

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

7/27/2026

- We will not be meeting on Aug. 31 and it will be used for member survey time
- Welcome to our new convener: Rebecca McLeod as of July, 2026 meeting
- September meeting will be a working meeting and we will work through the Strategic Priorities plans from previous years
- Strategic Priorities Planning for FY27
 - SWOT analysis
 - Maybe look at the survey results for direction
 - From previous years:
 - 2021 Strategic Planning doc:
https://docs.google.com/document/d/1SsXz3KCOBZle_TK1bkchDwh-F41-glzovx0-Ti-pPUU/edit?tab=t.0
 - Strategic Plan, 2022-23:
<https://docs.google.com/document/d/1cYppcyyouC8Fvgi4saWYSfh47-HEYouN/edit>
- Propose C4DISC Steering Committee rotating member reps to bring in new ideas and to give breaks for those who have been serving as a member rep for a while
- Melanie awaiting FY26 financials closeout from Kim - discussion at August and bring that info to the September meeting
- Review is needed for the Governance doc and here is the doc to edit.

- Vanesa, Bernie, and possibly Melanie D., and Sarah, Patty, and Rebecca, Melanie S. are available August and beyond.
 - VE to email folks who might be of interest to schedule meeting (7/20)
- PubPub might not be the best as a long-term solution; Rebecca to meet with Patty to get more info on this issue. Group to discuss other options.
 - We should be thinking longterm about the toolkit home and PubPub is uncertain about their future. Rebecca will add this query to the member survey for suggestions. We started the convo a few months ago.
- Toolkits report: Allies (update to be posted this summer, presented at CSE meeting in May); Language Guidelines (delayed, waiting for Mia's responsibilities to be transferred); Email communications discovered (possible feedback for Toolkits); PubPub (translations pending website placement- Portuguese and Spanish); PubPub (can't do the production work, working with a contracted person to complete production work - Patty in contact)

INFORMATION: Members 14 / Partners 26 / Adoptees 175

- Adopting orgs: I have added a statement in the Adopting Org Notification email that invites them to join as a Member/Partner
 - Asian Pacific Journal of Nursing and Health Sciences
<https://apjnh.com/index.php/apjnh>
 - Ethos Publishing Consulting
<https://ethospublishing.co.uk/>

Parking Lot Items:

- Website updates-pending work
- Additional role doc (along w Bernie's role) - Programming Role:
 - Steering Committee Review doc
- Toolkit updates and review
 - Plan for updating:

- 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)
- 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.
- Events calendar on the main site that lists DEIA events to help folks stay in the DEIA loop

- Fill in a form to auto-populate the site (events needs review by VE or BF) / Can a form be created on Wordpress?

Action - Bernie has created an events form. But the automation part will need to wait for website redevelopment

- Paolo added this for consideration: JCLC Conference (taking place in Oct. '26): <https://www.jclcinc.org/conference/2026/>
 - C4DISC financial support-sponsor/funds for scholarship around \$2,000 (<https://www.jclcinc.org/conference/2026/sponsorships/>)
 - We will not have time to draft a formal way to provide sponsorship for orgs/conferences so will decline this at the moment.
 - We need to get through our strategic planning convo and see where financial support of other orgs/programs falls in that plan before we do the nitty gritty work of figuring out the process (Melanie S.)
 - A proposal for all external funding requests makes sense. (Melanie D.)
 - Instead of providing sponsorship for the conference, maybe we could participate in the poster. Paolo will get back to us.