guide document, examples) should be posted on-line on BIOP website (work with ***Steve*** on website posting)
13. From **Student Paper Awards:** ***Lanju*** to clarify (in MoO) whether having submitted but not accepted manuscript precludes a student from submitting for a student paper award.
14. From **Webinar Platform Discussion:** ***Xiaofei*** to come back to Core EC meetings by the end of 2021 to refine the current proposal on registration platform for future webinars. The proposal should include various options with their respective pros/cons and costs. Related: BIOP EC also needs to decide whether we charge non-BIOP members for future webinars or not, given surplus in the budget, because it may affect the cost/benefit analysis of various webinar platform proposals. This issue will be discussed at the October EC Core team meeting.