



Community Advisory Council Meeting Agenda

Wednesday, February 5, 2020, 12:00 to 3:00pm
Vermont Association of Blind and Visually Impaired,
60 Kimball Ave, South Burlington, VT

12:00 Lunch



1. Have some food and say hello.
2. Review agenda and handouts.

12:10 Welcome



1. Please introduce yourself with your name and personal pronoun (such as they/them, she/her, he/him, ze/hir).
[What are personal pronouns and why do they matter?](#)
2. Welcome new member: Arline Seiler!
3. Choose a meeting role.
4. **Vote on minutes from last meeting.**

12:30 Membership Committee



1. Discuss two new applications.
2. **Vote on any new members.**

1:00 Bylaws Committee



1. Discuss how we will revise bylaws in plain language.
2. Decide how new bylaws will be shared with CAC.

1:15 Break

1:30 Progress on Annual Priorities



1. Jesse will share updates on priorities this year. Priorities are organized by core function:
 - a. **We teach:** New courses and partnerships.
 - b. **We support:** New partnerships, evaluation, and plans for Think College and Early Mobility projects.
 - c. **We study:** Plain language summaries of studies, new report on diversity, new grant application.
 - d. **We share:** CDCI project videos and stories, accessibility for our documents, support accessibility of our partners.
 - e. **We build:** Language access plan, diversity recruitment, orientation, professional development, and budgeting.
2. Council members will be asked for their feedback on what should CDCI do to succeed at these priorities.

2:50 Meeting Summary and Process



1. Review decisions made today and next steps.
2. Discuss how the meeting went today.
3. Decide what we should change for next meeting.

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Draft Meeting Minutes February 5, 2020

Agenda Item #1 Welcome and Roles

- **We Introduced ourselves with names and personal pronouns (such as they/them, she/her, he/him, ze/hir).**
 - **Present:** Karen Topper, She/her (attending on phone); Karen Price, She/her; Liliane Savard, She/her; June Bascom, She/her; Kirsten Murphy, She/her; David Frye, He/him/his; Kris Medina, He/him/his; Annabelle Thray, She/her; Jesse Suter, He/him/his; Nicole Villemaire, She/her; Lee Reilly, He/him/his; Max Barrows, He/him/his; Ed Paquin, He/him/his; Lisa H Bouffard, She/her; Jeanne Nauheimer, She/her
 - **Not present:** Mary Alice Favro, Persephone Ringgenberg, Meagen Roy
- **Welcome new member: Arline Seiler!**
- **Meeting roles:**
 - Recorder: Lisa H Bouffard
 - Keep of the rudder: Liliane Savard
 - Jargon buster: Ed Paquin
 - Facilitator: Jesse Suter
 - Time Keeper: Karen Price
 - Processor: Nicole Villemaire
- **Vote on minutes from last meeting.**
 - Discussion: Max went over minutes with members. No changes were suggested. Kirsten motioned to adopt minutes. David seconded motion.
 - **Motion passed, in favor 11, abstentions 0, not present 3.**
- **Changes to the agenda.**
 - Liliane would like to invite self-advocates with autism to serve on Autism Collaborative at UVM she is co-chairing. 10 minutes for this item was added to agenda for after the break.

Agenda Item #2 Membership Committee

- **Discuss two new applications.**
 - Michael Shor:
 - Michael has autism and is young adult with developmental disabilities.
 - He was a UVM graduate student. He did not have a good experience in his program. He was on a UVM diversity team.
 - He is going to be a LEND graduate.
 - His interests are access to healthcare, employment, education, and legal aid.
 - Michael talks about post-secondary opportunity for the disabled. He wants to make programs better after his own experience.
 - Francoise Kahindo:
 - Francoise is a New American.
 - She is on Vermont's Developmental Disabilities Council.
 - She has children with disabilities.
 - She is the cofounder of Association of Africans Living in Vermont.
 - Liliane thinks she would bring a unique voice to the CAC.
 - Kirsten and Liliane think both candidates should be on the CAC.
 - Discussion followed with all agreeing that both candidates would be a good addition to the CAC.
 - There was a question about how many spots are still open on the CAC:
 - We have 14 members and the limit is 20 so 6 more open spots.
 - We have 43% self-advocates 14% family members 57% self-advocates.
- **Vote on new members.**
 - Ed makes nomination to invite both new members Liliane seconds motion.
 - Call for a vote: **11 for, 0 opposed, 0 abstentions, 3 not present.**

- **Both new members are accepted.**
- **Action Items:**
 - Kirsten and Jesse will contact Francoise and Michael and invite them to join.
 - Liliane will send information sheet for Michael Kirsten reviewed both new applicants for the CAC.
 - Kirsten will talk to Michael.
 - Jesse/Lisa will set up orientations.
 - Jesse will talk about Plain Language use and the need to be aware of language and microaggressions when in CAC meetings.

Agenda Item #3 Bylaws Committee

- **Discussion: How will we revise bylaws in plain language?**
 - Topper updated the group on the progress for plain language bylaws.
 - She has completed a draft.
 - She has not met with the rest of the committee to share the draft.
 - She is unsure if she simplified the language too much.
 - It is important not to violate fed, public meeting law or UVM.
- **Action Items.**
 - Jesse, Jeanne, Mary Alice, and Nicole will review the bylaws.

