

Minutes of a ToxML Standards Organisation (TSO) General Meeting on 1st November 2011

A web/telephone meeting was held from 14.00 to 14.37 GMT on 1st November 2011.

Present were:

Ash Ali*
Daniel Benz
Dave Bower
Kevin Cross
Liz Hardy*
Nina Jeliaskova
Philip Judson*
Matthew Lord*
Ivelina Nikolova
Igor Tetko

* Staff representing Lhasa Limited abstained from voting.

1. Note Concerning How the Meeting Was Conducted

Some difficulties with spoken communication were encountered at the start of the meeting because of feedback loops. Spoken communication from the Lhasa site to other participants continued but communication from elsewhere was therefore restricted to written messages.

2. Adoption of the Constitution

Resolution 1: That the draft constitution made available on 22nd September and currently available for download from <https://www.lhasalimited.org/research/toxml> be approved and adopted as the constitution of the ToxML Standards Organisation.

Resolution 1 was proposed by Daniel Benz and seconded by Dave Bower. Four votes were recorded in favour of the resolution and none against and the resolution was therefore declared duly carried.

3. Election of First Members of the Supervisory Board

Resolution 2: That the following persons who at the date of distribution of this agenda have agreed to serve as members of the ToxML Standards Organisation Advisory Board be elected en bloc:

Dave Bower
Bertrand Dagallier
Nina Jeliaskova
Philip Judson
Igor Tetko

Resolution 2 had been circulated in the agenda for the meeting, which also included an agenda item for the election of additional candidates proposed before or during the meeting and willing to serve. It was agreed that Resolution 2 be amended to include those candidates as follows:

Resolution 2b: That the following persons who at the date of distribution of this agenda have agreed to serve as members of the ToxML Standards Organisation Advisory Board be elected en bloc:

Daniel Benz

Dave Bower
Bertrand Dagallier
Nina Jeliaskova
Philip Judson
Mary Manibusan
Igor Tetko

Resolution 2b was proposed by Daniel Benz and seconded by Kevin Cross. Four votes were recorded in favour of the resolution and none against and the resolution was therefore declared duly carried.

4. Election of the Chairperson

Kevin Cross suggested that there might be a short discussion about the duties of the chairperson. Philip Judson thought that they would be to co-ordinate the activities of the Organisation and chair meetings of its members and advisory board. There were no other comments about this.

Daniel Benz proposed that Philip Judson be elected chairperson and this was seconded by Kevin Cross. Philip Judson confirmed that he was willing to be elected. Five votes were recorded in favour and none against and Philip Judson was therefore declared duly elected.

5. Election of the Secretary

Philip Judson suggested that in view of the communication difficulties, election of the secretary be postponed until the next meeting of the advisory board. Dan Benz asked about the duties of the secretary. Philip Judson thought that they would not be as onerous as those of the secretary of a limited company, as defined in law, since the TSO is constituted in the form of a club or society. He thought the main activities would be to record the minutes of meetings and to send members agendas and dates of meetings, and similar information. Two or three people thought that with technology such as GoToMeeting it would be possible for the proceedings of meetings to be recorded automatically. Philip Judson agreed that this should be done but thought that the secretary would still need to provide summarised minutes covering the important business and decisions of meetings.

6. Brief Report on Progress

Ash Ali presented a few Powerpoint slides showing what the ToxML format editor looks like. The slides will be placed onto the ToxML website and available for download. [Further screenshots prepared by Dave Bower which Philip Judson was not able to pick up in time for the meeting will also be placed on the website].

The beta test version of the editor will be available through the website within the next week to ten days. Dan Benz, David Heard, Nina Jeliaskova, Igor Tetko and Chihae Yang have indicated their willingness to do some beta testing, and staff at Lhasa Limited will let them know as soon as the editor is accessible.

Igor Tetko asked if it will be possible to edit the format/schema. Nina Jeliaskova asked if the editor is an online one, or a downloadable one. Kevin Cross confirmed that it is an online editor. She asked also if only a fixed set of studies is supported or studies can be added/modified. Philip Judson said that although it was not obvious from the static screenshots used in Ash's presentation, the editor fully supports adding to and changing the schema, and anyone can edit changes, including the addition of new studies. Kevin Cross added that the changes are not implemented directly into the public standard: they will be reviewed by a curator before being released to it.

Daniel Benz asked why sister chromatid exchange (SCE) and unscheduled DNA synthesis (UDS) were included in the schema. Dave Bower explained that they were included earlier in ToxML and have not been removed. Daniel Benz said that we should not be collecting data that are of no interest

to anyone. Philip Judson agreed with regard to collecting the data but said that TSO is concerned only with facilitating data exchange. As a general point, if historical data exist, it may be necessary to maintain support for them to be communicated through ToxML.

7. Close of Meeting and Date of the First Meeting of the Advisory Board

There being no further business the meeting was closed.

The agenda that had been circulated included a short, first meeting of the advisory board, to follow the general meeting. In view of the communication difficulties, Philip Judson proposed that the meeting be postponed and held by teleconference and there was general agreement to this. Philip Judson undertook to suggest a few dates/times so that one could be found that suited the majority of board members.