Attendees: Melanie Dolechek, Melanie Schlosser, Patrick Alexander, Gillian Harrison, Sarah Wipperman, Charlotte Roh, Patty Baskin, Bernie Folan, Peter Berkery, Rebecca McLeod

8/23/2021
1. Member/Partner Updates (Melanie)
   a. 97 Adopting Organizations (no new)
   b. New Representative for CALJ; Welcome Dawn Roche
      i. Assign Onboarding Buddies for Dawn Roche (wait until next meeting) and Sarah Wipperman (Melanie S)
      ii. Bernie to shadow an onboarding Sarah/Melanie
   c. New partner: SOPHE
   d. Discussion with Springer Nature
2. Financial Review
   a. Review FY2020 Year-End Statement (Brit)
      i. Will circulate by email
   b. Renewals (Ana)
      i. Invoices sent August 21, 2021
      ii. Members: 3 out of 12 paid their invoices
      iii. Partners: 3 out of 16 paid their invoices
3. Elect Officers for FY21: convener and treasurer 1 year terms each; renewable for 3 years
   a. MSC to reelect Melanie Dolechek as Convener and Brit Stamey as Treasurer for a second 1 year term.
4. Statement of Principles Review Update (Patty, Bernie, Rebecca, Ed)
   a. Update on progress: there has been a lot of engagement from the community, going to review comments and then meet. Anything that we cannot agree on, it will be brought to the Steering Committee.
5. Strategic Planning/Discussion (Melanie)
   a. Subgroup Melanie, Gillian, Melanie, Patrick, and Ana met to define the meeting structure
   b. September Meeting extended to 2 hours
   c. Action Item: Pre-work to be circulated ahead of the meeting.
      i. Review Reference materials
      ii. Review/Amend Questions
      iii. SWOT analysis
6. Working Group Updates
   a. Communications & Outreach Working Group Update (Ana)
      i. Helping to launch the Toolkit for Organizations
         1. Package to help Steering Committee, press release
      ii. Newsletter for next month
      iii. Looking to create robust content for Website
   b. Antiracism Toolkits for Equity update (Melanie)
      i. TFO launching Aug 25
      ii. TFA has been selected for an ALPSP award
iii. TFB they has a new chair (Ale Mejia joins Kerry Webb) and looking into logistics of how/what to present
   1. Focus on early career professional
   2. Doing some training with PubPub

c. Disability Toolkit for Equity (Bernie)
   i. There have been some delay due to leadership/role identification

d. Inclusive Language and Image Guidelines for Scholarly Communications (Patty)
   i. Progress, have had 2 meetings. Subgroups will start work individually.
   ii. Will use PubPub
   iii. Due March 2022

e. Working Group Process Document Review (Ana)
   i. **Action Item:** Ana to circulate and comments by October

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**For Reference**

**Working Group Ideas**

1. Current list of working group ideas:
   a. Speaker Bureau of diverse speakers on DEI & non-DEI topics.
   b. Ask the Expert webinar series on DE&I topics (ex: HR, Editorial, etc.)
   c. Scorecard

2. Working Group Suggestions from website
   a. Mohit Bhandari: Working group in surgery
   b. Luc Boruta: Linguistic diversity and multilingualism in scholarly communication
   c. Bernie Folan: Sharing practical good DEI practice
   d. Graham Smith: Toolkit for Organizations (peer reviewers, authors, readers, supply chain, etc) **NEW!**
   e. Shaina Lange: Gender Inclusivity Toolkit **NEW!**