Bioc Technical Advisory Board Minutes

10 July 2019 (rescheduled from 4 July)

Attending: Martin Morgan, Vincent Carey, Levi Waldon
Regrets: Wolfgang Huber, Michael Lawrence, Sean Davis, Aedin Culhane, Rafa Irizarry, Robert Gentleman, Kasper Hansen, Matt Ritchie

No quorum so no votes or decisions were made. The following items were discussed.

Schedule

:00 - :15 Minutes and action items from previous meetings
- Review minutes
- Review updated TAB Nominations
- Review community survey
- Review Bioconductor developer forum (Mike Smith / Michael Lawrence / Wolfgang Huber)
- Topics for next meeting (current agenda too dense)
    - Explore a 'Community Advisory Board' with responsibilities analogous to TAB, but with community focus
    - Conference Committee: review of bioc2019; status of conference committee, re-populating for 2020?; potential sites; strategies for addressing specific issues in #diversebioc and other forms of input
        - Renaming 'developer day'
        - Overall structure

:15 - :25 Material for review
- Funding
    - [CZI seed network](#) -- kick-off meeting, Toronto, July 29 - Aug 1; Martin, Aedin, Matt, ...
    - U41: Vince, Rafa, Martin need to make preliminary plans for renewal; contact PO.
    - U24 renewal submitted June 11
    - U01 Letter of Award to Levi -- congratulations!
- Events
    - CSAMA
        - Planning document; Announcement; [Webpage](#)
    - BiocEurope: Brussels Dec 9-10; Laurent Gatto local organizer
    - BiocAsia: Sydney Dec 5-6; Peter Hickey (WEHI), Stephen Pederson (University of Adelaide), Saskia Freytag (Harry Perkins Institute) and Dario Strbenac (University of Sydney) are organizing

- Meetups
- Committees
    - Conference (BioC2019; below)
    - Emerging Topics
- Working groups
    - Developer forum (above)
- Other
    - [Annual report](#) available
    - PR: from the journalist who wrote last week's piece on [open source scientific software](#) management in Nature

:25 - :45 Conference and Code of Conduct
- Code-of-conduct team progress report (Levi)
    - Status of complaints received
- Once CoC has recommendations:
    - communicate plan of resolution and justification to executive officers, to protect confidentiality and expedite process
    - develop plan for communicating to community, present to executive officers
- Summary of insights from seeking outside expertise: ombudsperson; lawyer on retainer:
    - Hire a Code of Conduct consultant for developing Bioc project CoC.
        - E.g. http://lifeofaudrey.com/2018/07/16/coc-consult.html
        - Conference CoC can be a section of project CoC, but should also be extractable for conferences and have a short form for quick reading
    - keep a lawyer on retainer to help resolve CoC complaints
        - they can receive anonymous complaints, take statements and help collect evidence, work with CoC committee to determine a fair resolution. E.g. CSHL does this. Helps achieve a fair, defensible resolution while protecting Bioconductor and individual organizers from legal exposure
        - relevant laws vary state-to-state and change over time
        - Di Cook mentioned Monash University (host of useR! 2018) lawyers as very supportive & helpful
    - have 1-2 named "ombudsmen" at conferences, including at least one woman. There should be a way for people to contact them easily (where they will be sitting, phone, email etc). Should be easily identifiable and approachable. Roles include:
        - being distinct from organizers, providing a layer of independence from organizers
        - hear concerns about the conference. Can help identify and communicate organizational shortcomings to organizers early on.
        - direct CoC complaints to the correct place
    - Code of Conduct committee can resolve complaints by:
        - Discussion among themselves, and take action(s) as necessary for urgent or minor complaints

- Discuss with other Bioconductor leadership for advice, clarification as needed; action(s) taken as necessary
- referral and discussion as needed with legal counsel; action(s) taken as necessary
- Require an explicit agreement to abide by CoC as part of registration
- Place more emphasis on CoC at future meetings:
    - require agreement to abide by rules during registration
    - additional requirements for scholarship holders about CoC. ie talking-to at start of meeting, emphasize that we expect a higher standard of them, they should also be preventive about identifying and preventing violations. They should act as ambassadors of Bioconductor.
    - printed CoC in swag bag, as part of any booklet if we ever bind the program
    - have someone give a summary and point to it in front of full audience at the start of meetings. Remind attendees that they've all agreed to it, how to make complaints, that complaints will be taken seriously.
- Could hold up scholarship holders as example of good the organization is doing - ie photo, blurb from after conference about what difference the scholarship made for them
- Next step (motion at the start of next meeting): establish a committee of the TAB to create a project-wide Code of Conduct
    - Poll TAB members for interest in chairing this committee
    - Committee formation process: as per governance document, chair (Martin) creates committee and identifies leadership; membership at the discretion of the chair.
    - Proposed initial representation: ~2-3 TAB member as interested, one outside expert, 3 community members
    - Important questions
        - Specification of project-wide and conference- (or other, e.g., meetup) specific Code of Conduct
        - Develop procedures for enforcing code of conduct
        - Develop procedures for educating on code of conduct

:45 - :50 Concerns about participation and project structure (edited topic)
- #diversebioc slack and other channels
- Barriers to diverse participation in general
    - Insights from RStudio, rOpenSci
- Women
    - At the conference (40%?)
    - As maintainers (20 - 25%? increasing in recent past, with many caveates); analysis from Charlotte Soneson
- Users

- Concise, clear newcomer support; addressing adult learner needs for productivity & confidence
- Community-driven development of [Orchestrating Single Cell Analysis](#) workbook (Great!)
- Videos / blogs / etc.
  - Developers
    - S4 classes and methods
    - Writing 'Bioconductor' packages; guide being developed by Charlotte Soneson; R meetup workshops from Aedin
    - Breaking down the barriers to participation & contribution; project depends on users becoming developers and contributing to the long-term viability of the project.
  - Conference
    - 'Developer Day' intimidating & narrow; Community Day as alternative, inclusive of users, trainers, etc. 'Developer Day' as an opportunity to nurture developers, in addition to enable conversations between established developers
    - Overall conference format
  - What responses should we take?
    - focus areas for #diversebioc discussions? Ways to make sure actionable items make it to and through the board?
    - #bioc2020 conference channel started

:50 - :55: CZI [OSS project funding](#) (due Aug 1)
- Core team: A re-envisioned build system?
- Other activities definitely encouraged, from us and the community

:55 - :60: Motion: Expedited meeting minutes approval
- Within 1 week, rather than 'at next meeting'
- Approval via anonymous doodle poll