

Coalition for Diversity and Inclusion in Scholarly Communication

Attendees: Rebecca McLeod, Peter Berkery, Patrick Alexander, Patty Baskin, Brit Stamey, Jody Bailey, Claire Redhead, Alice Meadows, Gabe Harp, Melanie Dolechek, Bev Acreman, Melanie Schlosser

7/23/2020 C4DISC Meeting Agenda

1. Financial Processes
 - a. Collecting PWYC dues from members and partner contributions will be done through two forms on the websites. Forms are directed to Kim at AUPresses to create invoices.
 - i. **ACTION ITEM:** Founding members should complete membership application indicating dues amount for FY2020 and voting representative by the end of August.
 - ii. If a membership application comes in for someone other than a founding member, Kim will alert us (via Peter) so we can review the application via email. If there are concerns from any steering committee member, they should request a conference call to discuss. New Applications require approval by the steering committee.
 - b. AUPresses (Kim) will set up a GoFundMe account for small donations.
 - c. Peter will send Melanie D and Brit a financial procedures draft to review and edit. Melanie D/Brit will circulate to Steering Committee once any revisions are made.
 - d. Peter will circulate draft of MOU for Hosting Organization once he hears back from accountant regarding how C4DISC will be treated (as a program vs. as a fiscal agent).
 - e. C4DISC was added to AUPresses liability insurance policy as an additional insured as of July 1.
 - f. Peter confirmed that C4DISC will not need to file separate tax statements.
2. Communication Plan
 - a. Melanie D has updated the website to include information from the Organizational Guide. Steering committee members should review and send any changes to Melanie.
 - b. Alice reviewed the Communications roll out plan that she, Rebecca and Bev worked on. The plan can be found [here](#). We'll discuss progress at the August meeting.
 - i. **ACTION ITEM:** Steering committee members should review and add their name to tasks they are willing to help with by EOB on July 28.
3. New Members and Steering Committee Representatives (Note: we should probably vote on this at the next meeting and add to Org Guide)
 - a. When new members join, they will be asked to assign a steering committee representative at the time they join.
 - b. If a member organization chooses not to appoint a steering committee member or the appointed member chooses not to consistently participate in the steering committee meetings, their seat will not be counted toward quorum and votes will be counted as abstentions.
 - c. In most cases, representative appointments/changes should coincide with C4DISC's fiscal year (July 1) in order to maintain continuity with the group.
 - d. Outgoing representatives for an organization should brief their incoming replacements.
 - e. At the July meeting each year, we'll plan to host an orientation process to bring new members up to speed.

- f. At some point, we'll need to think about the appropriate size of the steering committee as we add members and determine the trigger point of when we'll move to an elected steering committee model.
- 4. Patrick volunteered to represent C4DISC for the ALPSP Session Co-chair opportunity.
- 5. Working Groups
 - a. Toolkits for Equity Follow Up

Gabe would be interested in co-leading the project management side of one of the Toolkits. Generally the group feels we need to have an idea of who would lead the projects if we agree to take them on.

ACTION ITEM: Steering committee members should brainstorm possible project leaders from their organizations.
 - b. Possible other working group projects include:
 - i. Speaker Bureau of diverse speakers on non-DEI topics.
 - ii. Ask the Expert webinar series on DE&I topics (ex: HR, Editorial, etc)
 - c. We'll brainstorm additional project ideas in August.

Next meeting, August 20, 2020