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

7/29/2024

- **Actions from last and previous meeting(s)**
  - ALPSP DEIA research proposal
    - Update from ALPSP (Alice)
    - Looking for $10,000-20,000
    - Might not be within our scope
    - Possibly support in kind– marketing and promote, support in other ways–Vanesa to respond to this inquiry.
    - Too large amt out of program support budget line
  - Gillian's communication with Melanie D. for C4DISC financial support for WEP design – check in on the exchange and update that information here
    - Update – invoice paid for their request
    - Do we need to set a dollar amount in order to approve payment...(this is still pending for an answer)
    - What is the process for approval for expenses / invoices?
      - Bring all financial requests to the Steering Committee–add this to the agenda to be covered at the end of every meeting.
  - **INFORMATION**: Members 15 / Partners 23 / Adoptees 151  (Updates - Vanesa)
○ **Renewals update:**
  - Vanessa 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:**
  - Criteria for adopting orgs before adding to website
    - Check website and email

○ **New Members:**
  - ABEC: Interested in joining, would like someone to come speak to council. [https://www.abecbrasil.org.br/](https://www.abecbrasil.org.br/)
    - Who is interested in speaking to someone at ABEC?--Alex Mendonça will speak to them on behalf of the Steering Committee.
  - Bernie has contacted Lyrasis about comms to welcome them as a new member and to collect comms and DEIA contacts we should use.

○ **Crossref status change (Ed)**
  - Status change from Member to Partner
    - Dollar amount? Silver level $2,500– will send this update to Kim Miller for invoice.
  - 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 Vanessa**
      - We will include the requests at the end of every meeting. Vanesa will draft this short process for documentation.
      - Vanesa to help Gillian locate honorarium and revenue to complete the 2024 budget– access to spreadsheet might be enough
- **Website Update budget** for Bernie– what is the amount; what do we want for updates; more research; what percentage of the website needs to be updated; can this work be done in-house; possibly add transactions directly on the site; what is needed and what impact will it have on the website; maybe changing theme and re-organization of the overall site; evaluation/audit and stats for the website– is this information collected on the website– analytics–
  - **Action:** Bernie to assign the Steering Co. to certain areas within the site and will request feedback
- **Events, publications, other DEIA updates**
  - Confirmed: DIAMAS (happened in June, CALJ 2024
  - Other updates: (PLEASE ADD ANYTHING YOU KNOW OF)
  - Vanesa on vacation from August 5-9
  - Suggestion: June & July pause in 2025
    - Have budget ready for the next fiscal year
    - Approved
- **Working groups/committees update**
  - 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
  - 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–meeting will not take place until July 30
    - Guidelines/style guide for Toolkit launch (see separate item below)
  - Plan for new member, partner, (adoptee?) practical DEIA showcase webinar series (Bernie to add link to brief description). Need to agree format, staffing and frequency. (Bernie)--Bernie and Charlotte will draft plan–submission process, review the presentation, drafting the call
○ Auditing cross-industry DEIA initiatives, groups, projects (Bernie)