

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

Steering Committee membership

5/22/23

- Members 14 / Partners 23 / Adoptees 131 (Updates) (Vanessa)
 - Adopting–California Digital Library and Gallaudet University Press
 - Pending partners–IEEE and California Digital Library
- Working group updates
- Update the contact list for the current member spreadsheet (during meeting)
- Open officer positions coming up: Treasurer and Convener-Elect
 - Voting at the next meeting (need candidates prior to the next meeting)
 - July 1 Melanie S. past Convener
 - Will need a new Convener Elect (serves for 1 year)
 - Alice Meadows will be the new Convener
 - Brit Stamey has been the Treasurer and will be stepping down at the end of June, 2023
- New working group suggestions (one group per meeting)
 - **Please add comments to the decision document before the meeting**
 - Toolkit for Accessible Publishing – Peter reached out to proposers; meeting delayed til after Memorial Day due to workloads
 - Supplier Diversity Handbook
 - Decision: The vote for this Working Group suggestion is a no and we will not be moving forward with this. It is out of scope.
- Toolkit for Disability Equity (Bernie)
 - Review the published toolkit and decide on whether it's ready to be promoted as a C4DISC resource– Will it be included on the website?
 - Debrief on how the group's work has gone, lessons learned

- Need process for final publication of all resources - who needs to approve
- A question here is how to stay connected once the toolkit is complete; what are the expectations once the work is complete; how does the C4DISC liaison stay connected during the final stages of the work; what are the communication expectations btw the group and C4DIC
- SterCo feedback about this situation (Though this conversation is coming up about the Toolkit for Disability Equity working group, there should be standards that are created for moving forward with other working groups; check-ins; more involvement with the liaisons during the entire process so they are aware of the status/progress of the projects; in order for there to be more support and transparency for C4DISC)
 - C4DISC liaison needs to be a part of all communication that happens with the group and outside groups/orgs i.e. upcoming call with Pubpub
 - Maybe the groups can present their final toolkits/projects to the SterCo group
 - Group review/vote/approval
- Next steps for this working group- have them present their Toolkit prior to our next SterCo meeting on June 26th.
- Vanesa to set-up a meeting with the group and SterCo within the next few weeks
- Building Standards—obligations and expectations when working with working groups (Rebecca and Patty will draft guidance; Bernie can review the draft)
- Strategic priorities
 - Communities of Practice (Bernie)
 - This is now in the working group updates list going forward
 - Update added to the Working Group updates page
 - Communications strategy (Bernie)
 - For discussion

1. Committee to review Scope for C4DISC Communications Strategy and add any comments. See the wording at the top of this document - please add any comments **by the end of Friday May 26.**

2. Deepening engagement with partners and members

Should our named contact/SteerCo member be the only person we talk to at the org? How to develop relationships with interested staff for amplifying messages.

- Content strategy (Melanie S)
 - Melanie S needs to update some documents! No new discussion today.
- Honorarium policy/review/updates/payments (Melanie S)
- If there's time–revisit the language we use on a regular basis– Alex shared a NYT article– this article is behind a paywall and you may not have access to it but sharing it here: <https://nyti.ms/3Wff5zH>–title “Why Some Companies Are Saying ‘Diversity and Belonging’ Instead of ‘Diversity and Inclusion’”