

Minutes/notes

- Budget: we need to work on a general plan and process for how we spend our funds; new \$5K every Jan 1 with no rollover; include how we should spend-down our funds in the fall; plan will have details about what needs a vote from the entire committee (vs. co-chair approval only).
 - Steph: Gwyneth has a good plan for spending already, so jotting that down and then having us think about it offline (not everyone is at every meeting). Comm members can comment/edit and we can discuss at the next meeting.
 - Gwyneth will let us know about the plan on Slack and we can have a conversation there.
 - Veronique: lots of platforms being used (Drive, email, Slack, etc); email would be fine with her (and others maybe).
 - Let's try to use Slack for communication between us, and maybe a quick email reminder that a new topic has been added/started would help with participation.
- Trello discussion: we'll try to use Trello to keep track of things to do and what has been done, especially for each working group. WG leads should invite their volunteers to join the Trello board so they can see what they are doing and who is doing it.
 - Todd agrees this would be great for organizing his WG's volunteers and what needs to get done.
 - Others are on board too
- Stats on Resources page: 115 users in last month, spending 4 min on average (traffic is increasing)
- Reminder about "Through the Porthole" newsletter. Kama and APO would like to promote it via social media. Can also let social@whoi.edu know about anything we want promoted.
- A reminder that it's always good to let the department or group know about communications going out that are related to the dept/group. The heads within each group may appreciate the opportunity to provide input (and in some cases we should wait on their input or approval). We should all be on the lookout for when we should do this.
 - Similarly, we each represent different groups, and we should update the committee on DEI-related activities within our groups
- Education-related demographics/statistics are now publicly available (link on the main education page): https://www.whoi.edu/wp-content/uploads/2021/05/WHOI_APO_Demographics2010toFeb2021.pdf
- Affinity group creation: black@WHOI group of students, staff, and alums. Hope to work with administration to make it an official ERG at WHOI (a formal connection to the institution and some potential resources). Mode of communication to be determined. So far just inviting folks and getting only yeses so far.
 - Eventually having a blurb that describes it and any other new affinity groups to newcomers, and being a part of the onboarding process, will be great for recruiting and notifying new participants
 - Will want to notify Aleck and IC about this so they can potentially do something similar
- Next month we'll discuss turnover and recruitment process of CDEI members, which will/should happen in August (Joel to coordinate).