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

**Notice for Wednesday, June 15, 2022**

**12:00 to 3:00pm**

[**You can join online using Zoom**](https://uvm-edu.zoom.us/j/89602075452?pwd=dmVyVEdKdEpFTEszSGxaMWpRL2Nwdz09)

## OR you can join by phone:

Phone: 929 436 2866

Meeting ID: 896 0207 5452

Passcode: 548820

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

## Handouts:

1. CAC Notice and Agenda (this handout)

CAC Group Agreement (this handout)

CAC Meeting Roles (this handout)

1. Draft Meeting Minutes from March 16, 2022
2. CDCI Year in Review

## CAC Meetings 2021-2022

1. ~~September 22, 2021~~
2. ~~January 19, 2022~~
3. ~~March 16, 2022~~
4. June 15, 2022

# Green circle with UVM tower logo. Text reads, The University of Vermont, Center on Disability & Community InclusionCAC Meeting Agenda

**Wednesday, June 15, 2022, 12:00 to 3:00pm**

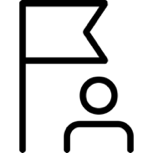
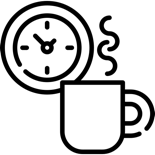
## 12:00 Welcome (30 minutes)

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

## 12:30 Farewell to members leaving (15 minutes)

1. Nicole, Mary Alice, Liliane
2. Opportunity for members to share

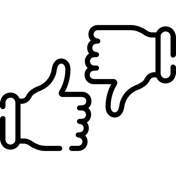
## 12:45 Feedback on CDCI work this year (45 minutes)

1. CDCI Year in Review document was sent to CAC.
2. Core function coordinators will share updates on priorities.
3. CAC members ask questions and give feedback.

## 1:30 Break (15 minutes)

## 1:45 More feedback on work this year (60 minutes)

## 2:45 Process and next steps (25 minutes)

1. Discuss how the meeting went today.
2. Decide what should change next meeting.
3. Review calendar for next year.

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**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.

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

**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.