

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

3/25/2024

- **Actions from last and previous meeting(s)**
 - Style guide/guidelines for the Toolkit launch - Patty and Rebecca working on this and other procedures. UPDATE - draft is with Alice for initial review
 - Create wording to get feedback from Toolkit working groups on how the process worked (e.g. working with Steering Committee, cycle, feedback, publishing, etc (Bernie) *Do we have a Process doc for new toolkits we can add this step to?* **This will be done for April meeting (BF)**
 - VE Create a list of the orgs who have not paid renewals fees. The list has decreased but there are still outstanding orgs. Follow-up with Kim.
 - Sarah Phibbs to share out a helpful tool when working on strategic goals (Theory of Change website)
 - ALPSP DEIA research proposal (see separate email dated November 16) **Heather responded with the following message- they wanted financial support for the proposal.**
 - Outcome from conversation- get spending info/budget from Gillian
 - We don't have enough information for this conversation yet.

- **INFORMATION:** Members 14 / Partners 24 / Adoptees 148 (Updates - Vanesa)
 - **Renewals update**
 - **New Adopting orgs:** I received several spam/fraudulent requests for Adopting Orgs. so I deleted the emails that bounced back. Here is the list of orgs that have been removed from our site:
 - Work on criteria for adopting orgs before placing on website
 - **Pending Partnership:**
 - American Psychiatric Association, Gold level – \$3,500 (Vanesa working with Kim for invoice payment update as of 2/23)
 - **New Members:**
 - STM, payment received and welcome email/package sent to Rep.
- **Finance/budgeting update** (if needed)
- **Events, publications, other DEIA updates**
 - The IDEAL conference! <https://events.arl.org/IDEAL24/landing> (July in Toronto)
 - arXiv Accessibility Forum 2024 <https://accessibility2024.arxiv.org/> (September, online event)
- **Strategic objectives update**
 - Documentation plan will be ready to present to the Steering Committee by the next meeting on April 22, Alice, Charlotte, Gillian, Bernie, and Vanesa will be creating a draft to share out with the group.
 - Flow of information from when someone shows interest, adopting orgs, members/partners and renewal process
 - Events and meetings management
 - Governance and revisit some of the earlier processes
 - Global South outreach/engagement: Possibly create a subgroup for discussion to figure out a strategy– present something more concrete

by July 2024–subgroup volunteers– Sarah, Melanie S., Peter, Alex, and Harrison

- Vanesa to schedule the initial meeting for this group
- Next up: value prop and resource development work (volunteers needed to help lead these)
 - Harrison and Brit - resource development
 - Rebecca - value proposition
- Working groups/committees update
 - Vanesa sent out email in collaboration with Patty--Reconstituting C4DISC Workgroup to Update Inclusive Language Guidelines–awaiting responses from those who are might be interested
- **Honorarium:**
 - Melanie will talk with Bernie regarding the honorarium pilot moving to program. Vanesa to schedule a quick chat with the 2.
 - Bernie has questions regarding the Honorarium program
 - "serve on two year terms tied to the fiscal year". What is our fiscal year and if someone joins months before it do we count the two years starting at the start of the next fiscal year or the start of the previous one?
 - The fiscal year runs from: July to June
 - Vanesa to update this information
 - **Status of recipients:** (this is not updated yet)
 - Received: 7 payments made in Jan. 2023
 - Declined: 9
 - Pending payments: 8
 - Awaiting responses: 2
- **Discussion:** topics for future meetings
 - Working Group suggestion for toolkit for professional communities
 - Need to add to this doc for SC member comments
 - And add full text to this doc
- **Executive session:**

- Bernie and Vanesa will recuse themselves for a conversation about pay raise and job performance. They both met individually with Alice and Charlotte last week to discuss job performance and evaluation.