

NAME OF BOARD/COMMISSION

December 30, 2021

OVERVIEW

1. Current Members and Terms

i See list attached.

2. By-Laws

i See by-law attached

3. Attendance Records; Dates of Meetings

i See attendance records attached. The agendas and minutes for respective meeting dates are also attached.

4. Expectations and Responsibilities of Board/Commission Members

i The purpose of the MBE/ESB Advisory Board is to oversee its organization and operation, as well as, maintain the commitment to the City of Richmond's mission for the Office of Minority Business Development (OMBD). The Board is required to meet at least 4 times a year; however, has agreed to meet every 4th Monday since they were just starting.

5. 2022 Projects

- i**
1. MBL Partnership/Awards Banquet Detail. Partner with the Metropolitan Business League to present during their Annual Awards and Reception Event the "City of Richmond Minority Business of the Year Award"
 2. Richmond Minority Enterprise Development (MED) Week 2022
 3. Annual Advisory Board and OMBD Staff Retreat

6. Legislation and Policy Recommendations

i 1. Re-evaluate the way the city awards contracts with minority participation requirements and the penalties and sanctions that can be imposed, if the agreed upon participation is not met. In the '80s, the City of Richmond's MBE Goal Setting Program was struck down due the City of Richmond v. J. A. Croson Company case and has since become a guideline for municipalities that have imposed these kinds of requirements with regard to contracts and procurement services. Even though the City of Richmond works to ensure that there is minority participation included in contract awards, this currently is more of a guideline rather than a rule. We would recommend that this is looked at to make sure a standard guideline is established for the city going forward so that all stakeholders involved are comfortable with this process.

- 2. In relation to lending and finance options, we would like to see increased communication about the type of programs available to city emerging small and minority businesses. There are numerous local, state, and federal programs that provide loans and grants to emerging small businesses. Sometimes the only thing more difficult than applying and securing these funds, are finding out that they exist. In addition to efforts made by the city to communicate the existence of these programs to the public, we feel the Small Business Resource Guide (included in our Project List) will also help to increase awareness.*
- 3. In addition to business recruitment efforts to secure large or national businesses, the city needs to allocate some of those resources towards smaller regional or mid-size businesses. Focusing on emerging business will allow the city to develop partnerships earlier in a business' life cycle, allowing the city not only an opportunity to grow with that business, including potential tax revenue. But it also requires less investment and resources from the city and its residents. In relation to those emerging businesses with minority ownership, the City of Richmond can show that it is diverse and progressive, and open for business regardless of your ethnicity. This will send a message to other emerging businesses that Richmond is a supportive community not only for their business goals, but for their employees as well.*
- 4. See recommendation #1. We think it is important that the city add more structure and accountability to the way minority participation is handled in relation to awarding and allocating funds.*
- 5. Our focus in relation to the Office of Minority Business Development is centered on public communication. One of our major projects is evaluating the OMBD website and making sure it is a valuable resource to the public. Another one of our projects is looking at additional engagement opportunities for the OMBD staff like public forums. Increased engagement would require additional funding, so looking at each of the programs that are currently being used and evaluating them for effectiveness is important. Reallocating those funds to more effective OMBD projects/resources and any additional funds provided by Council would help to move the needle in relation to public engagement and communication tremendously. OMBD is the most effective resource for this issue, but it needs to have the tools they need to succeed.*

