1/23/2020 C4DISC Meeting Notes

Attendees: Bev, Patrick, Katherine, Teresa, Peter, Brenna, Lauren, Jody, Jennifer and Melanie D.

1. Reviewed the proposed Dues Model; the group felt it looks reasonable; agreed to proceed with the dues and the suggested partner donation levels.
2. **ACTION ITEM**: All-Add potential member and partner names to the Dues Model spreadsheet.
3. Reviewed Scope of Work for Hosting Organization and the group felt it looks reasonable; agreed to proceed with the scope of work with minor changes/clarifications.
4. **ACTION ITEM**: Melanie will add the dues model, scope of work and budget into the Organization Guide (aka Packet in Progress) by end of day 1/23/2020.
5. The group set a timeline for approval of Organizational Guide by all C4DISC member organizations (governing bodies) by **March 31, 2020**. Our objective is to get approval for the Organizational Guide, not request wordsmithing, etc. However, if there are concerns put forth by an organization, please share them with the group.