



CIRTN-R2FIC EDI COMMITTEE MEETINGS

- **Date:** Thursday, January 20th, 2022
- **Time:** 9 AM PT | 10 AM MT | 11 AM CT | 12 PM ET
- **Location:** [Zoom virtual meeting](#)
- **Attendees:** Cara Ellis, Gareth Lim, Taylor Morriseau, and Tina Dafoe
- **Regrets:** Liz Rideout
- **Chaired by:** Gareth Lim
- **Minutes recorded by:** Tina Dafoe
- **Next meeting:** February 17th, 2022
- [Link to Google Doc agenda](#)

Meeting Minutes

- Cara presented some preliminary figures for the EDI report. The committee agreed that the data should be grouped by the following membership types: Principal Investigators, Postdoctoral Fellows, Students (undergraduate, Masters-level, and doctorate-level), and Staff (administrators, technicians, and research associates).
 - ★ **Action item:** Tina to send Cara template for annual report. Cara and Tina will work on report in February.
- Administrative duty coverage for the committee was discussed with Tina's maternity leave coming up in early April. The committee agreed that now would be a good time to put out a call for new members, especially with some one-year terms set to expire in April.
 - ★ **Action item:** Tina to send out an email to the network to see if anyone new is interested in joining the committee. Tina will draft this email and send it to the committee for approval, prior to dissemination.
- The Google Form version of the EDI survey was presented and discussed. It was agreed that the option to provide feedback via email will be added once a committee email address is established; this will give respondents the option



to decouple their survey responses from their written feedback. A blurb about getting in touch/joining the committee will also be added at the start and end of the survey.

- ★ Action item: Liz, Gareth, and Tina to bring up the creation of a committee-specific email address at the CIRTN-R2FIC Inter-Committee Meeting scheduled for February 1st.
- Gareth mentioned that he is planning to attend some EDI-related workshops in the near future, including one by NSERC called, “How to develop an effective EDI Action Plan.”
 - ★ Action item: Gareth to report back on any interesting findings from these workshops and/or links to be added to the Resources section of the EDI Committee webpage.