Minority Business Enterprise and Emerging Small Business Advisory Board

Member Name and Address	Criteria for Appointment/ Succeeding	Term	Commence	Terminate	Live District	Work District
Nathalia Artus 3503 Edgewood Ave Richmond VA 23222 804-482-8408 (w) nathalia.artus@bankatunion.com	Lender/Business Member – Mayor (succeeding Penny Johnson McPherson, terms 11/28/2011 to 11/28/2013)	First Term	12/11/2018	11/28/2021	3 rd	
Morris Cephas 5109 Austin Healey Dr Glen Allen, VA 23059 804-364-7184 (h) 804-641-1824 (o) morris@cephasonline.com	MBE Member – Council (Succeeding Nadia Anderson, 09/25/17 – 11/28/19; succeeding	First Term	02/10/2020	11/28/2022		2 nd
Eddie Jackson 5101 Earlwick Road Richmond, Va. 23230 804-852-9423 (h) 804-238-9950 (o) eddie@bluewhaleco.com	MBE Member – Council (Succeeding Brittany Rawlinson 01/22/2018 – 11/28/2020)	First Term	02/08/2021	11/28/2023		3 rd
Christopher Jefferson 3900 Pale Moon Place Glen Allen, VA 23059 8042013624 (H) 8044202274 (B) chris@ridgepointre.com	Sector 3 Contractor Representative – Mayor (succeeding Charles Crenshaw, 01/28/2013 – 01/2/2016)	First Term	12/17/2018	12/10/2021	NA	NA
Lester Johnson, Jr. 101 East Clay Street Richmond, Va. 23219 804-225-8555 ljohnson@mamajskitchen.com	MBE Member – Mayor Chair (Succeeding Tracey G. (Jeter) Wiley, 01/28/2013-01/28/2016, resigned 03/30/2016)	First Term	07/24/2017	01/28/2019		2 nd
		Second Term	01/29/2019	01/28/2022		
Jonette Meade-Barley 2917 Monteith Road Richmond, VA 23235 804-247-0639 Jonette.meade@yahoo.com	MBE Member – Council (City Employee) (Succeeding Janet West, (resigned 11/02/2018) 01/22/2019-1/09/2020	Partial Term	07/22/2019	01/09/2020	4 th	
		First Term	01/09/2020	01/09/2023		
Brittany Rawlinson 2220 Rosewood Avenue Richmond, VA 23220 804-901-4643 (h) 804-723-0991 (o) Brawlinson1987@gmail.com brittany@rawlinsonlaw.com	MBE Member – Mayor (Succeeding Alicia Slayton 11/29/2017 – 11/28/2020 resigned 11/26/2018)	First Term	05/24/2021	11/28/2024	5 th	

Minority Business Enterprise and Emerging Small Business Advisory Board

Member Name and Address	Criteria for Appointment/ Succeeding	Term	Commence	Terminate	Live District	Work District
Melody J. Short 2920 Broad Street, #224 Richmond, Va. 23230 212-518-4776 (h) melodyjoyshort@yahoo.com	At-Large Resident Member or Councilmember	First Term	02/28/2018	02/27/2021	9 th	
	Vice Chair (Succeeding Tryfene Scott, 10/12/2015-02/27/2018)	Second Term	02/28/2021	02/27/2024		
Adrienne Whitaker 12524 Cambie Place Henrico, VA 23227 804-370-1445 (c) 804-665-1247 (o) L2LLeadershipinstitute@gmail.com	Lender/Business Member – Council (Succeeding Peter Paulk 04/08/2016 – 04/08/2019)	First Term	05/13/2019	04/08/2022		2 nd
Gale Jones Office of Minority Business Enterprise 900 E. Broad Street, Suite 1603 Richmond, VA 23219 (804) 646-7744 (o) Gale.Jones@richmondgov.com	Contact Person					

