

# Coalition for Diversity and Inclusion in Scholarly Communication

## 8/20/2020 C4DISC Meeting Agenda

**Attendees:** Rebecca McLeod, Patty Baskin, Brit Stamey, Jody Bailey, Alice Meadows, Melanie Dolechek, Tresa Bane, Scott Warren

1. Scott Warren will replace Jody Bailey as LPC's representative.
2. Financial Processes
  - a. ACTION ITEM: Founding members should complete membership application indicating dues amount for FY2020 and voting representative by September 9.
  - b. GoFundMe status update: Kim reports that she hit a roadblock with PayPal in trying to get this set up; she expects to resolve the PP issue this week and to be able to complete the work she started on the GFM page immediately thereafter. She'll keep us updated.
  - c. Reviewed the financial procedures; added AUPresses designation in front of Business Manager and Executive director for clarity; will vote to approve at the September meeting.
  - d. Reviewed MOU for Hosting Organization update; no changes made at this time; Jody will ask for feedback from Educopia; will vote to approve at the September meeting.
  - e. ACTION ITEM: Review and suggest edits on the MOU for Hosting Organization and the financial procedures before the September meeting.
3. Communication Plan
  - a. Reviewed communication plan progress and updated owners on several items.
  - b. Reviewed the adjusted timeline.
  - c. Planned launch date is September 9
  - d. Blog post complete—each organization can customize to their needs.
  - e. ACTION ITEM: Rebecca and Alice will draft the press release which will include internal quotes only.
  - f. ACTION ITEM: Melanie will create spreadsheet of adopting organizations that includes org name, contact name and email address for the purpose of soliciting quotes for later use.
  - g. ACTION ITEM: Melanie will create landing page with Launch info (twitter feed, PR, video, calls to action, etc.)
  - h. ACTION ITEM: Melanie will create very basic canned webinar (voice over PPT) that can be enhanced at a later date.
  - i. ACTION ITEM: Each rep will send Melanie a quote about why their org is involved in C4DISC and headshot of the person the quote is from by August 31 to be included in the canned webinar.
  - j. ACTION ITEM: Melanie will create online Ads that link to Landing page; ads will include the mission statement and a call to action of Learn more.
  - k. ACTION ITEM: Representatives should send Melanie ad specs if their organization has ad space they are willing to display C4DISC ads in by August 31.
4. Vote on procedure for New Members and Steering Committee Representatives (below) was postponed to September.
5. Working Groups
  - a. First working group was determined to be a Communications and Outreach working group. Alice agreed to get it going and then evaluate who should lead.

- b. Toolkits for Equity
  - i. Release of the first toolkit garnered much positive feedback and a number of speaking invites.
  - ii. Potential leads that have expressed interest are Randy Townsend and Gabe Harp.
  - iii. ACTION ITEM: **Steering committee members should brainstorm possible project leaders from their organizations.**
  - iv. The group agreed to confirm our willingness to take on the two future toolkits and we will sort out project leadership at a later date. ACTION ITEM: **Melanie will let the TFE group know.**
- c. Brainstorm additional project ideas

Discussed the possibility of having different types of working groups with varying levels of support and involvement; acknowledged that we need to define expectations, particularly in regard to financial support for potential working groups. Will need to get further clarification from working group suggestions coming from the website. Will need to determine how many working groups will be active at once and a way to prioritize them.

Current list of working group ideas:

  - i. Communications and Outreach
  - ii. Toolkits for Equity
  - iii. Speaker Bureau of diverse speakers on DEI & non-DEI topics.
  - iv. Ask the Expert webinar series on DE&I topics (ex: HR, Editorial, etc)
  - v. Mohit Bhandari: working group in surgery

Next meeting, September 24, 2020

## **Procedure for New Members and Steering Committee Representatives**

(for inclusion in the Organizational Guide)

1. When new members join, they will be asked to assign a steering committee representative at the time they join.
2. 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.
3. In most cases, representative appointments/changes should coincide with C4DISC's fiscal year (July 1) in order to maintain continuity with the group.
4. Outgoing representatives for an organization should brief their incoming replacements.
5. At the July meeting each year, new members are invited to an orientation process to bring new members up to speed.
6. As C4DISC grows, the steering committee will assess the appropriate size of the steering committee and determine the point of when we'll move to an elected steering committee model.

### **Working Group Suggestion:**

**Name:** Mohit Bhandari

**Email:**

**Suggestion:** Hello,

I'm a Professor of Surgery and Associate Chair of Research at McMaster University, Hamilton, Ontario Canada.

Surgery has many historic issues with diversity and inclusion--and specifically in scholarly activities.

I have numerous colleagues interested in working together towards a thoughtful collaboration to advocate for D and I.

Surgeons, I believe, are unique in their mindset from general medicine, and for this reason, I was hoping you might consider a working group in surgery.

**Would you be willing to lead a working group for this project?:** Yes

**What anticipated costs would be associated with this project, if any?:** We will be able to fundraise locally to cover costs of meetings, etc and any deliverables that may ensue.

**What would the benefit of the project be for the scholarly communications industry?:** Surgical scholarship at all levels is critical to the advancement of knowledge--but as important, is the assurance of Diversity and Inclusion in the process by which surgeons, trainees (and students considering these fields) conduct and disseminate scholarly work.