

# 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

1/26/2026

- **Rebecca McLeod voted for next convenor to begin July 2026**
- **Brit Stamey** can no longer serve as the treasurer due to her org no longer able to support C4DISC. Put out a call for a new treasurer.
- Vanesa will be taking maternity leave from full-time job but will still be supporting C4DISC while on leave. She will not be present for the January meeting.
- Proposal was declined for SSP.
  - Patty has the proposal if anyone is interested in presenting for the poster session is an option for anyone who is interested—Community of Practice.
- **PubPub** Received notification for PubPub that they will be continuing as they have received further funding. We will not need to migrate off the website, but Patty is inquiring about possible nominal cost for hosting. Just want to confirm no cost. Can potentially use Evalyne for some website work- Patty will follow up with her. Harrison has also used PubPub a lot and can help out with production work also.
- Progress on toolkits -
  - **Toolkit for Allies** - revision close to final by SSP DEI committee group (promotion discussed). Will be done early this spring; Patty invited to talk about at CSE meeting early May. Release communications plan to be created. **Patty will introduce Bernie for comms plans.** (Bernie). Working group needs budget for artwork/cover design - similar to that for Focus toolkit ~\$1000-1500. Thinking of reaching out to same artist. **Patty did this at the last update meeting after the last C4DISC conversation.**
  - Guidelines for Inclusive Language & Images - stalled but not forgotten (Mia)

- PubPub working on posting translations for new **Focus toolkit - Patty to follow up**
- **C4DISC feedback meeting** plan (on an 18 month or annual schedule)
  - When shall we plan this meeting? Feedback from committee?  
Last held this meeting Jan 2024.  
**Action:** Plan for May 2026; a few SteerCo members to be involved in content and slide creation; need survey responses analysis done as part of it .  
Melanie S will lead the subcommittee to plan for the feedback meeting this year - helped by Charlotte. Melanie will put out a call to rest of steering committee to ask for more subcom members.
- Community of Practice Meetings
  - January 8 call on **Building Inclusive Products - Integrating DEI Principles into Product Development, AI Systems, and Accessibility Standards**  
Notes summary.
    - Note potential Future Actions - do we have any appetite to explore?
      - Creation of guidelines or a toolkit for writing alt text in publishing may be helpful to the community. Sarah Phibbs shared this draft for consultation:  
<https://stm-assoc.org/stm-unveils-draft-alt-text-taxonomy/>
      - There is an opportunity to make a glossary for inclusive language definitions, particularly in different regions of the world.
      - Additional opportunity for publishers to describe their support of DEIA and whether that creates brand differentiation and/or unique value proposition.
  - Next Call March 2: **Recruitment, Retention, and Resilience in Publishing**
- **Communications and Outreach Committee -**
  - Working Group set up. The introductory call happened in early January.  
Notes have been sent to working group members. Created an initial task list for volunteers to claim. Paolo has volunteered to chair this group once it is active but other member reps are welcomed.

- **ACTION:** A few SteerCo members could review the task list and make additions and suggestions/comments before the Feb meeting. This was created by me with input from Alice last year.
- Encourage your own organizations to donate webinar content for re-use or collaboration, modeling what SSP is doing.
- Treasurer Report (Show)
  - Need to develop budget for next year, considerations
    - platform costs for toolkits? Art for toolkits
    - honorarium for those updating toolkits (\$300/eligible requesting person)
      - Eligible participants have received their funds in Dec. 2025
  - Review for Vanesa and Bernie - End of next meeting in February - check with Vanesa about date.
- Lyrasis is planning to lead a DEIA and Policies discussion at ICOLC (Paolo) - will be doing a roundtable informal conversation instead, don't know yet - still in formation
  - International Coalition of Library Consortia meeting in Spring 2026
  - How are consortia and their members
  - responding to DEIA policies from governmental agencies?
  - **How can C4DISC help in this discussion? (Paolo)** Can Lyrasis use what we have as part of the discussion?
    - December 2026 - ready for steering committee feedback-behind schedule
      - Paolo- Lyrasis- suggests to do a survey in the summer 2026- what do people want to see from C4DISC--wait until after survey is complete to see outcome
      - Potential timeline: release survey late Jan/early Feb. 2026, (**year verification?**) feedback meeting in May 2026; another option for timeline--release survey in mid-Jan and close it at the end of Feb., feedback meeting in March 2026
      - Paolo's needs: Have the survey ready in Dec. 2025 for review, asking for feedback and then release it by mid-Jan.--going out--will need email templates, who is the audience? Partners, Members, SteerCo, and Comms (Will use Bernie's Communication & Audience doc)
      - An annual cycle and do this survey/report out yearly

- **INFORMATION:** Members 14 / Partners 26 / Adoptees 171
  - Adopting Orgs.
    - Digital Transformation Research Institute (SMC-Private) Limited
    - COPAIR Research Institute
    - Zonal Academic Press
    - International Journal of Clinical Neurosciences (IJCN)
    - Drugs in Context Journal
  - Orgs. that are no longer involved as of FY26:
    - ASME
    - National Communication Association
    - Origin Editorial, LLC
    - Emory University Libraries
    - Hamad Bin Khalifa University Press
    - Atla
    - NISO
    - ISTME (International Society of Managing and Technical Editors)
    - Open Access Scholarly Publishers Association
  - Outstanding Invoices: Vanesa has contacted all reps to inquire about their orgs participation.
    - Scientific Electronic Library Online (SciELO)
    - Associação Brasileira de Editores Científicos - ABEC Brasil (Did Vanesa hear from them?)
      - Ana Morais ana.morais@linceu.com.br
    - ACS (American Chemical Society Publications)
    - Association of Research Libraries
    - CHORUS
    - Elsevier
    - Oxford University Press
    - PLOS

## To be revisited later / Parking lot

- CILIP is seeking a C4DISC rep to speak at their staff meeting. Please reach out to Patty if you are interested. (UK)

- **Bernie and Vanesa's yearly review along with potential raises—(Last job evaluation/review was in March 2024)--Have committee members vote on an increased amount while we are off the call—VE will reach out to Gillian while waiting for the treasurer to see the potential raise amount.**
- Member and Partner practical case studies webinars and interviews to be sourced for 2026 (BF / SP)
- February will be one year since our Rapid Response Day that resulted in the Guidance for Professional Membership Communities. Is this something we should consider doing again? It was really well received! (Melanie S)
- Resource and webinar usage (once comms committee is bedded in) (BF)
- Strategies for member and partner prospecting for growth (BF to see if comms and outreach committee can take this on in 2026) BF
- Additional programming role required? (Revisit after Comms and Outreach committee bedded in) (MS/BF)