



**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

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**12:00 Lunch**

- Have some food, and say hello.
- Review agenda and handouts.



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**12:10 Max: Welcome, introductions, and meeting roles**

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



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**12:20 Karen: Review Minutes**

- Review draft minutes from May 2019.
- Ask questions and make changes.
- **Vote to approve minutes.**



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**12:30 Membership Committee Updates**

- Discuss two new applications.
- **Vote on new members.**



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### 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.



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### 1:10 Break



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### 1:20 Karen: Creating new plan for diversity, equity, and inclusion

- -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.



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### 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?

