

# 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

## 3/31/2025

### Updates

- All our members have paid their outstanding payments! We have outstanding partner payments. Does anyone have contacts for the following:
  - American Chemical Society
  - Association of Research Libraries (Gillian will reach out to Andrew Pace)
  - Elsevier (Simon Holt - Alice will see this week)
  - Hamad Bin Khalifa University Press
  - SOPHE Society for Public Health Education
  - Wiley
- Rachel Melton will be joining as a rep. from NASIG's equity and inclusion committee.
- The C4DISC Statement of Principles has been sent to members and partners
- A Community of Practice survey is poised to be sent. To ascertain views and whether we should alternate times and days for accessibility.

**Action: At least 2 steering committee members to review. Scheduled to be sent week 1 or 2 April.**

### For Review

- Working groups/committees update

- Toolkit for Disability Equity ready to launch imminently. Update in the doc with link. Need Steering Co review/signoff before we launch officially. I will send this out with the meeting notes **for last review by April 7.**
- Rapid Response Resource: Update from Melanie S.
  - Here is the agenda, the notes document, and EasyRetro brainstorm board.
  - Guidance for Professional Membership Communities
  - Outcomes from event: Folks were excited to have an opportunity to do something; time to get to know both the toolkits and the community of practice.
- Action items:
  - Digital badge for C4DISC - send out logo to encourage people to put on their website; add this to workflow for member/partners-this can be a part of the response that goes out once people have acknowledged the joint statement of principles. This is part of the renewing process to be sent out to Members/Partner in late Spring for FY25. (VE)
  - Still need to release the Guidance for Professional Membership Communities doc!
- Staff roles - Do we need another person for programming? Bernie's doc for her duties and ideas about what more could be done with a programming hire. Bernie has outlined her role, need to understand what's in the potential new role as opposed to Bernie role and Vanesa's. Melanie S has added info re a potential Programming role.
  - Please review by April meeting.
  - Imagined as Program Support Staff role, for administrative duties
  - Please add some bullets on what might fit into review
  - Maybe find volunteers and then someone would need to organize the group instead of doing the work
    - Note from Bernie: Committee volunteers don't always step up so we need to be realistic.
  - Need to look at budget to see what fits
- Q. We have been asked if those reaffirming their commitment to our statement of principles (just heard from AUP) should point to the original statement page in their comms. What do we think? It will suffice but do we want to produce a post to point to (modelled on text in the email that went out) or not? (Bernie)

**Action: Bernie to create a page (AUP, SSP, CDL, CSE - others?) pointing to examples of reaffirmations to DEI work and/or our Principles from members, partners and adoptees. Check with Steer Co for others**

- Email inquiry from Louis Coiffait-Gunn (he/him) CEO, Chartered Institute of Library and Information Professionals (CILIP)
  - Given both our sectors' shared commitment to EDI I wondered if it would be helpful to share some knowledge about our respective activities e.g. you could nominate a speaker to summarise your approach to our c.50 staff team in one of our weekly online meetings?
  - To do: Vanesa to CC Bev in response to this contact. Invite them to our April meeting.
- Paolo is working on a survey based on previous surveys. Once he has completed the draft, I will send it to the Steering Committee. **Projected date to send out: May 12**
  - **2022 Questions:**
  - 2022 Survey

## **To Do**

- **Survey** for how C4DISC can be most impactful
  - Goal for launch in April
  - Paolo volunteered to work on, Gillian offered to support since worked on initial survey. He will review previous survey, discuss a review of past survey during next meeting.
- **Website Update** (Bernie):
  - Analytics basics for 2024 calendar year traffic can be found here (Bernie)
    - We need to decide what we want to know and how regularly. We also need to look at Pubpub stats. Would be good for someone au fait with Google Analytics to review stats.  
**Action:** Can a couple of volunteers from SteerCo look at the website stats on GA to ensure Bernie has not missed anything useful to our web design and to ensure it is all set up correctly. If no one has the skills we will need to wait for the Comms committee and hope a volunteer can review.
  - Calendar of DEIA events for the website
    - investigate plugin modeled on open access community calendar. This needs someone with the correct knowledge to investigate

- **Toolkits:** Older toolkits need updating. See the Plan for updating C4DISC resources we agreed in 2023.
  - 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
  - Toolkit for Allies creators interested in getting on PubPub, discussions taking place on next steps. Melanie S gave Damita Snow the green light for updates.
  - Patty will reach out to Toolkit for Language folks
  - Peer Review toolkit: Translations in Portuguese and Spanish are ready for review.
  - Disability Toolkit is ready to launch in April
  
- **Partner and Member Value Proposition Strategic Objective:**
  - Proposal approved, Sarah and Bernie will work to commission the first few interviews. Met in London recently at R2R and discussed. We will draw up a short set of questions and find some subjects
    - **ACTION:** Committee - please suggest interview subjects within partner and member orgs we can approach. Sarah and Bernie to design questions we will ask and reach out to two or three contacts.
  
- **INFORMATION:** Members 15 / Partners 26 / Adoptees 161
  - Renewals update:
  - New Adopting orgs: The Company of Biologists
  - New Members:
  - New Partners:
  - Outstanding Fiscal Year '24 Payments from Partners/Members
  - At new fiscal year renewals, include statement on fraught political times and offer not to list publicly on website.
    - Ask them to opt in (or out) on the website
    - Anonymous partners section
  
- **Communications**
  - Communications and Outreach committee recruitment. **Action:** Bernie to create call
  - Vanesa sent interested working group applicants to Bernie and they have been contacted and some added (COP)
  - Planned comms:

- Welcoming ABEC - new partner
- COP announcement
- C4DISC webinar Apr 29
- COP Survey (just to COP members)
- Toolkit for Disability Equity Launch
- New Showcase series call for proposals and announcement
- Comms Committee call for volunteers
- *Potentially* Rapid Response Sprint outcomes