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

**3rd WG Meeting February 23, 2022 (1:00-4:00pm)**

**REVISED Agenda**

**Facilitator: Katie Abrams**

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

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| **Time** | **Session** | **Topics** |
| 1:00 | **Review Agenda** | 1. Review meeting goals & approach |
| 1:05 | **Housekeeping & Homework Summary** | 1. Welcome new WG Member 2. General reminders & review meeting norms 3. 5th WG meeting date & strategy 4. Review Homework Key Takeaways (including rating summary, integrated C and DEI recommendations and key themes) |
| 1:30 | **Comptency Building** | 1. Mabell Garcia Paine and Dany Kahumoku to Present Recommendations on Competency Building 2. Full WG Discussion of Competency Building Proposal |
| 2:05 | **Restructuruing CAEECC** | 1. Breakout Groups on Sub-Categories: 1) Accountability & Reporting, 2) Composition, 3) Application Process 2. Report out to full WG from break-outs 3. Recruit Volunteers to Refine & Draft Recommendations on Restructuring CAEECC |
| 2:40 | **Break** | |
| 2:50 | **Compensation** | 1. Jim Dodenhoff, Fabi Lao, and Nicole Cropper to Present Recommendations on Compensation 2. Full WG Discussion of Compensation Proposal |
| 3:25 | **Recruitment & Retention and Facilitation** | 1. Recruit Volunteers to Refine & Draft Recommendations on Recruitment & Retention and Facilitation |
| 3:35 | **Review Draft of Final Report Outline** | 1. Review and Discuss Final Report Outline |
| 3:50 | **Wrap-Up and Next Steps** | 1. Debrief where ended up and how meeting went 2. Identify clear next steps including homework assignment and outreach plan to engage additional voices |
| 4:00 | **Adjourn** | |

**Primary Meeting Goals:**

1. Align on goal to narrow down list of 85 initial ideas to a prioritized set of recommendations (including a handful of fully fleshed out recommendations), within the 5 categories from HW assignment
2. Recruit volunteers for 3 mini teams on Restructuring CAEECC, Recruitment & Retention, and Facilitation

**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/82331786005?pwd=RGkyWHZHUUJpQ1VaUndZa2JUMnJlUT09>

Meeting ID: 823 3178 6005  
Passcode: 633036