

# DSF Monthly Meeting

# Agenda

**Location**: Zoom  
**Date**: 6/14/21  
**Time**: **1:00-2:00 PM   
Attendees**: (5) Cathy Haas, Heidi Elmore, Sheila Sanchez, Shaila Kotadia, Lina Le

(5 minutes to let people filter in)

1. Discussion About Ground Rules
   1. Interpreters
      1. ID self
      2. Talk one at a time
      3. Understand that there may be a few seconds delay
      4. Interpreters won’t be introduced and will change regularly
   2. Use the raise hand feature, please
   3. If we don’t have your email, please send it to Heidi or put it in the chat
2. Call to order
   1. Heidi Elmore called to order the regular meeting of the Disability Staff Forum at 1:00 PM on 6/14/21 via Zoom.
3. Introductions
   1. Heidi conducted a Names, Intros & Preferred Pronouns Popcorn
4. Open issues
   1. Meetings will be 2nd Monday of the month
   2. 2021 Objective #1: ListServ
      1. Complete
   3. Need an advertising blurb
      1. Complete
         1. Send to other affinity group
         2. Shaila will distribute to Med Pulse & Med Today
         3. Sheila will send to Cardinal at Work & other staff affinity groups
      2. Sheila will send blurb that should go with all emails and calendar invitations
   4. 2021 Objective #2: Web Site
      1. Thanks to Lina Le for setting it up!
      2. Status – basically done
   5. 2021 Objective #3: Outreach Campaign
      1. Newsletter
         1. Presented & Approved by all present
         2. Heidi Elmore will handle the newsletter
         3. Add the ability to report an accessibility issue – service now ticket?
      2. Social Media Accounts
         1. Lauren Briskin is our new Facebook Community Admin
         2. Shaila Kodaita is our new Stanford MedPulse & Stanford MedToday
         3. Request for keepers of other accounts (cross post updates)
            1. Check G-mail
            2. Instagram
            3. Twitter
            4. Shaila may know someone
5. New business
   1. Membership
      1. Discussion – Keep it to staff? Faculty? Post Docs? Voluteers?
         1. Member category
            1. Disabled Stanford staff members (employees)
            2. Faculty & Post Docs ok
            3. Full voting rights on issues
         2. Ally category
            1. No voting rights
            2. Stanford volunteers & people in the larger community ok
   2. First Event – Board & Card Game Night
      1. Date?
         1. No date yet
         2. Plan this and keep it “on tap” so we can propose a date as soon as campus opens up
   3. Events Sub-committee
      1. Social Events & Team Building Events
         1. Make sure there are structured and unstructured social events
      2. Need a chair person & members
   4. Education Sub-committee
      1. Educational & Informational Outreach Events
         1. Make sure there are structured educational events
      2. Need a chair person & members
   5. Monthly Programming
      1. We should have something going on each month
      2. All agreed
   6. Budget
      1. From DAO - $800
      2. Donation link?
         1. Get with Cindy Cho
      3. Heidi requested be well grant $600
      4. Eventually we’ll need a treasurer
   7. Break out spaces to discuss specific issues
      1. Once we’re larger, we’ll use break out rooms or scheduling separate smaller meetings to discuss specific disability issues
      2. Until then, the meeting will be about planning events for the disabled staff community in general
6. Adjournment

Heidi Elmore adjourned the meeting at 2:00 PM.