

# Community Advisory Council Notice

Notice for Wednesday, September 22, 2021

12:00 to 3:00pm

## You can join online using Zoom:

<https://uvm-edu.zoom.us/j/83806158556?pwd=SVFHall3WTlucJkMG5XYXdTK0F5QT09>

## OR you can join by phone:

Phone: 929 436 2866

Meeting ID: 838 0615 8556

Passcode: 360809

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)).

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## Handouts:

1. CAC Notice and Agenda (this handout)  
CAC Group Agreement (this handout)  
CAC Meeting Roles (this handout)
2. Meeting Minutes from June 2, 2021
3. Annual Priorities
4. CAC Bylaws

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## CAC Meetings 2021-2022

1. September 22, 2021
2. December 15, 2021
3. March 16, 2022
4. June 15, 2022

# **CAC Meeting Agenda**

**Wednesday, September 22, 2021, 12:00 to 3:00pm**

## **12:00 Welcome (30 minutes)**

1. Say your name, role, and personal pronoun (they/them, she/her, he/him).

## 2:25 Bylaws voting (30 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

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## 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. 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.