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

4/22/2024

- Actions from last and previous meeting(s)
  - Guidelines/style guide for Toolkit launch (see separate item below)
  - ALPSP DEIA research proposal
    - Alice/Vanesa follow-up on this matter
  - Gillian's communication with Melanie D. for C4DISC financial support for WEP design – check in on the exchange and update that information here (Vanesa)

- INFORMATION: Members 15 / Partners 23 / Adoptees 148 (Updates - Vanesa)
  - National Communication Association has been removed from the C4DISC site because they did not pay invoice for new partner period

- Renewals update:
  - Outstanding partnership renewal: Taylor & Francis
    (Naomi Barrett is current contact and emma.huck@tandf.co.uk was just added)

- New Adopting orgs:
  - Work on criteria for adopting orgs before placing on website

- Pending Partnership:
- American Psychiatric Association, Gold level – $3,500 (complete)
  ■ **New Members:**

- **Finance/budgeting update** (Gillian)
  ○ Quarterly updates
  ○ Create a new process about certain dollar amt. Requests
    ■ **Action:** Gillian and Vanesa

- **Events, publications, other DEIA updates**
  ○ DIAMAS (Developing Institutional Open Access Publishing Models to Advance Scholarly Communication) joint webinar.
    Date to be decided - Sandra has volunteered to speak
  ○ CALJ 2024
    ■ In person conference June 24-28 (Montreal)
    ■ Asking for a speaker: Charlotte can possibly go for one day to present on 6/26 or 6/27; Brit has also volunteered
      ■ **Action:** Alice to liaise with them both
    ■ Registration and some travel accommodations will be offered for interested parties
  ○ Other updates

- **Strategic objectives update**
  ○ Documentation plan
  ○ Global South outreach/engagement: 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
    ■ **Action:** Vanesa to schedule the initial meeting for this group
  ○ Next up: value prop and resource development work (volunteers needed to join both groups)
    ■ Leaders: Harrison and Brit - resource development (supported by Vanesa and Charlotte)
    ■ Leader: Rebecca+? - value proposition (supported by Bernie and Alice)
Future conversation–bylaws for next year - a separate issue from documentation though under the same umbrella/area

- Working groups/committees update
  - Vanesa sent out email in collaboration with Patty--Reconstituting C4DISC Workgroup to Update Inclusive Language Guidelines–met with the group and updates in the document

- Discussion:
  - Guidelines/style guide for Toolkit launch - ALL PLEASE READ BEFORE THE MEETING IF POSSIBLE
    - **Action:** all to provide comments by May 17
  - Working Group suggestion for toolkit for professional communities
    - **Action:** All to add comments to this working group decision doc for a new toolkit for professional communities by May 17
    - Here is the this working group suggestion doc
  - Workplace Equity Project survey executive summary (see email from Melanie D on April 18) - ALL PLEASE READ BEFORE THE MEETING IF POSSIBLE
    - Ready to publish asap after Steering Committee meeting
    - Vote outcome– **vote was passed** from all voting Steering Committee members to publish
  - Reschedule May 27 Steering Committee meeting -US Memorial Day and SSP Annual Meeting
    - **Meeting moved to June 3 at 11am ET**
  - Honorarium draft:
    - **Action:** All to review document by May 17
    - https://docs.google.com/document/d/103UaLaqUCsKAdzuqqkQnavfJucax0xfMJ3sGp7AbxCQ/edit?usp=sharing
  - Position evaluation and increase pay for Bernie and Vanesa’s roles (BERNIE AND VANESA TO RECUSE THEMSELVES)
    - **Vote to approve $1000 increase each for Bernie and Vanesa passed**
      - **Action:** Alice to update Bernie and Vanesa
• Action: Gillian to liaise with Kim re new payments from July 1