



CIRTN-R2FIC EDI COMMITTEE MEETING

- **Date:** Thursday, May 20th, 2021
- **Time:** 9 AM PT | 10 AM MT | 11 AM CT | 12 PM ET
- **Location:** [Zoom virtual meeting](#)
- **Attendees:** Liz Rideout, Gareth Lim, Tamadher Alghamdi, Taylor Morriseau, Tina Dafoe
- **Chaired by:** Gareth Lim
- **Minutes recorded by:** Tina Dafoe
- **Next meeting:** Thursday, June 17th, 2021
- [Link to Google Doc agenda](#)

Meeting Minutes

- A standing meeting time was agreed upon: the third Thursday of every month at 9 AM PT | 10 AM MT | 11 AM CT | 12 PM ET. The attendees also discussed the possibility of opening up meetings to the network in the future, so any CIRTN-R2FIC member can sit in. This aligns with our goal of increasing and maintaining transparency.
 - ★ **Action item:** Tina to set up this recurring event and distribute calendar invitations to the committee.
- The committee continued working on the Terms of Reference based on the initial framework provided by Liz. Terms 6-9 were discussed in-depth and Term 10 was added.
- It was agreed that an annual survey should be conducted to collect network demographic information. The idea of an annual report was also suggested.
- When discussing Term 7, an EDI webpage was identified as a priority in the near future. This webpage will include the committee's Terms of Reference, meeting minutes, and additional EDI resources. There was also discussion of implementing a confidential feedback form in which members can raise EDI-related issues with the committee anonymously.
 - ★ **Action item:** Tina to begin working on this webpage once she is back from leave.
- In relation to Term 8 regarding core committee membership, term lengths based on career stage were agreed upon to ensure continuity and stability throughout the committee, while keeping commitment expectations reasonable. The creation of *ad hoc* or volunteer positions for short-term EDI-related initiatives was also suggested for those unable to commit to longer terms of service (e.g. undergraduate students or other trainees nearing graduation).

- Gareth volunteered to be the francophone representation for the committee for the time being; this can be further addressed by soliciting feedback via the network survey from our French-speaking members.
- Term 10 was added after discussion surrounding the advocacy for members who raise EDI-related issues and the necessity of a safe space for them to do so.
- The final agenda item regarding the network survey was tabled due to time constraints, but will be the focus of next meeting.
 - ★ Action item: [Brainstorm potential questions for this survey.](#)
 - ★ Action item: [Review the trainee survey sent out by Tamadher and Yasaman \(Nostro Lab\).](#)
 - ★ Action item: [Read the UBC EDI Committee Getting Started Guide.](#)