

C4DISC Steering Committee

Running Agenda and Minutes from 8/22/22

Handy links

C4 DISC website | C4DISC Drive space | Minutes from earlier steering committee meetings
Steering Committee list email: c4disc@googlegroups.com

Current Members as of August 2022:

Melanie Schlosser (LPC, convener, non-voting), Brit Stamey (ISMTE, treasurer), Peter Berkery (AUPresses), Gillian Harrison Cain, Gordon E. Smith, Patricia Baskin, Ed Pentz, Ally Laird (LPC), Jordan Graham, Rebecca McLeod (NISO), Bernie Folan (OASPA), Alex Mendonça (SciELO), Charlotte Roh, Bev Acreman (UKSG), Alice Meadows (SSP/NISO), Heather Staines (ALPSP/Delta Think)--[Vanessa to update this list.](#)

4/24/23

- [Members 14 / Partners 23 / Adoptees 129 \(Updates\) \(Vanessa\)](#)
 - New Adoptees
 - Oxford University Press
 - Gallaudet University Press
 - New Partners/Membership inquiries—waiting until the next fiscal cycle
 - Institute of Electrical and Electronics Engineers (IEEE)
 - American Psychiatric Association
 - Oxford University Press
 - California Digital Library
- Working group updates
- Vanessa, Bernie, and Melanie D. to meet for website updates (also include suggestions from WE Working Group—Erin Landis)

- SciELO request (see email)
 - Comments from members– I think it would be preferable for SciElo to organize and scope a session and we could help source speakers from the steering committee or working groups. We have a deck/slides for that kind of presentation.
 - Comments from members– We can ask existing Working groups if they want to talk to Alex about presenting something (like the Toolkit for Disability equity).
 - Timeframe between now and July. –preferably mid June-July; 1-1.5 hour talk
 - Volunteers for the presentation–Melanie D.
- New working group suggestions (one group per meeting)
 - **Please add comments to the decision document before the meeting**
 - Vanesa and Melanie S. will create an updated form and Charlotte and Gillian will review the draft.
 - Toolkit for Accessible Publishing
 - Decision: Undecided at this moment–Next step– Peter will follow-up with the suggesters for more information
 - Supplier Diversity Handbook
 - Decision:
- Strategic priorities
 - Communities of Practice (Bernie)
 - This is now in the working group updates list going forward
 - Communications strategy (Bernie)
 - Finalised content outline for Communications strategy and plan
 - Met with Vanesa and Melanie D to understand all about our audiences and contacts and website
 - Met with Vanesa to delineate our job specifications and agree roles
 - Work on for Community of Practice WG recruitment and plan
 - Setting up tracking of audience end month counts to assess engagement health
 - Creating communications tracker
 - Content strategy (Melanie S)
 - Update structure for published resources DRAFT
 - **Please review and add comments to the draft before the meeting**
 - Major questions from the comments:

- 1 or two Editors?
 - Comments–Start off with 1 to see what the workload might be in the future.
- How long should the term be?
 - Comments- longer than a year, 2 years is aligned with other appointments
- Would they be eligible for the honorarium?
 - Reminder that the current honorarium program provides a small amount of money for those who are willing to volunteer based on their lived experience.
 - Yes, they would be eligible for the current honorarium–possibly creating two tracks of honoraria? Work with the current program for now and then in the future thinking of another track for honoraria.
- How would we select and onboard a new Editor who wasn't on the original working group?
 - Fill out an application that addresses their knowledge on the topic and they might have done work in the area–Open Call and Application
 - Recommendations of people from the original working group.
- How often should the SC check in with the Editors?
Annually? Semi-annually?
 - Comm. Admin. to contact the Editor for any updates/suggestions/edits every 6 months.