

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

7/28/2025

Updates

- Convenor switched in July 2025, Patty Baskin is current convenor and Charlotte will continue to join meetings. (need role description)
 - Call for new convenor for next year to sit on meetings
 - Melanie S. has volunteered but only as a backup plan but would prefer for a new person.
 - Think about this for the upcoming meetings.
- Invoices have been sent out for next membership year - Emory University dropping off, also ATLA - because of budget cuts. Might be more to come in the future.
- **Urgent call**–Need a new treasurer to take over Gillian’s duties since she will step down due to Atla’s leaving C4DISC; she will help with transition (need role description)
- PubPub: We have 18 months until they shut down. Patty will send out a formal email of thanks for all their work and support of C4DISC.
 - **Potential web hosts:** If you have any other ideas, please list them here
 - Fulcrum, traditional press
 - Zenodo, data repository
 - eScholarship, archival repository
 - Wordpress, current website solution (pdf/html)
 - Manifold (U Minnesota, non-profit) <https://manifoldapp.org/>

- Progress on toolkits
 - Toolkit for Allies - revision now underway by SSP DEI committee group (promotion discussed)
 - Guidelines for Inclusive Language & Images - stalled but not forgotten (Mia)
 - PubPub working on posting translations for new Focus toolkit

- The C4DISC Statement of Principles has been sent to members and partners, affirmations
 - Do we want to share those who are not members/partners but they are affirming their commitment? (Bernie)
 - Do we want a place on the website where we promote those who affirm our statements, even though they are not members/partners?
 - No, maybe they can promote us on their site instead of us listing them on our site.

- Community of Practice Survey Response Slidedeck. You can see findings from the questionnaire. Shared with COP working group ahead of forthcoming meeting before resuming COP meetings in alternating time slots (Bernie)
 - Maybe have 2 versions of the same call due to timezone issues within 24 hours and combine notes (suggested by Melanie D.)
 - Another suggestion is to alternate timezones every other month/meeting if Bernie cannot handle hosting 2 meetings. (suggested by Alex M.)

- Member/Partner Value Proposition has been updated to include co-created webinars. Updated outline. *Think we should start on this work rather than review again.* (Bernie)

- Improved communication of C4DISC information (Bernie)
 - Updating of Member DEIA and Comms contacts -I'll be emailing you all
 - Bespoke comms templates to members and partners for dissemination.

- Recruitment of Communications and Outreach Committee
 - The previous call wording could not be located so Bernie is working on some new wording and will communicate a call this week. (Bernie)

- Additional staff role—should we still consider adding another staff person since we are anticipating fund loss due to cuts of funds and loss of member/partner. Role breakdown
 - We do have funds available for volunteers in the form of honorarium and other misc funds that can be used to help support more work
 - Committees support additional work
 - Committee members agreed that we should wait before adding another pt position—will the communications committee working group be able to take on more duties? Also adding a steering committee member as well to help support.

- Website (moved from last meeting):
 - 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. This will be a task then for the Comms committee to review regularly.

- Treasurer Report - End of fiscal year 2025 financials (Gillian)
 - Need to develop budget for next year, considerations
 - new platform for toolkits
 - additional staff position
 - honorarium for those updating toolkits

- **INFORMATION:** Members 15 / Partners 26 / Adoptees 162
 - Renewals update:
 - New Adopting orgs:
 - Pending updates after vetting websites/organizations
 - New Members:
 - New Partners:
 - Invoices for FY26 sent out on 7/21