Date: Wednesday, August 7, 2019
Time: 12:00pm to 3:00pm
Place: Vermont Association of Blind and Visually Impaired, 60 Kimball Ave, South Burlington, VT

AGENDA

12:00 Lunch
   o Have some food, and say hello.
   o Review agenda and handouts.

12:10 Max: Welcome, introductions, and meeting roles
   o Introduce yourself.
   o Icebreaker: Please share something new about you since the last meeting (in role on CAC or as an individual).
   o Please volunteer for meeting roles. Common Roles: Time Keeper, Jargon-Buster, Keeper of the rudder, Recorder (Lisa).

12:20 Karen: Review Minutes
   o Review draft minutes from May 2019.
   o Ask questions and make changes.
   o Vote to approve minutes.

12:30 Membership Committee Updates
   o Discuss two new applications.
   o Vote on new members.
12:50 Max: Bylaws Revision
- The bylaws are the rules for how CAC makes decisions.
- Last year, CAC members said some bylaws need to change.
- And CAC members said bylaws need to be accessible.
- Co-chairs recommend creating a new committee to update.
- Please decide if you want to join new committee to update bylaws.

1:10 Break

1:20 Karen: Creating new plan for diversity, equity, and inclusion
- In CDCI’s 5-year work plan (2018-2023) we said we would improve diversity, equity, and inclusion in our work.
- CAC members received a summary of recommendations so far.
- Please ask questions and give feedback on what CDCI should accomplish this year.
- We will also review topics for other three meetings this year.

2:50 Process: What went well and what should change next time?
- How did it go?
- What should we change?
- For future meetings, are there any suggestions for how we discuss items differently?