

# 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

## 10/28/2024

- **Actions from last and previous meeting(s)**
  - Charlotte is traveling for the October meeting, Patty will lead the meeting.
  - Financial
    - Funding form in development based on example from LPC
  - Review of strategic objectives:
    - Continued work on resource development/maintenance
    - Global participation
      - Need to hear more from other parts of the world - ask reps to come and tell us about their thinking on DEIA
        - Alex has agreed to talk with us during the November member
        - Brainstorming ideas: asking Members what does diversity look like in how they serve their clients/audience
          - How have our toolkits impacted our Members/Partners?
- Pending projects:
  - **Website Update** – Define needs for a website update/refresh

- Action: Bernie to review needs and analytics. Assign a couple of Steering Co. members to review and add comments. This work has started **Update** - Bernie to send the outline to Rebecca, Alice, and Alex for review before our next meeting.
- **Pubpub**- our toolkits are possibly across multiple platforms —website stats/analytics and usage– we should think about migrating all of the toolkits to Pubpub
  - New version becoming available in May 2025 but will be more expensive or will we be moving to another platform? Info on this change and will add this item to the agenda for the next meeting
  - <https://www.knowledgefutures.org/updates/pubpub-platform/>. Patty will reach out to our Pubpub contact for next steps/options, etc
    - This PubPub change will impact everything that's currently hosted on PubPub
  - **Priority item**–Older toolkits need updating (Damita Snow has asked about the process for this) - could be part of the same process–yes–updating the toolkits
    - Reaching out the those who worked on the toolkits originally and see if they can support the updates– This is the Plan for updating C4DISC resources we agreed in 2023. (Bernie)
  - Create a pubpub poll for those using the toolkits directly on the website
    - Ideas: create a popup poll–who is using them, how are they being used, etc
- **Partner and Member Value Proposition Strategic Objective:**

**Update** - Bernie has emailed a proposal that covers enhancing our offering to Partners and enabling us to audit DEIA work happening in member organizations.

- Step 1–Action item: Need volunteers to review and comment.
  - Paolo Gujilde and Sandra Shaw have volunteered to review the proposal doc.
  - Timeline for review suggestions by 11/4/2024 EOD
- Step 2–Action: Patty and Sarah volunteered for the following idea
  - Idea from Sarah: Use the webinar space to present on toolkits and their use. Multiple presentations already developed.
- Comments from the meeting from Melanie S.
  - Bernie - if the proposal to add a staff member focused on programming goes forward, that person may be able to manage the partner webinar series without having to go through a committee to make it happen
- Should we look at adding another part-time staffer, focused on programming, rather than communication?
  - Melanie S., Bernie, and Vanesa have met to discuss. Bernie and Vanesa to combine thoughts on where resources would be useful before the Nov meeting. There is money in the budget to add an additional position if warranted–Programming Support Staff
  - Thoughts from Steering Committee meeting attendees will be asked upon once Bernie and Vanesa meet.
    - Initial ask– what is the difference between programming support/facilitation support vs Bernie’s communication role
    - There's a lot of committee facilitation happening that's falling on Bernie
    - Examples of support–the webinar series and facilitating working groups (along with taking notes for meetings)

- **Working groups/committees update**
- **(Whenever needed) Action:** All to add comments to this working group decision doc
  - Anti-Racism Toolkit for Professional Communities–vote pending along with discussion (***Membership Communities*** name revision)
    - Hold off on making the decision because we need more discussion, clarity, and Steering Comm. liaison–Melanie volunteered to be the liaison but we will still need volunteers/chair(s)
- **INFORMATION:** Members 15 / Partners 25 / Adoptees 155 (Updates - Vanesa)
  - **Renewals update:**
    - Kim Miller has sent out renewal invoices to Members and Partners for the new fiscal year. Several renewals are pending.
  - **New Adopting orgs:**
    - COPE's adopting form is pending
    - KASHF INSTITUTE OF DEVELOPMENT & STUDIES
  - **New Members:**
  - **New Partners:**
    - COPE (Committee on Publication Ethics)--pending dues as of 10/28