

# 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](mailto:c4disc@googlegroups.com)

Steering Committee membership

## 10/23/2023

- Actions from last meeting
  - Style guide/guidelines for the Toolkit launch - Patty and Rebecca working on this and other procedures. (Patty & Rebecca—will get this back to this before the next meeting, Nov. meeting)
  - Create wording to get feedback from Toolkit for DE WG on how the process worked (e.g. working with Steering Committee, cycle, feedback, publishing, etc (Bernie)
  - Open meeting for community in Jan. 2024 to update on C4DISC last year's efforts and future plans. Bernie to draft plan for feedback (Alice, Vanesa, Gillian and Charlotte to review and input)
  - Invite reps from member DEI committees to knowledge sharing meeting (also below)
  
- Working group updates - please read (or update if you're a liaison) the Google doc before the meeting
- Members 14 / Partners 24 / Adoptees 142 (Updates) (Vanesa)
  - Adopting orgs: CHORUS, <http://www.chorusaccess.org>
- Prospective members update
  - LYRASIS (pending application)
  - STM (planning on joining July, 2024)
- Budget
  - Finances - invoices/renewals update (Vanesa)

- Non-renewals for this year must be paid by Jan. 2024
    - Non-renewals for 2022-23 (Elsevier, NCA)
  - Honoraria updates (Vanessa--wait until we have the correct voting members in the meeting--next meeting, Nov. 2023)
    - Feedback from survey
    - Decision on offering honoraria for 2023-4 and going forward (group discussion)
    - Changes to the process going forward-- edit the Google form to include all necessary info from recipients
- Strategic Priorities
  - Review 2022-23 strategic priorities set and look forward to set new
  - Communications Update (Bernie)
    - Update on plans for representing Member DEIA efforts (with Melanie S) and future Showcase Series (incl Partners)
    - Update on Communications & Outreach Committee plans
    - "Annual meeting" reporting back to community
    - Forthcoming communications: CHORUS partnering; WEQ progress; Toolkits; Oct COP call summary; January Meeting C4DISC Annual Meeting . *Anything missing?*
    - Channel Counts
- Future tasks:
  - Draft policy to archive/preserve documents and publications (Vanessa/Gillian)--on pause while finances are taken care of. Will revisit in the new year.
  - Gillian will present a full picture of financials after meeting with Kim-- in her new role as the Treasurer.
  - Value proposition for members and partners - volunteers needed