

DMAC Meeting

Wednesday, April 3, 2024, 2PM-3PM EST

Attendees:

Tejbeer Kaur	Anahita Mehta
Jeffrey Cheng	Melanie Barzik
Betsy Driver	Reza Amanipour
Agudemu Borjigin	Michele Insanally
Kristin Gordy, Executive Office	Rhiannon McNeely, Executive Office

Minutes:

New Member Introductions:

During the call, new members Betsy Driver and Anahita Mehta introduced themselves to the committee. Additionally, it was mentioned that four new members are pending approval to join the committee. It was announced that Melanie will be serving as Interim Co-Chair from June-August this year during Tejbeer's parental leave.

Committee Responsibilities:

The committee discussed their various responsibilities, which have historically included hosting virtual coffee hours, submitting a workshop proposal, submitting a symposium proposal, ARO Scholars, and reviewing Travel Award applications. They are actively brainstorming ideas for the upcoming year's tasks and are open to new suggestions. The ARO Scholar Program is a priority for the committee, and that task group is currently preparing proposals and budgets for program funding tailored to each potential funding source.

Task Assignments and Prioritization:

Members are considering shuffling tasks and activities based on priorities and member availability. While some tasks like the Travel Award reviews and ARO Scholar Program are fixed, others like coffee hours, workshop (now known as special session), and symposiums can be adjusted based on committee interest and engagement. The committee is open to exploring new topics for coffee hours, the special session submission, and the symposium submission and is considering combining former workshop topics and coffee hours into webinars a few months before the meeting. It was noted that committee members will be assigned to task groups once the roster is finalized. Upon approval of the new members, the Executive Office will send invitations and add those that accept to the monthly meeting calendar invite.

Diversity Efforts:

The committee is considering inviting other committees from ARO to share their initiatives and potentially create new ally groups within ARO. It was noted that there are groups outside of ARO with similar goals and that working with other groups where possible can focus efforts and reduce redundancies.

Scholar Program Funding:

The committee is working on a proposal to request funding from the ARO Council to continue offering the program. They are exploring various funding sources and are aiming to raise \$15,000-\$20,000 to support the program. The Henderson family has expressed interest in continuing to support the program and will be approached by the Executive Office once the task group finalizes the proposal and budget documents. Efforts are being made to secure funding from various sources to support the ARO Scholar Program. The long-term goal is to apply for federal grant funding to support the program's initial vision and growth.

Scholar Program Details:

The committee discussed various aspects of the scholar program, including mentor matching, summer research support, and simplifying requirements for summer research sessions. They are focusing on a long-term vision for the program and exploring fundraising and outreach opportunities for additional funding sources. The committee decided that they aim to use the same format as last year but to add a \$1000 summer research stipend to each award. The goal is to support 4-5 awardees this year. These goals are feasible with \$15,000-\$20,000 to raise and show growth and expansion of the

program year over year. The committee agreed that a survey and policy must be created to gather data on previous awardees. The committee will design the questions for the survey and determine at what intervals it should be sent to the previous year's awardees. The Executive Office will send the survey and track the data gathered.

Manuscript Preparation:

The committee is exploring converting the 2024 symposium into a manuscript for publication. They are considering reaching out to speakers for their input on the manuscript and may implement a format in which a list of questions for speakers to address. Committee members will handle the editing of the manuscript and plan to share it for feedback.

Meeting Minutes and Workload:

Efforts are being made to streamline the process of creating meeting minutes and the Executive Office is seeking feedback on minutes as they work to identify a platform or service that will make the process timelier and more efficient. The importance of keeping track of meeting activities and goals for reporting purposes was emphasized. Acknowledgment of the workload and importance of sharing meeting minutes with absent members was also discussed.

ACTION ITEMS (outstanding Action Items from previous calls will remain here):

- Committee will brainstorm a list of other potential funding sources to submit ARO Scholars proposal/budget to.
- Committee will consider combining previous successful workshop topics with coffee hours and the second option of converting former workshop effort to a pre-MWM virtual session instead.
- Co-chairs will assign members to task groups once the roster is finalized.
- Executive Office will send out a new time survey once the DMAC roster is complete with new members.
- Executive Office will send funding request to Henderson Fund once proposal/budget are completed by the task group.
- Radha Kalluri, DMAC Council Liaison, will present ARO Scholars proposal & budget to Council at their meeting on April 18th.