DATE: Thursday 16 September 2021
START TIME: 17:30 UTC
LOCATION: Virtual meeting via Zoom: meeting registration link
https://events.zoom.us/ev/AMnlZMFINYtCggR0b1faHRu9OdPSSXpG8AIyYgBir8iOCnY9_ajHnn
MYHFKHO_b-vXtnvo?lmt=1630439671000
CHAIR: Dr. Adrian Glover (President)
MINUTES: Dr. Erin E. Easton (Secretary)
Other DSBS Trustees in attendance: Dr. Malcolm Clark (Trustee), Dr. Steve Haddock (Trustee), Dr. Santiago Herrera (Membership), Dr. Raissa Hogan (Diversity), Ms. Ily Iglesias (Student), Dr. Andrea Quattrini (Early-Career), Dr. Julia Sigwart (Development), Dr. Paris Stefanoudis (Communications), Dr. Chris Yesson (Treasurer), Dr. Daniela Zeppilli (Conferences)

AGENDA AGM PowerPoint presentation archived on the DSBS website:
1. Remarks and overview of activities for 2020-2021
2. Report on Finances and approval of official financial report by membership
3. Report on Student activities
4. Report on Early-Career activities
5. Report on Awards and Mentoring
6. Report on Communications (note: moved down as detailed in minutes below)
7. Report on Membership
8. Report on Conferences
9. Report on Diversity
10. Presentation of Awards (note: moved up as detailed in minutes below)
11. Summary of expansion of Society-provided services
12. Presentation of Trustee Nominations.
13. Presentation of 17DSBS Bids.
14. Discussion and Q&A for Members
   a. Development of the Society
   b. Other questions from the Members
TRUSTEES PRESENT:
Office-Bearing Trustees
President: Dr. Adrian Glover
Past-President: none
Treasurer: Dr. Chris Yesson
Secretary: Dr. Erin E. Easton
Membership: Dr. Santiago Herrera
Early-Career: Dr. Andrea Quattrini
Students: Ms. Ily Iglesia
Development: Dr. Julia Sigwart
Communications: Dr. Paris Stefanoudis
Conferences: Dr. Daniela Zeppilli
Diversity: Dr. Raissa Hogan
Awards: Dr. Rachel Jeffreys
Non-Office-Bearing Trustees
Dr. Steve Haddock
Dr. Malcolm Clark

TRUSTEES ABSENT:
Non-office-bearing: Dr. Chong Chen

1. Remarks and overview of activities for 2020-2021
Dr. Adrian Glover starting by offering a welcome. He presented the agenda and provided a background on the Society. As a legal non-profit organization, the Society can (i) employ people and own property, (ii) apply for grants, and (iii) receive tax exempted donations.

The Society is governed by 15 trustees, 11 executives and 4 non-bearing officers, for this 2020-2021 year. They meet every 2 months.

The time frame and primary objectives of the Annual General Meeting was communicated: (i) the election of new officers (which happens every 3 years) and constitutional votes, (ii) approval of financial report, (iii) award presentations, (iv) and membership discussion.

2. Report on Finances and approval of official financial report by membership
Dr. Chris Yesson presented his role and reviewed the Society finances.

The official finance account, running from January to December 2020, was reviewed in which the expenditure and income items were summarized and compared to our prior year’s finances report (Figure 1). This report was sent to all members on 2 September 2021 for review. Summary included Restricted (e.g., those received for specific activities), Unrestricted, and Total funds. FY 2020 was a small year in terms of funds going out because of a lack of travel because of COVID-19. We had some added income from eDSBS and CBE, postponed so we need to hold on to money. We have legal obligation to hold sufficient annual funds to operate for a typical year. We need to hold at least 9K, probably more for a year not impacted by a pandemic.

He then reviewed the 2021 finances to date (Figure 2). We have had a good year for sponsorship and membership income. Sponsors for 16DSBS were Lounsbery Foundation, Gordon and Betty More Foundation, International Seabed Authority. We may receive more from Pew. These sponsors provided large contributions to 16DSBS.
The membership then voted to approve the 2020 financial report, which was sent to membership for review on 2 September via official email communications. It was approved by members present by a show of hands (no one indicated dissent; 71 of 96 present at the time of the vote approved).

Figure 1: 2020 financial summary, reproduced from presentation.

