

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