**CAEECC Composition, Diversity, Equity & Inclusion Working Group (CDEI WG)**

**2nd WG Meeting February 3, 2022 (1:00-4:00pm)**

**REVISED Agenda**

**Facilitator: Katie Abrams**

Supporting materials can be found on the[meeting page](https://www.caeecc.org/second-cdei-wg-mtg)

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| **Time** | **Session** | **Topics** | **Primary Meeting Goals** |
| 1:00 | **Review Agenda & Housekeeping** | 1. Review meeting goals & approach 2. Discuss survey responses regarding WG feedback and housekeeping |  |
| 1:15 | **Session 1: CAEECC Membership Composition Assessment** | 1. Background 2. Discuss and agree on the vision/goal of evaluating CAEECC membership\* 3. Review & revise proposed roadmap for developing membership composition recommendations 4. Brainstorm recommendations (see below for Membership key scope questions) | * 1. **Alignment on WG vision for Membership Composition**   2. **Brainstorm recommendation ideas** |
| 2:15 | **Break** | | |
| 2:25 | **Session 2: CAEECC Diversity, Equity & Inclusion** | 1. Discuss and refine DEI recommendations from homework (see below for Prospectus key scope questions) 2. Discuss & seek consensus on Diversity definition from homework\* | * 1. **Build on homework responses to refine recommendations**   2. **Seek consensus on Diversity definition** |
| 3:45 | **Wrap-Up and Next Steps** | 1. Debrief where ended up and how meeting went 2. Identify clear next steps including homework assignment |  |
| 4:00 | **Adjourn** | | |

*\*Asterisk denotes topics with dedicated public comment. The Public will be able to share comments and ask questions at any point in the meeting via the chat.*

**DEI Key Scope Questions:**

* *How can we diversify the lead and/or alternate representatives from CAEECC Member organizations on CAEECC?*
* *What forms of diversity does CAEECC want to foster (e.g., race as well as gender, gender identity or expression, sexual orientation, national origin, citizenship, age, ability, veteran, religion, income?)*
* *What additional facilitation practices can we employ to foster more inclusive meetings?*
* *What Member recruitment and retention strategies would advance our DEI commitment (e.g., possible compensation, geographic inclusivity in the context of future in-person meetings)?*
* *What organizational and educational development practices should the CAEECC consider (e.g., building DEI competencies or DEI training for Members and the Facilitation team; creating EE policy basics trainings; updating the CAEECC website and/or Charter)?*
* *Other topics/solution ideas as appropriate*

**Membership Composition Key Scope Questions:**

* *What is the vision/goal of evaluating CAEECC membership?*
* *What types of organizations are under-represented or missing altogether as CAEECC Members?*
* *What are the barriers/potential reasons for those gaps (e.g., recruitment, capacity, familiarity with EE policy AND PROGRAM requirements, scope of CAEECC)?*
* *What types of organizations, if any, might be over-represented on CAEECC?*
* *Would funding or other resources facilitate under-resourced organizations’ participation as CAEECC Members and/or in CAEECC Working Groups? (Note: consider coordinating with CPUC on possible pilot opportunities)*

**Zoom coordinates:**  
<https://us02web.zoom.us/j/89136152071?pwd=dU5nOVdPZEdvSWtlTldobVlJS3JjUT09>

**Meeting ID:** 891 3615 2071 **Passcode:** 444853