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

**Notice for Wednesday, December 7, 2022**

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

[**You can join online using Zoom**](https://uvm-edu.zoom.us/j/89867262037?pwd=RjByTTl6S1ZnallWazM0R1pRd2RqZz09)

## OR you can join by phone: Phone: 929 436 2866

## Meeting ID: 898 6726 2037 and Passcode: 419339

## OR you can join in person in Burlington, VT:

To join in person, you must 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)

1. Draft Meeting Minutes from September 28, 2022
2. Conference posters:
	* [Attitudes about disability](https://www.uvm.edu/cess/cdci/preliminary-findings-vermonter-poll) (Jesse Suter & Justin Salisbury)
	* [How CDCI asks about disability](https://www.uvm.edu/cess/cdci/show-me-disability-data) (Adrienne Miao)
3. Community Needs Assessment Feedback

## CAC Meetings 2022-2023

1. ~~September 28, 2022~~
2. December 7, 2022
3. March 22, 2023
4. June 28, 2023

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

**Wednesday, December 7, 2022, 12:00 to 3:00pm**

## Short Agenda

* 12:00-12:20 Welcome
* 12:20-12:40 Vote on new members
* 12:40-1:00 Health Equity and CDCI
* 1:00-1:30 How do you want to improve CDCI?
* 1:30-1:45 Break
* 1:45-2:00 Activity! What would you cook?
* 2:00-2:50 CAC feedback on community needs assessment
* 2:50-3:00 Process and Next Meeting

## 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?**

## 12:20-12:40 Vote on new members

1. Matthew Lawrence LeFluer (self-advocate).
2. Skye Peebles (family member).
3. CAC discussed their applications in September. We could not vote because not enough members present.
4. **VOTE: Should Matthew and Skye join CAC?**

## AUCD 2022 Conference Logo. Health Equity, Serving the Whole Person.12:40-1:00 Health Equity and CDCI

1. Group from CDCI went to national conference in November. The theme was Health Equity.
2. Health equity means everyone has a fair chance to be as healthy as possible. ([Robert Wood Johnson Foundation, 2017](https://www.rwjf.org/en/library/research/2017/05/what-is-health-equity-.html))
3. CDCI gave 2 presentations on using data for equity. (See handouts.)
4. Please ask questions and share ideas about this work.

## 1:00-1:30 How do you want to help improve CDCI?

We have new ways to meet in smaller groups. Listen to the choices. Decide if you want to be part of them.

1. David and Mel: Meet to improve CAC meetings and bylaws.
2. Winnie: Teaching at UVM.
3. Adrienne: How we ask about accommodations before events.
4. Valerie: Research at CDCI.
5. Audrey: Give feedback about our newsletter. And be on a podcast!
6. Jesse: Talk about needs in Vermont and make new CDCI plan.

## 1:30-1:45 Break

## 1:45-2:00 Activity! What would you cook?

1. Join small groups.
2. You will be given list of food from Burlington food shelf.
3. Plan two meals using this food.

## 2:00-2:50 CAC feedback on community needs assessment

1. CDCI must make a new plan every 5 years.
2. This year we make a new plan for CDCI. The new plan must include needs of people with disabilities and their families.
3. Who should we talk with?
4. What questions would you ask?
5. How should we learn about people’s needs?
6. What do we do with needs that we cannot meet?

## 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.

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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.

**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.

## Members

|  |  |  |  |
| --- | --- | --- | --- |
| **CAC Member** | **Present** | **Not Present** | **Self-Advocate or Family****Member** |
| David Frye (Co-chair) |  |  | Self-advocate |
| Melissa Houser (Co-chair) |  |  | Family |
| June Bascom |  |  |  |
| Hasan Ko |  |  |  |
| Kristofor Medina |  |  | Self-advocate |
| Kirsten Murphy |  |  |  |
| Lindsey Owen |  |  |  |
| Persephone Ringgenberg |  |  | Self-advocate |
| Meagan Roy |  |  | Family |
| Michael Shor |  |  | Self-advocate |
| Arline Seiler |  |  | Self-advocate |
| **11 Members** |  |  |  |