

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

3/30/26

- SEE EMAIL: Melanie has completed a budget-to-actuals for FY25 and drafted a budget for FY26
 - ACTION–Need a vote via email–
 - The SC needs to approve the budget at this meeting (assuming it looks OK)
 - Melanie will lead a discussion at the April meeting on some big questions regarding the budget going forward
 - Add an expense item for Evalyne Wanjiru to help with websites (PubPub production and WordPress) as needed? Also contract signed with illustrator of new Allies website (\$1,500). We need to pay this, illustrations submitted.
 - Running webinars re toolkits- costs? Bernie thinks no costs unless opt-in honoraria.
- C4DISC community feedback meeting: Bev, Bernie, Charlotte and Melanie supporting –Held meeting on **March 10** to put together the slides and agenda. The planning group for the community meeting met and drafted an agenda: The document also includes a list of action items that will need volunteers. Please review, need volunteers for tasks, **need to set date**.
 - Added volunteers to the doc
- Community of Practice Meeting updates:
March Summary (*Recruitment, Retention, and Resilience in Publishing*).
Next call is May 7 - *Managing DEI in Complex Political and Regulatory Environments – Global Perspectives on Organizational Adaptation*

- CILIP is seeking a C4DISC rep to speak at their staff meeting. Please reach out to Patty if you are interested. (UK)--Bernie will be a backup if no one else can.
 - I'll check in with our Europe based steering co members and then can confirm who will do it.
 - **ACTION**–Patty will link Bernie with the person to meet with–
- February was 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).
 - A lot of focus is on US. Perhaps an event that would be similar after the survey results are in.
- Planned community survey - Bernie has updated questions and three SteerCo members have reviewed. The comms and outreach group are currently reviewing it and then it will be finalised. Would be best to have the survey done before the community feedback meeting!

ACTION: Needs building in SurveyMonkey - does Paolo who originally volunteered have time soon? YES! - Paolo

- Get survey out the week of April 6th
- Paolo will work on SurveyMonkey - coordinate with Bernie
- Working Group Suggestion:
 - **Add comments to this working group decision doc for a new working group.**
 - The decision is pending. Need more info from the submitter.

INFORMATION: Members 14 / Partners 26 / Adoptees 173

- Partners: PLOS have not paid their invoice and our contact there has left.

Action: Steering Co to decide who is best to get in touch with a personal contact at the organisation. Vanesa and Bernie are developing some text we can send alongside the personal note. This will be the new ongoing process with all non-payments or cancellation decisions. No partner should leave without a personal interaction with one of us.
- Adopting Orgs.
 - Digital Transformation Research Institute (SMC-Private) Limited
 - Biopsychosocial Science and Medicine
- Outstanding Invoices
 - Elsevier, \$5,000, Contact: Joslyn Dumas
 - COPE, \$250, Contact: Natalie Ridgeway
 - ACS: \$5,000, Contact: Angie Hunter

Increase for Bernie and Vanesa discussion: Bernie & Vanesa excused (make Patty host) Reminder sent: Be prepared to provide feedback about Bernie and Vanesa's job evaluation with Patty at the end of the March meeting

Parking Lot Items:

- Website updates to be handled by Bernie and Vanesa initially and then we decide if we need more help. VE to schedule a meeting with Bernie.
- Member and Partner practical case studies webinars and interviews to be sourced for 2026 (BF / SP)
- Resource and webinar usage (once comms committee is bedded in) (BF)
 - I'll be trying to galvanise comms and outreach committee to gather events to kick us off and hopefully in time we will be seen as the "hub" / "one-stop shop" for DEIA events in scholarly comms.
 - We will reach out to all members and partners for gathering events
- 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)