

C4DISC Steering Committee

Running Agenda and Minutes from 2026

Handy links

C4 DISC website | C4DISC Drive space | Minutes from earlier steering committee meetings
Steering Committee list email: c4disc@googlegroups.com

Steering Committee membership

4/27/26

- Review is needed for the Governance doc
 - Do we need a group that is interested in helping with this review?
 - Need clarity about voting responsibility–1 vote per membership institute
- Updated Contact List for Steering Com. members (voting status included)--please review
 - VE member communications for updates based on the above doc
 - Ask if there is a board member
 - VE to ask Melanie D. if she wants to be a voting member or if she wants to give that responsibility to someone else.
- Website updates
 - Members and Partners page updated
 - Ongoing website updates: a website map is being created and Vanesa and Bernie will review each page and come to the steering committee with any questions that arise; reach out to us if you notice anything that needs updating in the interim.
- SEE EMAIL: Melanie has completed a budget-to-actuals for FY25 and drafted a budget for FY26
 - ACTION–Vote during the meeting–Received 6 votes to pass the budget FY26
 - 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 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 in June avoiding any major conferences and events.**
 - Added volunteers to the doc
 - VE to send out scheduling Poll for community meeting in June
- Community of Practice Meeting updates:
Next call is May 7 - *Managing DEI in Complex Political and Regulatory Environments – Global Perspectives on Organizational Adaptation*
Action: Look out for promotional material and share within your organizations and networks
- Community survey - Questions were reviewed by steering co and comms and outreach members. Paolo has created the survey. Survey **to go out 29 April** and then a couple of reminders. Be on the lookout for communication from Bernie to share this out. Thank you!
 - How long should the survey be open?
 - Analysis time and then results?
- 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. Do we have specific questions for them in order to move this along?
- A tab for events on the main site that lists DEIA events to help folks stay in the DEIA loop
 - Possibly fill in a form and it can auto-populate on the site (still needs review by VE or BF)
 - Manually add info on the site (BF & VE)
 - Projected timeline to begin tab?--add it to the events page–Community Events Link

Action - Bernie or Vanesa to create an events form.

Bernie to send to members and partners.

Bernie to task Communications and Outreach Committee to source events.

- Discuss Research4Life - potential contribution? Request from Sarah Phibbs.
 - Ask: contributions for travel fund sponsorship support, Research4Life Country Connectors Annual Report 2025
 - July

INFORMATION: Members 14 / Partners 26 / Adoptees 173

- Partners: PLOS have not paid their invoice and our contact there has left.
Action: Sarah Phibbs reached out to Alison Mudditt, their CEO. Pending response.
- Adopting Orgs.
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- Outstanding Invoices
 - Elsevier, \$5,000, Contact: Joslyn Dumas (pending removal)
 - COPE, \$250, Contact: Natalie Ridgeway (pending removal)
 - ACS: \$5,000, Contact: Angie Hunter (approved but waiting for payment)

Increase for Bernie and Vanesa discussion: 6% increase approved and communication will be sent to Kim Miller to make adjustments.

Parking Lot Items:

- 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)

- 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 and community meeting has happened.