

## 10/02/2021 ISIE LCSA Section Board Meeting

### In Attendance:

- David Font
- Haibo Feng
- Yuan Yao

### Action items:

**All:** Think about other opportunities to publicize our special issue.

**Cassie and All:** To check the activities between January and April 2020 and finalize the Section Annual report.

**Yuan:** Send Email to Paul Hoekman to follow up with the website setup progress for member spotlight and social media setup procedure; Send Email to Nina to ask for an extension on the Section Annual Report; Re-post the Special Issue information on ISIE website.

**Haibo:** Resend mass-email to every LCSA member regarding the special issue.

**David:** Send Email to the current owner of ISIE LCSA LinkedIn account for login information; Send Email to ISIE Organizing committee regarding the details of section spotlight on 2021 virtual meeting.

### Notes:

Cassie is back.

David is on leave in March 2021.

Session annual report:

- David drafted the report based on the previous year format and LCSA monthly board meetings. Yuan and Haibo provided additional information. Now, the report needs to cover the events that happened before the new board (Jan. to Apr. 2020). Cassie will finalize the report. Yuan will ask to extend the submission deadline to the end of the February 2021.

Section spotlight event on ISIE Virtual conference:

- ISIE is organizing the virtual conference in June 2021, and encourage each section board to prepare a 2-hour spotlight event as part of the virtual conference. David will send an Email to the organizing committee to acquire more details. Regardless of the spotlight event, LCSA board should send annual updates to the LCSA group (e.g. through Email).

Special issue:

- Received six abstracts and one full manuscript so far, the information needs to be further publicized, and send out again as a reminder. Group efforts needed from the board.

Social Media setup

- David will coordinate to receive the LinkedIn account of our LCSA section (<https://www.linkedin.com/groups/6994394/>).
- Yuan to ask Paul Hoekman about the official procedure to open an social media account (e.g. Twitter).

Member spotlight of LCSA members:

- Yuan to send a follow up Email to Paul Hoekman regarding the website setup progress.

### Next meeting:

Time: March 10<sup>th</sup>, 2020 9am EST.

ZOOM link: <https://yale.zoom.us/j/99937543983>