**Community Advisory Council**

**DRAFT Meeting Minutes ~ May 31, 2018**

**Vermont Association of Blind and Visually Impaired**

**60 Kimball Ave, South Burlington, VT**

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| **Present:** Rene Pellerin, Nicole Villemaire, Ed Paquin, June Bascom, Kirsten Murphy, Mary Alice Favro, Lisa Maynes, Liliane Savard**Absent:** Karen Topper, Max Barrows **Support Staff:** Joan Pellerin and Lindsey Bixler (Interpreters) **Guests:** N/A**CDCI Representatives:** Jesse Suter, Lisa Hurst Bouffard, Jeanne Nauheimer  |

**1.** **Welcome:**

Meeting began with introductions and review of the agenda. No changes were made to the agenda.

**Roles**:

Timekeeper: Kirsten Murphy

Jargon Buster: June Bascom

Recorder: Lisa H Bouffard

Self-Advocate Check in: Nicole Villemaire

**2. Review Minutes for October and March CAC Meetings:**

**Mary Alice asked if there are any changes that need to be made to the minutes.**

* October minutes no changes. Minutes were accepted by a vote of Approve: 4 Abstain: 3 (from people who were not present that month)
* March minutes had small change and then were accepted by a vote of Approve: 6 Abstain: 1
* Some discussion that format of October minutes was more concise and easier to follow.

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| **Actions:** * Minutes format will be more of like October 2017 minutes.
* Minutes will be sent out early enough for everyone to review.
* When voting we will raise hands and say yay or nay so all can be included.
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**3.** **Membership Committee: New Members**

* Mary Alice, Lisa M. and Kirsten are the committee.
* They have not met with the new member applicant it is in the works.
* Would like the interview to be more about getting to know the individual less on advocacy. No more than 30 minutes for the interview process.
* Kirsten shared draft questions interview questions based on ones asked of candidates for Vermont Developmental Disabilities Council.
* CAC decided that information about candidates should be shared with CAC before meetings so members can read over the application before meeting candidate.
* Several questions were raised about membership and the bylaws including what types of disabilities met federal requirements (bylaws say “disability” but federal law says “developmental or related disability”), and whether members can represent people with disabilities, or family members, on CAC and represent an organization.
* There was also discussion about the difference between federal and state definitions of “developmental disability.” It was clarified that CAC should follow federal definition.
* It was recommended that representative from Assistive Technology participate since that is an organization listed (but not required) in the federal law.
* This led to discussion about how to change the bylaws. CAC must move to discuss at next meeting and have it be an agenda item.

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| **Action:** * Membership committee will review bylaws and send recommended changes to Lisa B.
* Lisa B. will send recommended changes to CAC prior to next meeting so they can be voted on at next meeting.
* CAC brochure needs to be updated to clarify that most of council must be people with developmental and related disabilities and family members.
* Kirsten will consolidate interview questions and send out to CAC Members for feedback.
* Jesse will try to find answers to questions about membership: (a) what are considered “related disabilities” and (b) can CAC members count as people with disabilities and family members and represent organizations at the same time?
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**4. Review Activities this year**