<table>
<thead>
<tr>
<th>Unrestricted funds</th>
<th>Restricted funds</th>
<th>Total funds</th>
<th>Year ended 31 December 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A1 Receipts</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants</td>
<td>-</td>
<td>14,927</td>
<td>14,927</td>
</tr>
<tr>
<td>Membership</td>
<td>16,900</td>
<td>-</td>
<td>16,900</td>
</tr>
<tr>
<td>Product sales</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Events</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Symposium</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Donations</td>
<td>1,750</td>
<td>-</td>
<td>1,750</td>
</tr>
<tr>
<td><strong>Sub total</strong></td>
<td>18,740</td>
<td>14,927</td>
<td>33,667</td>
</tr>
<tr>
<td><strong>A3 Payments</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Awards</td>
<td>1,100</td>
<td>-</td>
<td>1,100</td>
</tr>
<tr>
<td>Publications</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>General Administrative</td>
<td>1,463</td>
<td>-</td>
<td>1,463</td>
</tr>
<tr>
<td>Promotional costs</td>
<td>1,000</td>
<td>-</td>
<td>1,000</td>
</tr>
<tr>
<td>Events</td>
<td>3,863</td>
<td>-</td>
<td>3,863</td>
</tr>
<tr>
<td>Bank charges</td>
<td>632</td>
<td>-</td>
<td>632</td>
</tr>
<tr>
<td><strong>Sub total</strong></td>
<td>4,494</td>
<td>3,863</td>
<td>8,357</td>
</tr>
<tr>
<td><strong>Total payments</strong></td>
<td>4,494</td>
<td>3,863</td>
<td>8,357</td>
</tr>
<tr>
<td><strong>Net of receipts/(payments)</strong></td>
<td>14,246</td>
<td>11,064</td>
<td>25,310</td>
</tr>
<tr>
<td>A5 Transfers between funds</td>
<td>-</td>
<td>137</td>
<td>137</td>
</tr>
<tr>
<td>A6 Cash funds last year end</td>
<td>70,506</td>
<td>-</td>
<td>70,506</td>
</tr>
<tr>
<td>Cash funds this year end</td>
<td>34,615</td>
<td>11,201</td>
<td>95,818</td>
</tr>
</tbody>
</table>

Figure 2: 2021 financial summary, reproduced from presentation

3. Report on Student activities
Ms. Ily Iglesias summarized the Society efforts relating to student activities and affairs: communications (maintained), events (co-hosted 16DSBS Early-career mixer, hosted 16DSBS “Creating impactful graphics and figures to showcase your science” online, hosted two student-focused panel events for eDSBS), student research profiles, and mentoring. Society working to increase membership of under-represented countries with a waiver for
4. **Report on Early-Career activities**
   Dr. Andrea Quattrini summarized the Society efforts relating to early-career activities: hosted webinar series events on How to be an Effective Chief Scientist and Defining Leadership Philosophy (recording posted on Slack), managed mentoring program (10 groups with ~75 mentors/mentees), and co-hosted online 16DSBS student mixer. She thanked everyone for the honor, and she is looking forward to holding another role.

5. **Report on Awards and Mentoring**
   Dr. Rachel Jeffries thanked Trustees for assisting her and acknowledged how great it was to be a Trustee. She provided an update on Awards given by the Society. In 2020, the Society awarded 161 online participation and 10 in-person participation awards for 16DSBS (some awards included funds to cover childcare or other participation costs beyond registration fees), 2 Dive Deeper awards (Dr. Diana Salcedo and Dr. Angelee Anasawmy), 2 Cruise Bursaries (Kelsey Barnhill and Nicole Pittoors), an annual Paper of the Year (Alexander Davis, Davis et al. 2020 Ultra-black camouflage in deep-sea fishes), and a Triennial PhD Thesis Paper 2018-2021 (Nicole Morgan, Morgan et al. 2019, Fine Scale Assemblage Structure of Benthic Invertebrate Megafauna on the North Pacific Seamount Mokumanamana). The Landmark paper is on hold but may be replaced with one for a landmark paper selected by the president lifetime awards nominated by membership and selected by Society Trustees. There was not time to role it out but the Society will role it out soon with the first award likely at the next AGM before being added to Triennial cycle.

6. **Presentation of Awards**
   See DSBS Website for list of awardees.

Reached 108 participants

7. **Report on Membership**
   Dr. Santiago Herrera summarized membership trends from 2018 to 2021. There was 59% growth to 650 active members from 410. The were increases in representation fo women (61% from 57%), students (40% from 31%), developing nations (8% from 3%), and the number of countries represented my membership to 48 (18 developing) from 36 (10 developing). This greater representation arose in part because of the waivers that we offered for researchers from developing nations and for those facing financial difficulties. We upgraded from PayPal to Stripe for payment system; PayPal was problematic for many members in numerous countries.

