**ICSP- International Committee on Systematics of Prokaryotes**

**Officers of ICSP**

Minutes of Internet-meeting 31 May 2018

Complete and Redacted Minutes are the same.

Action points:

1. Consult with Secretary the purchase of a Dropbox license for archiving material (IS).
2. Update of website (FV).
3. Obtain permission to post information on the Members of the ICSP and Subcommittees on the website (LD, IS and DB).
4. Identification of candidate for IJSEM editors (all EB members).
5. Distribute the draft Statutes to the Members (WW, LD).
6. Preparation of details for educational video contest (CB).
7. Reading the Valencia minutes to check the commitments made (all).

**Minute 1. Call to order.** The Chair Iain Sutcliffe called the meeting to order at 14:00 BST (London time).

**Minute 2. Record of attendance.** The members that participated were I. Sutcliffe (Chair), F. Rainey (Vice-chair), W. B. Whitman (Treasurer), D. Brown (Secretary Subcommittees) and F. Venter (Member-at-Large). From the JC, C.T. Bull (Secretary) and R. Rossello-Mora (Vice-Chair) also joined. Tindall did not participate. Apologies were received from W.-J. Li (who had difficulties to get connected). L. Dijkshoorn (Executive Secretary) was unable to attend and W. Whitman took the minutes.

**Minute 3.** I. Sutcliffe announced that R. Rossello-Mora had been elected Vice-Chair of the JC and welcomed him to the meeting.

**Minute 4. Minutes of the 26 April 2018 EB meeting.** These were approved.

**Minute 5. Matters Arising**

1. **Update on the Valencia minutes.**  The Valencia minutes and paper from D. Brown on the disbandment of subcommittees were forwarded to the Members, IUMS and BAM by L. Dijkshoorn.
2. **Update on the Van Niel prize.** Sutcliffe contacted G. Garrity and confirmed that his travel expenses from when he was awarded the Van Niel prize were never reimbursed. Arrangements have been made to reimburse him. Sutcliffe also contacted the University of Queensland, and they agreed to the schedule for nominations for the next award as proposed in the April minutes. Briefly, the EB will call for nomintions in Summer 2019, and the prize will be awarded in 2020 (either in Korea or at another ICSP delegate meeting).

**c. Update on the archives.** Sutcliffe discussed using Dropbox with their sales representative. It was decided that he would explore setting up a single license for the Executive Secretary of the ICSP. The estimated cost will be ~84 £/yr.

**d. Update of website**. Venter reported that the updates would be done next week.

**e. Reading the Valencia minutes**. No action was taken by any EB members, and this item was continued as an action point for the next meeting.

**Minute 6. Members list and privacy (GDPR legislation).** Sutcliffe expressed concern that the sharing of the members’ names and email addresses (e.g. as on the website) might violate recent GDPR legislation. It was decided that Sutcliffe would prepare a generic email asking for permission to post members names, email addresses and other information on the ICSP website. If an affirmative response is not received, the members contact information will not be posted. Brown will contact the members of the Subcommittees on Taxonomy to obtain their permissions as well.

**Minute 7. Update from the subcommittees.** D. Brown reported that the IJSEM announcement that inactive subcommittees would be disbanded has had a positive effect, and he has recently been contacted about reforming subcommittees for *Bacillus* and *Clostridium*.

**Minute 8. Update from IJSEM/Update on publication of the ICNP.** F. Rainey reported that the Microbiology Society (MS) is making progress on publication of the ICNP, although the MS has provided no details.

The MS and M. Trujillo have corresponded with the poorly performing editor, and a resolution of this matter is expected shortly. F. Rainey reported that the IJSEM has a continuing need for new editors as they are rotated off the editorial board or resign for various reasons. He requested that the EB continue looking for new candidate editors. Candidates should be willing to handle 100+ manuscripts per year. If a candidate is interested, a CV should be requested and forwarded to Fred, but a position should not be promised. The appointment of new editors will depend upon the needs of the journal and the background of the candidates.

**Minute 9. Update from the working group on the statutes.** B. Whitman reported that the draft statutes are completed. It was decided that the statutes will be distributed to the Members, and 45 days will be allowed for comments.

**Minute 10. Update from working group for Education & Outreach.** C. Bull reported that an outline has been prepared for a contest for educational videos on prokaryotic systematics and nomenclature. More details still need to worked out, but these should be ready by the next meeting.

**Minute 11. Update on JC activities.** C. Bull has reported that the JC is in the process of organizing its activities to address the backlog of Requests for Opinion and other business, notably proposed revisions to the Code. Recent progress includes the election of a Vice-Chair and the posting of all the documents in a Box file that is available to all the commissioners. H. Christensen and R. Rossello-Mora independently compiled lists of all the outstanding the business, and there appear to be 30-40 items that need to be addressed. Currently, the JC is discussing the process that will be used to resolve these matters. Sutcliffe stated that the progress is encouraging.

**Minute 12. Any other business**. No other business was discussed.

**Minute 13. Adjournment.** The meeting was adjourned at 14:45 BST (London time).

**Next meeting:** Thursday 28th June 14:00 UK time

*W. Whitman filling in for Lenie Dijkshoorn, Executive Secretary, 31 May 2018*

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