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

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

**DRAFT Agenda**

**Facilitator: Katie Abrams**

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

Note: this agenda may shift after receiving HW results (due 2/15) and whether we have volunteers to present refined DEI recommendations (Compensation and Competency Building)

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| **Time** | **Session** | **Topics**  | **Primary Meeting Goals** |
| 1:00 | **Review Agenda & Housekeeping** | 1. Review meeting goals & approach
2. 5th WG meeting date; general reminders
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| 1:15 | **Session 1: CAEECC** **Diversity, Equity & Inclusion** | 1. Homework Summary: DEI Recommendation Rating/Prioritization
2. Discussion of potential recommendations by category (Compensation, Competency Building, Restructuring CAEECC, Recruitment & Retention, and Facilitation) – *note this will be a combination of report back from any volunteer groups, breakouts, and full group discussion (approach may vary by recommendation category)*
 | * 1. **Narrow down list of 60 initial ideas to top 20-30, within the 5 DEI categories from HW assignment**
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| 2:40 | **Break** |
| 2:50 | **Session 2: CAEECC Membership Composition Assessment** | 1. Homework Summary: Membership Composition Key Scope Question Responses
2. Review and discuss Homework responses to key scope questions
3. Discuss commonalities or divergences between Membership Composition recommendations and DEI recommendations
 | * 1. **Either develop short list of Membership Composition recommendations, or if they all overlap/tie in to DEI, then consolidate where appropriate**
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| 3:30 | **Session 3: Review Draft of Final Report Outline** | 1. Review and discuss final report outline
 | **3.1 Approval of Final Report Outline** |
| 3:45 | **Wrap-Up and Next Steps** | 1. Debrief where ended up and how meeting went
2. Identify clear next steps including homework assignment
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| 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/82331786005?pwd=RGkyWHZHUUJpQ1VaUndZa2JUMnJlUT09>

Meeting ID: 823 3178 6005
Passcode: 633036