**International Society of Bionic Engineering**

Minutes of the Executive Board of Directors

(8:30pm, August 13, 2013, Nanjing, China)

**Members of the Executive Board of Directors:**

**Present:**

President: Julian F.V. Vincent, University of Bath, UK

Standing Vice-President: Luquan Ren, Jilin University, China

Vice-President: Thomas Stegmaier, ITV Denkendorf, Germany

General Secretary: Jianqiao Li, Jilin University, China

**Absent:**

Vice-President: Michael R. King, Cornell University, USA

Quorum Present: 2/3

**Others Present:**

Deputy General Secretary: Yuying Yan, University of Nottingham, UK

China Representatives: Zhendong Dai, NUAA

Zhiwu Han, Jilin University

UK Representative: Shujun Zhang, University of Gloucestershire

Australia Representative: Rashid Qaisrani, Department of Agriculture, Fisheries and Forestry

Austria Representative: Friedrich G. Barth, University of Vienna

Singapore Representative: Low Kin Huat, Nanyang Technological University

**The meeting was chaired by Julian Vincent**

1. **Welcome**
2. **Apologies for Non-attendance**

Received from Michel King

1. **Minutes of the Last Meeting**

The Minutes of the previous meeting of the Executive Board of Directors (2012) were read and approved.

1. **Matters Arising from the Minutes of the Last Meeting**

**--Established a Twitter Account for ISBE in China.**

Julian Vincent said twitter cannot be used in China, and the account could not be established.

**--Develop Partnership and Learning**

Julian Vincent said he had tried to setting up some sort of web based course and had got some success. One of his colleagues from University of Rhein-Waal (Germany) is keen on his ideas, using the best people from around the world to give lectures. Rhein-Waal University is also interested in this. The course will be tried in Germany first.

**--Collection of Membership Dues**

Jianqiao Li said each year we prepare many documents to the Ministry of Civil Affairs and Ministry of Education. If we collect the membership dues, we will serve more to the members. For our society, we are not familiar with all kinds of financial affairs and we may find the right person to handle this.

Julian Vincent said it is not urgent, because we are not taking membership dues. But if we collect it, especially for members outside China, we need to show where the money goes. We must therefore establish proper budgetary accounts with independent examination.

**--Programme of Academic Conferences and Workshops**

Jianqiao Li said, Professional Workshop on TVS Applications and IWBE 2012 were held in 2012, and ICBE is held every three years. For the society, we can provide some financial support to the members who would like to hold the conferences (workshops).

Julian Vincent said originally we were thinking of having conferences in China and other countries. About two years ago, we had a conference in Boston helped by Elsevier (publishers of the Journal of Bionic Engineering). Elsevier organized hotels, the conference venue, and so things were relatively easy. Do we want to host another one outside China? It will be nice to have suggestions about future conferences (workshops).

1. **Programme of Lectures on Bionic Engineering**

For the programme of Lectures, Yuying Yan suggested ISBE can work with the local societies to hold the activities together.

1. **Proposed Information Database of Bionic Engineering**

Julian Vincent suggested the information database should include the name, institution, topic, and a list of the website.

Thomas Stegmaier suggested trying to gather the knowledge by a kind of web based tools; all the researchers can put in the items which can be controlled throughout the world.

Shujun Zhang mentioned two types of databases, bionic engineering knowledge database and membership database. For knowledge database, we can add some WebPages or links on the website, which everybody can contribute the knowledge to the database; For membership database, Members can register their name, research fields and other information on the website, and they can work together. Membership database allow members from particular areas make collaborations in academic field.

**Action: Shujun Zhang is going to set up an easily and accessible list (reference points) for people of bionic engineering which will be useful and relatively easy at first.**

1. **Innovation and Development of ISBE e-Newsletter**

Julian Vincent said while we collected information for the newsletter we should target the letters to a small number of specific people instead of sending emails to all members. They should be asked to produce a short report; this would be more likely to produce a response. He also mentioned that most of the activities reported on ISBE website are in China, members would like to see more things that happened outside China.

(The president of NUAA came, and Prof. Luquan Ren left the conference at 9:30pm)

1. **Collection of Membership** **Dues**

Julian Vincent said when we started to collect membership fees, we need to make sure we have reasons for members to pay for it, otherwise we would not collect it. What did the ISBE have to offer?

1. **Any other Business**

Awards - Jianqiao Li said the award information was sent to members and published on the website. Prof. Minjun Kim and Prof. Feng Zhou got the award this year,

Julian Vincent said the criteria for making the award were not tight at all, the formats for the applications of the award were also very varied. It is necessary to make a list of recommend the requirement for the applications for consideration of the award.

**Action: Julian Vincent is in charge of amending the criteria and requirement for the application of the award.**

1. **Date of Next Meeting**

Jianqiao Li mentioned that the 18th World Congress of International Commission of Agricultural and Biosystems Engineering (CIGR) will be held in Beijing in September next year. ISBE probably could organize a session in that conference.

Shujun Zhang said some topics of the conference are related to Bionic Engineering, it might be easier for the people from other countries to attend this conference. It is a good time for the society to organize another parallel session. The venue and date of our meeting can be separate from the agriculture meeting.

The date/venue of next meeting are not decided during the conference in the end.

**Meeting ended at 9:50 pm**

**Minute submitted by Yue Gao from the office of secretariat, ISBE.**