

12/15/22

Minutes

Attendees: Melanie Schlosser, Brit Stamey, Heather Staines, Alex Mendonça, Peter Berkery, Margherita Zorzetto, Gillian Harrison Cain, Ally Laird, Bernie Folan, Charlotte Roh, Patty Baskin

- Members 14 / Partners 21 / Adoptees Updates 123
- Community Administrator position
 - Subgroup to evaluate 8 candidates
- Working Groups
 - Disability: update (Bernie)
 - Committee aiming to deliver a toolkit by May 2023, they are planning to tie to the major conferences, and they are starting on the research portion of it to see what sources are already out there so that they are not duplicating work, they will also start to plan the content they want to create
 - Equity Survey: update (Melanie)
 - Co-chair recruitment: Chhavi Chauhan
 - How to Respond to Disasters Group
 - The group is still working on it but have a rough draft
 - Communication and Outreach (Melanie)
 - Action Item: set up meeting communication strategy
- Honorarium
 - Gathering necessary paperwork and will pay out soon
 - GRAPHEK group: waiting for a response from the BIPOC toolkit chairs
 - PubPub rep confirm type of volunteering work (Ana)
 - Document and share what C4DISC is learning from this experience:
 - Is this a topic for the Community of Practice workstream or is this something where the Steering Committee should

separately communicate out and convene conversation out with our members and partners?

- **DECISION:** General agreement Steering Committee should continue to own
- Feedback Form created
 - Heather working on updates
- Strategic priorities work: Communities of practice (subgroup met, notes here)
 - First community call tentatively scheduled for 1/18, 11am EST
 - Draft finalized, please review and provide feedback
 - **Action Items:**
 - Send the call out (Ana/Melanie)
 - Send out Dec 19
 - Make the Zoom Registration (Ana)
 - Reminder after Jan 1
- Strateg
 - Content strategy vs. communication strategy – stems from request from group to create audio version of something at significant cost, decided to defer until setting a larger strategy around where / what formats, languages, “homes,” etc. and Steering Committee revisits as necessary.
 - Resources have been created, but how much awareness exists and usage occurring? Need to collect and analyze usage metrics.
 - Conduct assessment on work to date and devise long-term commitments.
 - Where live
 - What format
 - What language
 - When produced/launched
 - What should be review/update/maintenance schedule
 - What enhancements & companion resources
 - What/when ongoing promotion/communication
 - Version control strategy
 - Balance activity between maintenance of existing resources and creation of new resources
 - **ACTION ITEM - NEED FOR MEETING:**
 - Grid of what exists, what in progress today with as much info from assessment list as easily accessible