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

6/03/2024

- **Actions from last and previous meeting(s)**
  - Guidelines/style guide for Toolkit launch (see separate item below)
  - ALPSP DEIA research proposal
    - Update from ALPSP (Alice)
    - Looking for $10,000-20,000
  - Gillian's communication with Melanie D. for C4DISC financial support for WEP design – check in on the exchange and update that information here (Vanesa–complete)
    - Update– invoice paid to for their request
    - Do we need to set a dollar amount in order to approve payment...

- **INFORMATION**: Members 15 / Partners 23 / Adoptees 148  (Updates - Vanesa)
  - **Renewals update:**
    - Vanesa drafted letters for member/partner renewals to be sent out in June before invoices are sent out in July.
    - Outstanding partnership renewal: Taylor & Francis (this is now outstanding because I have not gotten a response from Kim since my mid-May emails. I am not sure if she is available during this time.)
○ **New Adopting orgs:**
  - Work on criteria for adopting orgs before adding to website

○ **New Members:**
  - Lyrasis

○ **Crossref status change (Ed)**
  - Status change from Member to Partner
  - Looking to increase support in the following global areas–Asia, Africa, and Central America

● **Finance/budgeting update** (Gillian)
  ○ Create a new process for requests below a certain dollar amount
    - **Action:** Gillian and Vanesa

● **Events, publications, other DEIA updates**
  ○ Confirmed: DIAMAS, CALJ 2024
  ○ Other updates: (PLEASE ADD ANYTHING YOU KNOW OF)

● **Strategic objectives update**
  ○ Documentation plan
    - Future conversation–bylaws for next year - a separate issue from documentation though under the same umbrella/area
  ○ 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:** Initial meeting pending members’ availability.
  ○ Next up (2024-25): 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)

● **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
  ○ 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 24

- Discussion topics:
  - Voting–Guidelines/style guide for Toolkit launch - ALL PLEASE READ/ADD COMMENTS BEFORE THE MEETING IF POSSIBLE
    - VOTE on whether to accept/publish
    - Steering Committee voted Yes
  - VOTE on whether to officially launch the program from July 2024
    - Steering Committee voted Yes and ready for the launch
  - Voting–Governance
    - Charlotte will be Convenor from July 2024 so we need a new Convenor-Elect
      - Nomination: Patty is interested in becoming Convenor-Elect
      - ACTION: Please send any other nominations/self-nominations to Charlotte before the next meeting
    - Propose canceling the official June meeting and reconvening on July 29
      - Agreed to keep the June 24 meeting
  - Ideas for future discussion topics
  - Next meeting will take place on June 24th