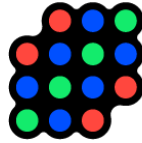


CIRTN-R2FIC EDI COMMITTEE MEETINGS

- **Date:** Thursday, December 16th, 2021
- **Time:** 9 AM PT | 10 AM MT | 11 AM CT | 12 PM ET
- **Location:** [Zoom virtual meeting](#)
- **Attendees:** Cara Ellis, Gareth Lim, Liz Rideout, Tamadher Alghamdi, Taylor Morriseau, and Tina Dafoe
- **Chaired by:** Gareth Lim
- **Minutes recorded by:** Tina Dafoe
- **Next meeting:** January 20th, 2022
- [Link to Google Doc agenda](#)

Meeting Minutes

- Cara Ellis (Postdoctoral Fellow, University of Alberta, Patrick MacDonald's Lab) was welcomed as a new committee member!
- Tina shared the presentation guidelines document for CIRTN-R2FIC events (e.g. Journal Club, Seminar Series) that she created. The committee agreed to add some text encouraging future presenters to consider the importance of following these guidelines, as well as some information regarding colour blindness.
 - ★ **Action item:** Tina to update document and disseminate via Slack for final approval.
- The self-identification survey and its results were discussed. The poll closed on December 1st and the final response rate was 45%. Tina and Cara agreed to collaborate to create a short report with the results, as well as updates on new initiatives that resulted from the survey.
 - ★ **Action item:** Tina and Cara to work on this report in February.
- The long-form EDI survey was then discussed and a couple of the questions were reworded. Liz suggested adding "not started" as an option for each question and the committee agreed that was a good idea. The committee also



agreed that each question will be followed by a small comment box in order to garner as much specific feedback as possible.

- ★ Action item: Tina to create first draft of survey in Google Forms for presentation at the next EDI Committee meeting.
- It was agreed that Google Forms will be used again for this survey and that the aim is to send it out at the end of February, after the CIRTN-R2FIC Inter-Committee meeting (upcoming Zoom with the Leadership Group, Strategic Planning Committee, Mentorship Working Group, and Trainee Volunteers).
- A couple of items to discuss at the Inter-Committee meeting were raised:
 - 1) Setting up an email address for the EDI Committee, giving people a place to send feedback and ask questions.
 - 2) Asking members to opt back in annually to maintain a current, active membership roster.
- ★ Action item: Tina to add these items to the Inter-Committee meeting agenda for discussion with the other groups.