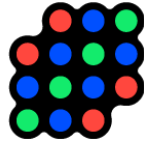# CIRTN-R2FIC EDI Committee Meetings

- **Date:** Thursday, August 26th, 2021
- **Time:** 9 AM PT | 10 AM MT | 11 AM CT | 12 PM ET
- **Location:** [Zoom virtual meeting](#)
- **Attendees:** Gareth Lim, Tamadher Alghamdi, Taylor Morriseau, and Tina Dafoe
- **Regrets:** Liz Rideout
- **Chaired by:** Gareth Lim
- **Minutes recorded by:** Tina Dafoe
- **Next meeting:** September 16th, 2021
- [Link to Google Doc agenda](#)

Meeting Minutes

- The demographics survey (inspired by Gareth's NFRF Exploration LOI) was discussed. All questions were approved, but the committee agreed to change the first one from Date of Birth to Status (trainee, staff, or investigator) to help protect identities.
- The use of Google Forms versus Qualtrics was discussed for this survey. Because it is free and easy, the committee agreed to trial run Google Forms first and see if it will be sufficient for our purposes.
  - ★ Action item: Tina to convert demographics survey to Google Form and send out to fellow committee members as a test run.
- Tamadher suggested disseminating this survey shortly after next month's EDI Panel Discussion (which will be led by Gareth and Liz). The committee agreed that this timing would be ideal, so the goal is to finalize the survey by the end of September.
- The meeting focus then moved on to the more extensive EDI survey. This was inspired by the UBC EDI survey shared by Liz and the questions were tailored to become more CIRTN-R2FIC-specific by Gareth.

- The committee went through each question and decided that Questions 3, 4, 7, and 8 were to be excluded. Other suggestions for rewording and tailoring the remaining questions were made.
  - ★ Action item: Tina to pare down and refine survey questions based on suggestions made and present next survey draft at the September meeting.
- Taylor suggested we delay sending out the extensive EDI survey until we are able to collect and report on the results of the demographics survey as this will help to inform the respondents' answers. The committee agreed this was a good idea.
- Gareth shared a curated list of EDI resources from the Lisa Willis lab at the University of Alberta. The committee agreed it should be added to the list of resources on the CIRTN-R2FIC EDI Page. This was done by Tina shortly following the meeting.