9 Members, 3 Year Terms

Minority Business Enterprise and Emerging Small Business Advisory Board	1 – Must Reside 8 – Reside or Work	Five members shall be representatives of a minority business enterprise, 2 - representatives of lenders of businesses other than a minority business enterprise 1 - Section 3 contractor representative 1 - at-large resident of the city or a member of Council.	Cannot exceed 8 years ¹	3 years ²	Commensurate with preceding term
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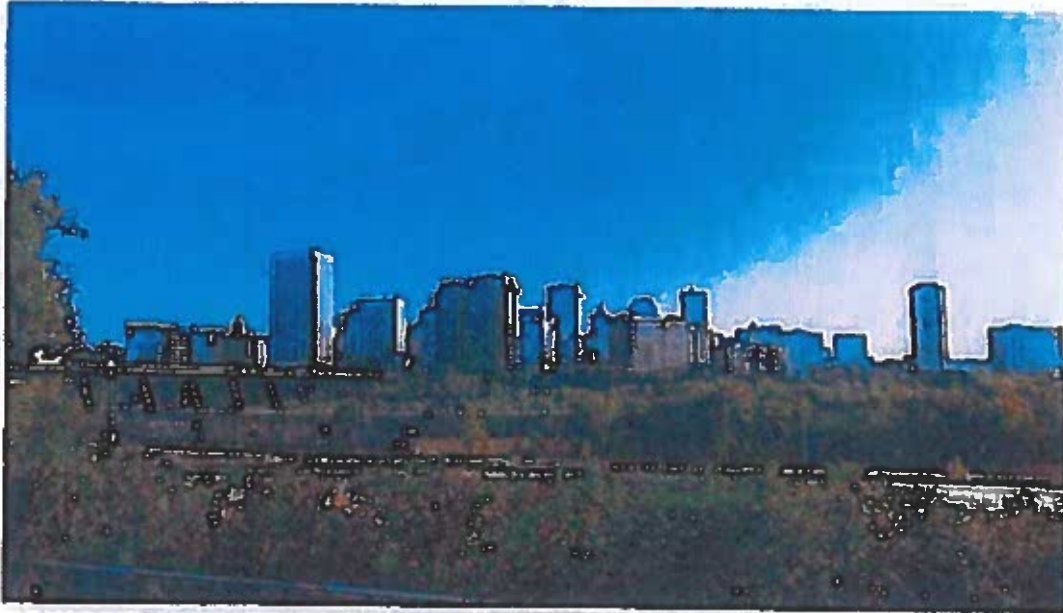
Meeting times/dates and location

Minority Business Enterprises/Emerging Small Business Advisory Board meets every fourth Monday on the 5th Floor Large Conference at 3 p.m.:

¹ Richmond City Code §2-755.

² Richmond City Code §2-824.

City of Richmond



MINORITY BUSINESS ENTERPRISE AND EMERGING SMALL BUSINESS

ADVISORY BOARD

HANDBOOK



Issued: Draft May 5, 2017

Revised: 3/10/2017

**Welcome to the Minority Business Enterprise and Emerging Small Business and
Advisory Board**

On behalf of our Mayor and City Council for the City of Richmond, Virginia, congratulations on your appointment to the Minority Business Enterprise and Emerging Small Business Advisory Board. We appreciate your willingness to serve. We are excited that you will share in the shaping of Richmond's response to the needs of small and minority-owned businesses. You are a valued and important voice in the conversation and decision making that ensures a strategic approach to Building a Better Richmond through business resurgence and sustainability.

Our organization fills an important need in our community, and we believe that you will find serving on the Minority Business Enterprise and Emerging Small Business Advisory Board a rich and rewarding experience. As an ambassador of the Board, you and your fellow Board Members are responsible for overseeing the Board's organization and operation, while maintaining a commitment to the City of Richmond's mission for Minority Business Development. This involves establishing our strategic direction and ensuring our compliance with all applicable legal requirements. This manual will help you understand your roles and responsibilities as a Board Member so that you can effectively carry out these duties. We encourage you to refer to it whenever you have questions about your Board service.

Over the past several years, many groups and organizations have placed a great emphasis on public sector governance. Watchdog groups and media regularly challenge the goals we have established and often seek validation of any information we provide. Therefore, we have established an open-access policy driven by our desire for trust and transparency with our citizens.

Before you begin reviewing this manual, you should remember that you are not alone. When exercising your responsibilities, you may draw from the expertise of your fellow Board Members and, in addition, you may rely on the expertise of individuals of the Office of the Chief Administrative Officer and Office of Minority Business Development to assist you in this capacity of service to the City of Richmond.

Again, welcome and we look forward to working with you.

Best Regards,

Patricia R. Foster
Director,
Office of Minority Business Development

**Minority Business Enterprise and Emerging Small Business and
Advisory Board**

Composition of the Board -

The Board shall be composed of nine (9) members appointed by the Council.

Of the nine members, five (5) shall be representatives of a minority business enterprise, two (2) shall be representatives of lenders or businesses other than a minority business enterprise, one (1) shall be a Section 3 Contractor representative and one (1) shall be either an at-large resident of the City or a member of the Council.

