

## 2/27/23

Attendees: Abraham Khan, Vanesa Evers, Melanie Schlosser, Melanie Dolechek, Peter Berkery, Alex Mendonça, Brit Stamey, Heather Staines, Gillian Harrison Cain, Bev Acreman, Patty Baskin, Ally Laird, Rebecca McLeod, Ed Pentz, Bernie Folan, Charlotte Roh

- Welcome to our two new staff members! (Melanie)
  - Community Administrator: Vanesa Evers
  - Communications and Engagement Coordinator: Bernie Folan
- Members 14 / Partners 21 / Adoptees Updates 125
- Working Groups Updates
  - Disability: update –waiting to hear from those she reached out to (Bernie)
  - Equity Survey: update–making rapid progress, they have identified leads that they would like to meet with, core group meetings to keep project on track, they have a detailed project plan so much visual aspects are on the way, end of May they will be able to start requesting info, they are working on a more robust tool to gather data–maybe Survey monkey, researching best kits to use (Melanie D)
  - How to Respond to Disasters Group (Vanesa)
    - Working on policy (I reached out to group members and am awaiting a response for any updates and/or requested support)
  - Communication and Outreach (Bernie)
- Proposed change to how we do working group updates–an idea–would it more efficient if the steering committee meeting who attached to each group would provide a quick update before the steering committee meeting– what are folks’ thoughts and/or ideas
  - This process would allow for people to look over the updates prior to the meeting to have a better understanding. This will also allow for more fruitful conversation during the meeting.
  - LPC has a running doc where Liaisons drop their updates into the doc and ask others to take a look before the meeting
  - For future, yes the agenda will be sent a week before the Steering Committee meetings
  - Vanesa will work on this
- Other items
  - New Working Group Suggestions: (Decide either no, interested but don’t have the capacity right now, or interested let’s pursue) (Vanesa)
    - Work on process on how to handle the new working group suggestions–
      - Reading through the ideas–Voting yes or no– Need more info–Does it fit with what we’re doing–Is it aligned
      - Look over the specific requests for next meeting
      - Do we currently have the capacity to start another work?

- The work for the majority of the Working Groups has come to an end, they might still be promoting, but there may be 2 active groups at the moment
  - Do the WG have a shelf life and how many can we actually support at any given time—what are the constraints —(Factors at play) Funding, Person Liaison, Recruiting community volunteers
  - Creating a quick checklist to assess the Working Group— Capacity, Funding, Need, What do already have in place, etc.
- Feedback for Guidelines
  - Please pre-read the two messages in the doc
    - Language in guidelines needs to be corrected to better represent a diverse community. Create an on-going sub-working group that works on editing the language which would help to keep the language up to date. (suggestion from Patty)
    - Step one- Steering Committee is that we approve the suggestions to change the language.
    - Everyone voted to update the document—The Steering Committee fully supports updating the document
  - Decision needed: Is any of this feedback immediately actionable or do we just keep it in our pocket for the next time this doc is updated?
- Strategic priorities
  - Communities of Practice
    - Listserv (Note from Ana: Enlarge group of folks on the COP listserv—sent out only to those who participated)
    - Working group: text for participation v1 - Bernie and Patty
    - Bernie's updates— a good call by those in attendance, bi-monthly Zoom call where part of the call will be used to share what they want and then the other part of the call will more curated by the members, where those on the call will be provided with topics; listserv will be created; and running agenda from the meetings
- Communications strategy (Bernie)
 

*Brief overview on what Bernie feel needs to go into the strategy - opportunity for Steering Committee to feed in C4Disc Communications Strategy Inputs*

  - Bernie would like the committee to provide input to the strategy suggestions.
- Content strategy (Melanie S—move to March meeting)
  - Draft strategy
  - Biggest open question: How to approach updating and versioning?
    - Began looking at Licensing. All content should be Open Access (detailed license info provided in the document)
  - Another big question: Do we want to specify a creative license, what standards do we want to set around? —We create a statement that is used on all of our content. Consistency is important as we continue allowing folks to use our content. What control do we have when people possibly misuse our content?