

PKP ADVISORY COMMITTEE MINUTES

April 24, 2023

1. Welcome (Marco)
2. Land Acknowledgement (Allan)
3. Equity & Inclusion Team Presentation (Lin)

PKP Budget Coordinator Lin Zhang provided a brief presentation on the activities of the PKP Equity and Inclusion Team, including conducting a staff diversity survey, promoting more equity and inclusion throughout PKP, reviewing hiring and onboarding procedures, developing the Code of Conduct and inclusive online meeting practices guide, and moving as many staff members as possible from being independent contractors to SFU employees (SFU employees must reside in Canada, so international team members will remain contractors).

4. Discussion Topic: (Marco)

The PKP EI Team is interested in how other organizations/institutions approach equity and inclusion work. To that end, we're interested in the following:

- Does your organization have a team or position dedicated to equity and inclusion? Who is on the team? How is membership decided?
- What initiatives have you tried? What has been most successful?
- What is the biggest challenge or barrier you have faced in doing this work?

Experiences from the different partner institutions were shared, including having dedicated EDI positions and/or staff EDI committees, the kinds of discussions that are happening, foundational work being done, and the challenges faced (such as there being much to do with limited resources and what often feels like the slow pace of change for such urgent issues).

5. Approval of Past Minutes (Marco)

Approved.

6. Business Arising (Marco)

- a. AC Agenda, Minutes, and Reports will now be linked from the AC page of the PKP website.
- b. New Terms of Reference have been posted to that same page.
- c. Staff have met with IOI and are in the process of completing our profile for being included in their recommended infrastructure catalogue.
- d. Allan, Marco, and Kevin met for new Chair onboarding.

7. Operations Director Report (Kevin)

8. Scientific Directors Report (John)

9. Technical Committee Report (Marc)

10. Community Engagement & Outreach Report (Urooj)

11. New Business (Marco)

No new business.

12. Next Meetings (Marco)

- a. AC Meeting: July 28, 9am Pacific
- b. PKP AGM: August 4, 9am Pacific