8. **Report on Conferences**
   DSBS16 update from Dr. Daniela Zeppelli:
   580 participants from 46 countries (Figure 3)
   8 keynotes
   214 talks
   175 posters
   26 sessions
   2 student events
   3 round tables
   89 grants
Lessons learned:
(1) Hybrid is good option and preferred by members

(2) A hybrid symposium is more than double the work of a purely online or onsite conference

   24 people worked for free to organized the conference
   2 admin assistants worked full-time for a year (salary covered by Ifremer)
   Support of the Society
   Several people from LOC and Society dedicated time to online events
   Numerous platforms for events

(3) Hybrid symposia are very expensive and require professional support
   For each room – 2 camera operators, 1 audio tech, and 2 people in control room for 12 hr per day
   Need to consider costs for dedicated website for live and replay session, storage space and time for replay; extra fees for pandemic-related costs (e.g., cleaning)

Take-home messages: Define size in advance, find equilibrium between onsite and online, be open to criticism, correct bad habits in time, consider online cost of hybrid is expensive, find sponsors, do not forget students (propose training and social events), be flexible, prepare for a stressful period

16th Deep-Sea Biology Symposium
580 participants from 46 countries

Figure 3. Summary of 16DSBS participants by country.
9. **Report on Diversity**

Dr. Raissa Hogan, first Diversity Officer, thanked members, Trustees, and educators throughout life. She had a difficult year with losses and she sees those that are also suffering grief.

Trustees have been discussing Social Justice and identified option for Social Justice Educators and DEIA trainings and consultants to work with Society. She developed a draft DEIA Plan of Action (available soon to membership for feedback) and opened Diversity Spaces (Slack #diversity channel, email, anonymous form). She organized online Diversity events: Workshop (Antiracism and Deep-Sea Science from a BIPOC perspective with Lisa Betty) and Roundtable Decolonizing Deep-Sea Science (Dr. Adela Roa-Varon, Dr. Debany Batista, Dr. Siddhi Joshi, Dr. Norrisa Williams). Society hosted two diversity meetings: 16DSBS Town Hall meetings with moderator in 2 time zones. Society dedicated funds for Diversity: expanded conference travel/participation funds.

Next steps: Complete DEIA Plan of action with membership, develop Diversity Awards/funding with criteria based on DEIA ethics, increase communication transparency, and form a Diversity committee.

10. **Report on Communications**

Dr. Paris Stefanoudis summarized the Society Communications efforts:

Society reached three times more Twitter followers since 2018 (~6300 vs. ~2100), opened a Public Slack Team (open to everyone) that has over 10 channels and 800 members (join here: http://j.mp/dsbs_slack), and co-produced 7 Deep-Sea Life Issues with DOSI with >100 blog posts posted on the Society website from this production.

Website updates: Posted DSL blog posts, AGM minutes, student profiles, past awardees and their reports, past DSBS Book of Abstracts, Deep-Sea Resources, eDSBS, and History of the Society and Symposia. Please send us other ideas.

11. **Summary of expansion of Society-provided services**

Dr. Adrian Glover summarized major Society activities and progress: developed low-cost online conference (eDSBS) for 300+ delegates (cannot be completely free in the future, but could be a low cost), developed Cde of Conduct, added Diversity officer role (Diversity initiatives are in progress), developed mentoring network (pilot in 2018, program initiated in 2019), developed new awards (Cruise bursary; Diversity awards in development), started to support symposia organizers (ISDSC7 first endeavour, eDSBS, 16DSBS), expanded communication efforts (new email domains and comms system).

Society needs from membership: patience (remember Trustees are volunteers), constructive comments and suggestions to expand and improve Society-provided services, established researchers willing to serve as mentors, support by maintaining active member status (membership fees are the Society’s only steady income), and volunteers to help with activities. Contact the Society, the relevant Society officer, and the DSBS Secretary.

12. **Presentation of Trustee Nominations**

Presented list of nominees.

**President**: Michelle Taylor  
**Secretary**: Alexis Weinig
Communications Officer: Andrea Quattrini
Membership and Data Protection Officer: Erin Easton
Diversity Officer: Alycia Jane Smith
Awards Officer: Julia Sigwart
Treasurer: no nominees
Early Career Officer: Pierre Methou, Franck Lejzerowicz
Student Officer: Katie Bigham, Matthew Woodstock, Brian Kennedy.
Development Officer: no nominees
Non-Office Bearing DSBS Committee Members (3 open positions): Bhavani Narayanaswamy, Sheena Talma, Sofia Graça Aranha Carvalho Ramos, Craig McClain.

