Community Advisory Council Notice

Notice for Wednesday, January 19, 2022

12:00 to 3:00pm

You can join online using Zoom:

https://uvm-edu.zoom.us/j/87956338077?pwd=YXlFVDdTOVl4NG5XcDlRRGw3Vm1aQT09

OR you can join by phone:

Phone: 929 436 2866

Meeting ID: 879 5633 8077

Passcode: 693321

If you have questions or concerns before the meeting contact Jesse Suter (802-656-1130 or jesse.suter@uvm.edu).

Handouts:

1. CAC Notice and Agenda (this handout)

   CAC Group Agreement (this handout)

   CAC Meeting Roles (this handout)

2. Meeting Minutes from September 22, 2021

3. Annual Priorities

4. CAC Bylaws

CAC Meetings 2021-2022

1. ~~September 22, 2021~~

2. January 19, 2022

3. March 16, 2022

4. June 15, 2022

CAC Meeting Agenda

Wednesday, January 19, 2022, 12:00 to 3:00pm
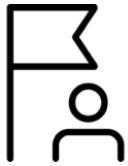
12:00 Welcome (30 minutes)

1. Say your name, role, and personal pronoun (they/them, she/her, he/him). [Why do pronouns matter?](#)
2. Review CAC group agreement.
3. Review and choose meeting role.
4. **VOTE: Minutes from last meeting.**

12:30 Membership Committee (15 minutes)

1. Welcome Melissa Houser and Hasan Ko!
2. Karen Price stepping down.
3. Currently have 15 members. Next year will be 11.
4. **VOTE: Co-Chair?**

12:45 Update on priorities for this year (60 minutes)

1. Annual priorities were sent to CAC.
2. Core function coordinators will share updates on priorities.
3. CAC members ask questions and give feedback.

1:45 Break (15 minutes)

2:00 Information from AUCD Conference (15 minutes)

1. People from CDCI and council members went to AUCD
2. This is an opportunity to share what was learned
3. Are you interested in attending next year?

2:15 Bylaws voting (40 minutes)

1. Updated bylaws sent to CAC.
2. **VOTE: Discuss and vote on changes to bylaws.**

2:55 Process (5 minutes)

1. Discuss how the meeting went today.
2. Decide what we should change for next meeting.

CAC Group Agreement

Based on Vermont Developmental Disabilities Council, CAC agreed to use February 3, 2021

1. Raise your hand to speak. Wait to be called on.

2. One person speaks at a time. If online, use mute when not talking.

3. Treat each other with respect. No put downs.

4. Try to understand other person's point of view.

5. Stay on topic being discussed.

6. Keep comments as short as you can.

7. Stay within time limits of agenda items.

8. Use simple and easy to understand words. No jargon.

9. Limit back and forth conversations.

10. Give everyone a chance to speak.

CAC Meeting Roles

CAC members choose roles to meet our goals. Members can choose different roles each meeting.

Facilitators: Leads the group through the agenda. Introduces each agenda item. CAC co-chairs are the meeting facilitators.

Keeper of the rudder: Keeps the group on track. Reminds group to stay on topic.

Recorder: Writes notes for the meeting. These notes become the meeting minutes. Minutes are shared after the meeting.

Timekeeper: Makes sure the group stays on time. Keeps track of time for each agenda item. Gives reminders to stay on time.

Jargon buster: Helps make sure conversation is clear. Listens for unfamiliar words or terms. Then asks for clarification.

Equalizer: Makes sure everyone can participate. If someone has not participated, they invite them to share.

Processor: Leads conversation at end of the meeting. They share what went well and what did not. Invites others to share.