The Council and the Mayor shall submit to the City Clerk all of their initial nominees for the Board within 30 days after the adoption of this ordinance.

The Council shall nominate:

- (1) Three (3) members who are representatives of a minority business enterprise
- (2) One (1) member who shall be a representative of lenders or businesses other than a MBE
- (3) One (1) member who is an at-large resident of the City or a member of the Council

The Mayor shall nominate:

- (4) Two (2) members who are representatives of a minority business enterprise
- (5) One (1) member who shall be a representative of lenders or businesses other than a MBE
- (6) One (1) member who shall be a Section 3 contractor representative

The Board may elect from its membership a Chair and Vice Chair and other officers it deems necessary in accordance with its rules of procedure or bylaws.

Reports and Information

The Minority Business Enterprise and Emerging Small Business Advisory Board is assigned to City Council's Finance & Economic Development Standing Committee.

Meeting dates and times can be found on the city's Boards and Commissions web page located at:

<http://eservices.ci.richmond.va.us/applications/boardscommissions/BCCalendar.aspx>

Minority Business Enterprise and Emerging Small Business Advisory Board Roles and Responsibilities

Advisory Board Officers

Minority Business Enterprise and Emerging Small Business Advisory Board should elect officers as established in its bylaws or standing rules. These bylaws or standing rules should also define terms of office and the duties of each officer as follows:

(1) Chair:

The chair is a representative from business and industry elected by majority vote of the Advisory Board members. The chair should be sensitive to the views of the members, be able to listen critically, be reasonable, exercise good judgment and fairness, and be able to work closely with the instructor(s). The Advisory Board should elect a chair at its first meeting to serve during the current fiscal year. The responsibilities of the chair include planning and setting the meeting agenda and presiding over all meetings.

(2) Vice-Chair:

The Vice-Chair is also a business and industry representative elected by majority vote of the Advisory Board members, works closely with the Chair on all tasks and presides in the absence of the Chair. The vice-chair serves as Chair-elect for one term prior to his/her automatic nomination for Chair for the next term.

(3) Staff Secretarial Support:

Staff Secretarial Support is responsible for taking the minutes of each formal meeting and submitting them to Advisory Board members and the Boards and Commissions Administrator. This person, selected by the Director of the Office of Minority Business Development. This person is not a voting member of the Advisory Board.

Bylaws and Meetings

Advisory Board members are experienced business, industry, and labor representatives who are serving voluntarily, and they must feel their time is spent wisely. Bylaws are one way to ensure that each meeting is conducted in an effective and orderly manner. The bylaws will define how the Advisory Board organizes itself, selects its officers, establishes committees, selects place and time for meetings, formulates programs, and prepares meeting agendas.

Regularly scheduled meetings are important. The Minority Business Enterprise and Emerging Small Business Advisory Board will meet a minimum of four (4) times a year in formal, minute-recorded sessions. One meeting should be prior to November 1, and the second meeting should be

in March to allow for local plan approval and presentation to City Council. Other meetings may be scheduled at the discretion of the Board Members and Chair of the Advisory Board.

Responsibilities of Minority Business Enterprise and Emerging Small Business Advisory Board

Reports and Presentations

The Advisory Board shall provide advice and recommendations to the City Council and the Mayor on matters concerning the following:

- (1) **A minority business enterprise and emerging small business strategic plan that addresses the ways in which the City's procurement policies regarding contract goals may be reformed and expansion of business opportunities for minority business enterprises and emerging small businesses beyond the construction industry.**
- (2) **Lending and finance options for minority business enterprises and emerging small businesses to build investment capital and the feasibility of establishing an incentive fund to attract minority business enterprises and emerging small businesses to the City.**
- (3) **A business recruitment strategy for minority business enterprises and emerging small businesses that addresses networking and marketing initiatives that bring new job opportunities, tax revenues, business and workforce development resources and regionally competitive businesses to the City.**
- (4) **Performance evaluations and compliance monitoring for organizations receiving funds from the City and the imposition of requirements that such organizations present business plans, quarterly performance reports and express goals for minority business enterprise participation.**
- (5) **Improvements to the Office of Minority Business Development strategy designed to advance the annual minority business and emerging small business goals of the City, and a schedule pursuant to which the Office of Minority Business Development shall report to the Council and the Mayor concerning such office's progress.**