Vote via the link in the email you received. Polls close at 1600 France time tomorrow.

13. Presentation of 17DSBS Bids
Presentation of bids: Hong Kong first (video presentation) then Ancona, Italy (live presentation with slides)

Bid details sent to membership via email.

Vote via the link in the email you received. Polls close at 1600 France time tomorrow.

14. Discussion and Q&A for Members (Development of the Society, Other questions from the Members)

Inmaculada Frutos – asked about presenting 1 poster and 1 talk at DSBS to better present science. AG responded that as we grow it is difficult to allow people to have multiple presentations and having extra session brings audience down but brings up acceptance rate. Can continue the discussion to hear as much science as we can.
Attendees – names as entered in Zoom log (Trustees in bold)

Adela Roa-Varon

Adrian Glover
Alejandra Mejia
Alex Davis
Alexis M Weinnig
Alycia Smith
Amanda Demopoulos
Amy Baco-Taylor
Ana Hilario

Andrea Quattrini
Angelika Brandt
Ardor Bellucci# Lila
Astrid Leitner (she/her)
Barbara Górska
Beatriz Mejia-Mercado
Bhavani Narayanaswamy
Brian Kennedy (he/him)
Candace Grimes (she/her)
Charlotte Seid (she/her)
Cherisse Du Preez

Chris Yesson
Craig Smith
Craig Robertson

Daniela Zeppilli
Danielle de Jonge
Denise Swanborn
Diana Salcedo

DSBS Secretary Erin Easton (she/her) (DSBS)
Eleonora Puccinelli
Elin Thomas
Emanuel Pereira
Emanuela Fanelli
Emily Young (she/her/hers)
Emma Zhou_HKUST (Emma Zhou)
Erik Cordes
Eva Stewart
Fanny Girard
Florence Pradillon
Franck Lejzerowicz (he/him)
Deep-Sea Biology Society

George Matsumoto (he# him) MBARI
Giovanni Chimienti
Giulia La Bianca
Guadalupe Bribiesca
Guilherme Siqueira Toledo de Carvalho
Guoyong YAN
Heidi Kristina Meyer
Holly Bik (she/her)
Ily Iglesias (she/her) DSBS Student Trustee (Ilysa Iglesias)
Inmaculada FRUTOS
Isabel De Block
Ivan Cautain
Jaime Rios
Janet Voight
Jennifer Le
Jeroen Ingels
Jesse van der Grient (she# her)
Jill Bourque
Jim Barry
Jinping Cheng (HKUST) (Jinping Cheng)
Julia Sigwart
Karen Osborn
Karen Wishner
Katie Bigham
Kerry Howell
Kerstin Kroeger
Leann Biancani
Lucy Woodall (She / her)
Mackenzie Gerringer (Mackenzie Gerringer)
Maéva Perez
Magdalena Georgieva
Maila Guilhon
Malcolm Clark
Mari Hegernes Eilertsen
Marina McCowin (she/her)
Matthew Woodstock
Mélissa HANAFI PORTIER
Michelle Taylor (Uni Essex) (Michelle Taylor)
Moronke Harris
Muriel Rabone
DEEP-SEA BIOLOGY SOCIETY

Nélia Mestre
Neus Campanyà i Llovet
Nicola Foster (she/her)
Nicole Pittoors
Nikolaos Lampadariou
Nils Piechaud
Olivia Pereira (she/her)

Paris Stefanoudis (DSBS Comms Officer) (Paris Stefanoudis)
Patricia Esquete Garrote
Paulo Vinicius Ferraz Correa
Pei-Yuan Qian
Pierre Methou (Pierre Methou JAMSTEC)
Rachel Boschen-Rose

Rachel Jeffreys (she/her)
Raissa Hogan
Regan Drennan
Rong NI_HKUST (Rong NI)

Santiago Herrera
Sarah de Mendonca
Shannon Johnson
Sheena Talma
Siddhi Joshi
Sofia Pinto Ramalho
Stephanie Bush
Steve Auscavitch

Steve Haddock
Tanja Stratmann
Teresa Ferreira
Teresa Radziejewska
Thomas Dahlgren
Thurber# Andrew
Tina Molodtsova
Torben Riehl
Wai Chuen WONG
Yao Xiao
Yi LAN
Yick Hang KWAN