* This agenda item focused on the CDCI’s Annual Report Summary report June 1, 2017 to June 30, 2018. This was sent to the CAC two weeks before meeting.
* Jesse clarified this is not the only opportunity to give feedback for the annual report. CAC members can schedule time with Jesse after this meeting or send feedback by phone or email.
* Need to have CAC feedback by June 30 to incorporate. Deadline for CDCI to submit annual report is end of July, and we try to submit much earlier in July.
* Jesse shared how annual report is organized by five CDCI core functions and each core function coordinator summarized their sections and asked the CAC one question.
* **CAC reviewed each of the questions and gave feedback:**
	1. **Academics (Winnie Looby).** CDCI is working on creating new classes in Disability Studies. What important information should our students learn?
* Important to hear from self-advocates and family members and have them be part of designing and teaching courses.
* Courses should include information on how disability intersects with other types of groups and identities. How are the rights of people with disabilities connected to other civil rights efforts?
* The disability studies certificate is for graduate students, so it is important to also have opportunities for undergraduates.
* Attitudes seem to be changing for the worse for people with disabilities (possibly due to economy, politics, war, etc).
* Need to understand more about the experiences of families and how lack of funding affects them (e.g., IDEA).
* Students need more practical skills for communicating and working with people with disabilities.
	1. **Community Service (Darren McIntyre).** Most of our work is giving trainings, consultation, or community supports. What do you think is the best way to see if they help?
* Need to follow up with people who are ultimately affected by our services (e.g., students, families, people with disabilities) and not just providers we train or consult with.
* Need to follow up long after supports provided to see if there are long-term effects.
* Perhaps qualitative methods are better suited to answer this question.
* Need to understand what supports people need after they receive ours (e.g., Think College).
	1. **Research & Evaluation (Valerie Wood).** Over the next year, how would you like to be involved in the research being conducted at CDCI? What areas of research would you say should be a high priority?
* What happens to children placed out of their school districts?
* What are the disparities in services received (esp. for children with Autism) in different districts?
* Need to know more about health of people with disabilities at the population level.
* New education law emphasizes certain interventions (e.g., Positive Behavior Interventions and Supports) so even more important to measure success of CDCI efforts that focus on these interventions. Also were supports put in place before funding cuts?
* More focus needed on adults.
* Some discussion about whether more adults with disabilities are in residential or group-living situations vs. person-centered.
* More adults being supported during day in center-type programs.
* Agencies are not “in sync” with each other. People cannot always get the services they need (different agencies provide different services) and services across programs and agencies do not complement each other.
	1. **Dissemination (Jeanne Nauheimer)** We want to work on getting more input from the CAC on the work we share. How do you like to give feedback?
* Need to do more public relations around telling stories. Not just as a separate “Life Histories” project but for all CDCI projects.
* Team discussion is very important, but also hard to fit into small number of meetings.
* CAC wants to help more with dissemination earlier in the process. Rather than give feedback on a draft, they would like to help choose what needs to be created.
* Want to see what happens to the feedback they give. What has changed?
* Need to have clear deadlines and specific tasks.
	1. **Infrastructure (Rachel Cronin).** We have almost 20 projects at CDCI. What are the best ways to share updates and get your feedback?
* Need to have orientation to CAC and CDCI for new members to give them an overview.
* For existing members, need to focus on what has changed, for good or for bad. Less focus on things that are continuing and not changing.
* CAC needs a description of all projects, and new projects should be introduced.
* CAC members may want to work with specific projects, and when CAC members provide support that should be shared with whole CAC.

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| **Actions:*** This feedback will be included in the annual report for this year.
* Any CAC members who want to give more feedback should schedule a meeting with Jesse or send by email or phone. Feedback needs to be received before the end of June.
* We will send brief description of all CDCI projects to CAC members.
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**5. Decide how we will meet next year**

* Given the work that is needed, CAC unanimously agreed we should have four meetings each year. Each meeting will be 3 hours.
* General schedule for the year will be to set priorities in the Fall, and review accomplishments in the Spring.
* Discussion about the national Council on Leadership in Advocacy, also known as COLA. From their website “It is made up of individuals with disabilities and family members from each AUCD network center and program. COLA members are involved in Community Advisory Councils at UCEDDs, AUCD Councils and Committees, AUCD Special Interest Groups, and other advocacy opportunities. Membership is open to anyone in the AUCD network. However, each center will designate an individual representative who will cast one vote when a matter before the Council requires such action.
* CDCI can send a representative from CAC to join the council at their meeting at the national Association of University Centers on Disabilities (AUCD) conference in November (11-14th).
* The CAC should choose who will attend. Nicole and Lisa M. expressed interest.
* Suggested change in the bylaws to add that Member of CAC can attend AUCD Yearly Meeting.

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| **Actions:*** Lisa B. will follow up with CAC to schedule four meetings next year. Meetings will be 3 hours and the June retreat is optional.
* Anyone interested in attending AUCD conference to represent CDCI at the COLA meeting should contact Lisa B before the end of June.
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**6. Feedback and Adjourn:**

* CAC members liked that materials were sent ahead of time and more accessible. Still challenging to make it through all agenda items in meeting.
* Put any changes to the bylaws on the next agenda
* Robert’s rules of order (Bob’s rules) to review for meeting format

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| **Actions:*** Minutes will be drafted and sent to co-chairs for review before sending to whole CAC.
* If there is going to be a vote on bylaws at next meeting, all changes will be shared ahead of time.
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