

Coalition for Diversity and Inclusion in Scholarly Communication

10/22/2020 C4DISC Meeting Notes

Attendees: Rebecca McLeod, Brit Stamey, Alice Meadows, Melanie Dolechek, Melanie Schlosser, Scott Warren, Bev Acreman, Alice Meadows, Gabe Harp, Peter Berkery, Claire Redhead, Bernie Foland, Jennifer Pesanelli, Patty Baskin.

1. Reviewed new members and partners since the last meeting.
Committed revenue to date:
 - Donations: 1 - \$500
 - Partner Applications: - \$13,200
 - Membership revenue commitment: \$20,375
 - Total Revenue Committed: \$34,075
2. Defined Member/Partner Approval Procedure
 - a. Treasurer, Convener, and Host Organization representative will review applications and approve; if not clearly qualified, will circulate to the steering committee via email for input.
 - b. **ACTION ITEM:** Bev and Alice will write up some language about removal of participants whose actions are not in alignment with C4DISC for the website.
 - c. In 2021, C4DISC will define a policy and procedure for review and removal of participants whose actions are not in alignment with the statement of principles
3. Discussed the partnership tiers; agreed to change the Bronze level to \$250-\$1000.
4. Reviewed the Contractor Scope of Work.
 - a. Position will be posted next week and shared via steering committee organization and individual networks; if applicant pool is not sufficiently diverse, will seek out job boards that target underrepresented groups.
 - b. **ACTION ITEM:** Melanie D. will share description and promotional text to steering committee for posting the last week of October.
 - c. CV/Resume review committee: Bev, Patty, Brit
 - d. Selection/interview committee: Rebecca, Peter, Melanie
5. Communications & Outreach Working Group (Alice, Bev and Rebecca)
 - a. **ACTION ITEM:** Alice will get more info on the Presentation Opportunity: Access Lab 2021; Debate on the Digital Divide
 - b. The Communication and Outreach working group volunteers had their first meeting and are working on updating the communications plan; plan to meet monthly
 - c. Priorities were defined as awareness; recruiting new members and partners and acknowledging the newly joined members and partners.
 - d. **ACTION ITEM:** All-Send Alice a breakdown of where your members are by country (to extend comfortable sharing that info)
6. Onboarding Documentation Updates
 - a. Member Onboarding Documentation (Jennifer, Patrick Lauren, and Scott) have not yet met to discuss.
 - b. Volunteer Onboarding Documentation (Gabe, Brit, Scott); Gabe is working on a first draft of a welcome doc for individual volunteers; next step is for him to share that with

Scott & Brit for their input. In the meantime, he has been welcoming new volunteers by email and updating our Google Sheet for tracking.

7. Reviewed the timeline and task owners; we mostly staying on track.
8. Working Groups discussion tabled for the next meeting. If there are lead prospects for the Toolkits for Equity project, please send them to Melanie D.

Next meeting, November 19, 2020