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

9/25/2023

- Working group updates - please read (or update if you’re a liaison) the Google doc before the meeting
  - Disabilities Toolkit (Karen Stoll Farrell presenting during meeting)
    - https://c4disc.pubpub.org/collection/toolkit-for-disability-equity
    - Confirm publication date if possible
    - Provide feedback by Oct. 11/12th for the website
      - Bernie will lead the feedback process along with Karen.
  - Questions from WG (Karen Farrell):
    - Is there a style guide for the launch
      - From Patty- yes, and she will send it out (Patty and Rebecca will be working on this and other procedures.)
    - What should they send to Bernie for approval?
      - Bernie to follow-up with this for process
      - Think about feedback from WG on how this process works- working with Steering Committee, cycle, and publishing, etc
- Members 14 / Partners 23 / Adoptees 141  (Updates) (Vanesa)
  - CHORUS (Alice)
  - STM (Alice)
- Honorarium updates:
  - Sent out surveys for those who received the first round of honoraria (Vanesa)
  - Eligibility for next round of honoraria (group discussion)
    - Self-identification
• Two issues: wording unclear and people not understanding how to make the decision (clarification and socialization needed where people feel comfortable to self identify within a group that is eligible for honoraria!)

  ■ Participation - (BF) *do we want to weed out non-contributors in groups early?* Agreed to add advice/guidelines for WG chairs to C4DISC Resource WG guidelines.

  ○ Decision on offering honoraria for 2023-4 and going forward (group discussion)
    ■ Points to consider when thinking about the amount–should it vary by region.
  ○ Payment for most recent batch of recipients (Vanesa)
    ■ Awaiting support from Kim Miller.

• Budget:

  ○ Status of renewals (Vanesa)
    ■ Kim is working with a new contact at Altruic and is awaiting a response from them to tie up loose ends on C4DISC tasks.
  ○ For future meeting but wanted to note here–Re-evaluate the Tiers for Members/Partners (Alice)
  ○ Communications/marketing budget (Bernie)
    ■ Possibly funding for the website

• Strategic Priorities

  ○ Communications (Bernie)
    ■ GRAPHEK award recognition to highlight toolkits went out in September
    ■ Meeting with Alice this week to discuss purpose and possibilities of a revived Communications and Outreach voluntary committee
    ■ Meeting Workplace Equity survey team this week to agree comms plan for coming weeks and months
    ■ Melanie S. is interested in leading this charge–C4DISC Member DEIA showcase webinars (Bernie, Melanie S. and Vanesa will work on this).

  ■ Communications Channel Counts End August 2023

○ Future tasks:

  ■ Draft policy to archive/preserve documents and publications (Vanesa/Gillian)