Community Advisory Council Meeting

March 22, 2023, 12-3pm

## You can join the meeting in person, or via Zoom.

* To join in person, contact Jesse Suter at 802-656-1130 or jesse.suter@uvm.edu).
* To join remotely, click this Zoom link:

## Remote: [Join using Zoom](https://uvm-edu.zoom.us/j/81297412984?pwd=Vm1VZ0hoSUQ5bnRma2YyYUIxcWNjUT09) Or phone: (929) 436-2866

Meeting ID: 812 9741 2984 and Passcode: 967781

## Here are the documents you need for this meeting:

1. CAC Notice and Agenda (this handout)

CAC Group Agreement (this handout)

CAC Meeting Roles (this handout)

1. Draft Meeting Minutes from December 7, 2022
2. 5-Year Plan Summary
3. Topics and Questions for Small Groups

Agenda:

## SHORT AGENDA

* 12:00-12:20 Welcome!
* 12:20-1:15 New 5-year plan, questions, & feedback.
* 1:15-1:30 Take a break.
* 1:30-2:00 Choose a 1st small group discussion.
* 2:00-2:30 Choose a 2nd small group discussion.
* 2:30-2:50 Share what was learned in small groups.
* 2:50-3:00 Discuss how meeting went.

## FULL AGENDA

## 12:00-12:20 Welcome

1. Please say your name, role on CAC, and pronoun (they/them, she/her). [Why do pronouns matter?](https://www.mypronouns.org/)
2. Confirm meeting roles (chosen before meeting).
3. **VOTE: Do you approve minutes from June meeting?**

## 12:20-1:15 New 5-Year Plan

1. Jesse will share (25 minutes)
	1. What we learned about community needs.
	2. The new 5-year plan.
2. Ask questions & give feedback (30 minutes).

## 1:15-1:30 Break

## 1:30-2:00 Discuss CDCI work in small groups #1

Choose a small group discussion to join:

1. Teaching
2. Community service
3. Research
4. Communication

## 2:00-2:30 Discuss CDCI work in small groups #2

Choose a **different** small group discussion to join:

1. Teaching
2. Community service
3. Research
4. Communication

## 2:30-2:50 Share what you learned in small groups.

1. Core function coordinators share summaries. (10 minutes)
2. CAC members can share what they learned. They can also share new information. (10 minutes)

## 2:50-3:00 Process and Next Meeting

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

# Green circle with UVM tower logo. Text reads, The University of Vermont, Center on Disability & Community InclusionCommunity Advisory Council

# 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.

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# Meeting Roles

**Facilitator**: 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.

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Updated 12/7/2022.

| Name | Date Joined | Representation on CAC |
| --- | --- | --- |
| David Frye, Co-Chair | 10/26/2018 | Person with Developmental Disability |
| Melissa Houser, Co-Chair | 1/19/2022 | Family Member |
| June Bascom | 1/1/1990\* | Developmental Disabilities Services Division |
| Hasan Ko | 1/19/2022\* | Green Mountain Self-Advocates |
| Matthew LeFluer  | 12/7/2022 | Person with Developmental Disability |
| Kristofor Medina | 2/13/2019 | Person with Developmental Disability |
| Kirsten Murphy | 11/15/2016\* | Developmental Disabilities Council |
| Lindsey Owen | 6/1/2021\* | Protection & Advocacy |
| Skye Peebles | 12/7/2022 | Family Member |
| Persephone Ringgenberg | 2/13/2019 | Person with Developmental Disability |
| Michael Shor | 2/5/2020 | Person with Developmental Disability |
| Arline Seiler | 8/7/2019 | Person with Developmental Disability |

***Note****:* \* = Members with no term limits.

Terms are 3 years and members can serve for 2 terms.