

Community Advisory Council Notice

Notice for Wednesday, March 16, 2022

12:00 to 3:00pm

[You can join online using Zoom](#)

OR you can join by phone:

Phone: 929 436 2866

Meeting ID: 889 0547 4713

Passcode: 375397

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. Draft Meeting Minutes from January 19, 2022
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, March 16, 2022, 12:00 to 3:00pm

12:00 Welcome (30 minutes)



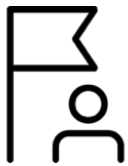
1. Say your name, role, and personal pronoun (they/them, she/her, he/him). [Why do pronouns matter?](#)
2. Review CAC group agreement.
3. Review and choose meeting role.
4. **VOTE: Minutes from last meeting.**

12:30 Membership Committee (30 minutes)



1. Co-Chair discussion
2. Membership committee new members?

12:45 Update on priorities for this year (45 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 Update on priorities for this year (30 minutes)

2:30 Bylaws voting (25 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.

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.