Added Agenda Item: Autism Collaborative & Storytelling Contest

- **Liliane Savard addressed the CAC about the UVM Autism Collaborative.**
 - The UVM Autism Collaborative and CDCI do research.
 - UVM Autism Collaborative is recruiting 2 self-advocates.
 - There is a stipend of \$50.00 until December for this year.
 - **If anyone is interested in joining or has questions, email Liliane at Lilian.Savard@uvm.edu**

- **Storytelling Contest**

- Vermont Developmental Disabilities Council is hosting a storytelling contest.
- Winners will read their stories at the Statehouse on Feb 20th 4:30-6:00.
- Please see hand out from Kirsten or contact her for more information.

Agenda Item #4 Progress on Annual Priorities

- **Discussion: Jesse went through annual priorities based on the five core functions at CDCI.**

- **#1. We teach.**

- There are three priorities this year:
 - Partner with people from diverse backgrounds to create new courses and content.
 - Create course on Intellectual & Developmental Disabilities.
 - Help people with disabilities and providers understand how our teaching can help with their careers.
- Winnie Looby is working with Nicole and Stirling to develop a course for Spring 2021.
- CDCI gets asked if there are more course offerings, especially about the history of Developmental Disability Rights.
- Funding for courses continues to be an issue. CDCI funds most of our courses. Winnie and Jesse are continuing to look at other funding options.
- We are learning about places for people with disabilities to meet on campus. Jesse is meeting with Rev. Laura Engelken to see if we can use the Interfaith Center on campus.
- CDCI needs to hire more self-advocates in our course teaching and planning. We need to share with more people when we have consultation opportunities. The council shared ideas on how to contact more self-advocates safely and with proper supports. These included:
 - A database listing experience and expertise,

- Events like job fairs, and
- Green Mountain Self-Advocates training on disability awareness.
- **#2. We support.**
 - There are four priorities this year:
 - Partner with people from diverse backgrounds to create new trainings and support.
 - Update our evaluation to better understand how our work is helping people in the community.
 - Update our evaluation to get feedback on diversity, equity, and inclusion in our community work.
 - Find funding to support Think College Vermont and the Early Mobility Project.
 - CDCI is creating a plan to look at online surveys and how to make them accessible. This will happen in April. CDCI wants to know if our trainings meet the needs of the people we work with.
 - CDCI has a new project called the Early Mobility Project. This project is working with UVM Engineering students to adapt toy cars for children with disabilities. There will be a design showcase on April 24, 2020 from 5-7pm. CDCI needs to find a way to fund this project after this year.
- **#3. We study.**
 - There are four priorities this year:
 - Summarize two research studies using plain language.
 - Write a report on diversity and issues affecting people with disabilities.
 - Identify and apply for new grants. Such as grant to research Howard Center's Safety Connection program.
 - Review how diversity, equity, and inclusion is part of research on people with disabilities at CDCI and UVM.
 - Two research studies will be translated into plain language. One is about Peer-Mentors thoughts on the Think College program. The other is on a study about paraprofessionals and work attendance.

- **#4. We share.**

- There are four priorities this year:
 - Each CDCI project will create a short video (90 seconds) to tell the “story” of their work,
 - We will update project websites to have the same information.
 - Continue to improve accessibility of our digital and print documents.
 - Support our partners at UVM and in Vermont to improve accessibility.
- CDCI is working on short videos for all of our projects. These videos tell the stories of what we do, who we work with, and why it is important.
- Jeanne Nauheimer recorded a webinar for UVM about digital accessibility. It is now available for people outside UVM to view.

- **#5. We build.**

- There are five priorities this year:
 - Develop a language access plan to communicate with people who do not prefer written or spoken English.
 - Improve recruitment process for new positions to promote diversity and commitment to inclusion and equity.
 - Create orientation for CDCI personnel with information on commitment to diversity, equity, and inclusion.
 - Provide professional development to support these priorities.
 - Make a budget to pay self-advocates for their time spent on these priorities.
- CDCI is submitting a grant proposal partnering with Howard Center’s Safety Connection program.
- CDCI is thinking about our physical space. We want to make it more welcoming for everyone. David suggested Safe Space stickers and rainbow flags. The College of Education and Social Services is also looking at how to be more inclusive. CDCI is helping with this process.

- **CAC Feedback.**
 - Members of the CAC felt that there was a lot of information presented today. They are not sure how to give feedback on such a long list.
 - There were multiple requests made for the document shared on the projection screen.
 - Liliane suggested looking at [Liberating Structures](#) for ideas on how to share and collect information at meetings. It is supposed to help everyone feel engaged.
 - Nicole would be interested in working on the Safety Connection project.
- **Action Items.**
 - Jesse will send out the table he showed at the meeting to CAC with minutes.
 - Kirsten will talk with Jesse about Needs Assessment.
 - Email Jeanne (Jeanne.Nauheimer@uvm.edu) if you want access to the professional development webinar.

Agenda Item #5 Meeting Summary and Process

- **We reviewed decisions made today and next steps.**
- **Discussion: How did the meeting go?**
 - Some of the information from today was hard to follow. The CAC requested to have earlier access to any materials used during the meeting.
 - Some members would like more time to process candidate information instead of voting right after the discussion. Two suggestions were voting at the end of the meeting or after a break.
 - Everyone was very respectful at this meeting.
- **Discussion: What should we change for next meeting?**
 - The meeting room was very warm. It would be better if it was cooler next meeting.
- **Our next meeting is June 3rd 12-3:00pm.**