

2018-02-08 CoC Processes Meeting

Time/Place

- Time: 3:00pm Eastern Time US / 12:00pm Pacific Time US
- Dial-in Number: (712) 775-7035
 - Participant Code: 479307#
 - International numbers: [Conference Call Information](#)
 - Web Access: <https://www.freeconferencecallhd.com/wp-content/themes/responsive/flashphone/flash-phone.php>

Attendees

[blocked URL](#) (facilitator)

[blocked URL](#) (notetaker)

- [Rosalyn Metz](#)[blocked URL](#)
- [Susan Lafferty](#)
- [David Wilcox](#)
- [Robin Lindley Ruggaber](#)
- [debra hanken kurtz](#)

Regrets

- [Declan Fleming](#)
- [Jon Stroop](#)

Agenda

Topic	Description	Time
Review Action Items	Review action items from previous meeting <ul style="list-style-type: none">• Previous Meeting Notes: 2017-10-16 CoC Processes Meeting	5min
Review Processes Documentation	Review the Reporting Guidelines: https://docs.google.com/document/d/1230SwjyvmXwQk7FHBaSKpQL3rxmglgvxVcOs7cKFKt/edit# <ul style="list-style-type: none">• Do these processes accurately reflect our conversation from the previous meeting?• Are we asking folks to reach out to Steering if they need to report something?• Do the timelines that are outlined (48 hours for initial email to reporter, one week for follow up, no timeline for resolution) make sense?	30min
Next Steps	Next steps for the CoC: <ul style="list-style-type: none">• Steering needs to adopt the processes• Leaders needs to ratify the processes• Communicate to the community	10min

Action Items

- [debra hanken kurtz](#) update code of conduct to indicate that "at the sole discretion of Duraspace organizers" is in concert with the community's leadership and/or steering committee 13 Nov 2017
- [Rosalyn Metz](#) draft process description described here 13 Nov 2017
- [Rosalyn Metz](#) schedule next meeting 20 Oct 2017
- [Rosalyn Metz](#) resolve comments and put on steering agenda

Notes

- **Review Processes Documentation**
 - Do these processes accurately reflect our conversation from the previous meeting? *Yes.*
 - Are we asking folks to reach out to Steering if they need to report something? *Yes, this contains the conversation to a smaller group.*
 - Do the timelines that are outlined (48 hours for initial email to reporter, one week for follow up, no timeline for resolution) make sense? *Yes.*
- **Next Steps**
 - Steering needs to adopt the processes. *Next meeting on the 27th.*
 - Leaders needs to ratify the processes. Then ratify with leaders

- Communicate to the community. *Post to Fedora website, send to Fedora listservs, Samvera Community, Islandora Community.*