General Guidelines and Responsibilities

Mayor/Council Presentations

The Advisory Board shall provide a report of the Board's advice and recommendations upon the request of either the City Council or the Mayor. The Office of the Chief Administrative Officer shall provide the necessary support for the Advisory Board. The Advisory Board shall meet no less than four times annually and shall keep minutes in accordance with the requirements of the Virginia Freedom of Information Act.

Meetings and Bylaws

The Advisory Board may adopt rules of procedure or bylaws not inconsistent with this division or other applicable law to govern the conduct of its meetings and affairs. Notice of a meeting of the Minority Business Enterprise and Emerging Small Business Advisory Board must be provided at least two weeks in advance and published in a public place.

All meetings are open to the public unless specifically called to closed meeting in accordance with the Code of Virginia § 2.2-3711.

Sample Meeting Notice

**Meeting of the Minority Business Enterprise and Emerging
Small Business Advisory Board**

When: Tue., February 23, 2pm – 4pm

Where: Richmond Police Training Academy, Room 247, 1202 West Graham Road,
Richmond, VA

Description: For more information, please contact Alexander B. Rawles, Boards and Commissions Administrator, at alexander.rawles@richmondgov.com or 804-646-7955.

Meeting Notifications

Notices of all meetings must be submitted to the following persons at least two (2) weeks in advance:

- All Members of the Advisory Board
- Council Boards and Commissions Administrator
- Director of Minority Business Development
- Deputy Director, Office of Minority Business Development
- Administrative Assistant, Office of Minority Business Development

SAMPLE MEETING AGENDA

Minority Business Enterprise and Emerging Small Business Advisory Board MEETING AGENDA (Date)

- 1. Call to Order**
- 2. Welcome and opening remarks by Chair**
- 3. Presentation and approval of minutes of last meeting; approved/corrected by vote**
- 4. Introductions of Guests/Presenters**
- 5. Special Reports Recognition of individual(s) presenting report(s)**
- 6. Old Business Brief summary of old business items**
- 7. New Business Review, discussion, and vote on each item**
- 8. Plans for Next Meeting – Discussion on date and time for future meetings, subcommittees, etc.**
- 9. Other Items Announcements, etc.**
- 10. Adjournment**

SAMPLE/TEMPLATE BYLAWS

City of Richmond

Board or Commission Name

Bylaws

Article I – Name and Authority

- Section 1 The name of this organization shall be the Board or Commission Name, hereinafter referred to as the "Board or Commission Short Name".
- Section 2 The Board or Commission Name shall have such authority as prescribed in governing legislation, adopted date legislation adopted, as amended by amended governing legislation, adopted date amended legislation adopted.

Article II – Policies

- Section 1 The policies and the by-laws of the Board of Commission Name shall be in compliance with the Richmond City Code and the laws of the Commonwealth of Virginia.
- Section 2 The illegality or invalidity of any term or section of the by-laws shall not affect the validity of the remainder of the by-laws, and the by-laws shall remain in full force and effect as if such illegal or invalid term or section were not contained herein.

Article II – Purpose

The purpose of the board or commission is to *(this section is based on the purpose and objectives of the board or commission as communicated in the governing ordinance or resolution)*.

Article III – Responsibilities

The board or commission shall have the responsibility to *(this section based on the objectives and responsibilities of the board as communicated in the governing ordinance or resolution).*

Article IV – Membership and Terms of Members

- Section 1 The board or commission shall be composed of *(this section based on the composition of the board as communicated in the governing ordinance or resolution).*
- Section 2 Members shall serve for terms of *(this section based on the composition of the board as communicated in the governing ordinance or resolution).*
- Section 3 Resignations shall be in writing to the Office of the City Clerk and the chair of the board or commission and shall be given with as much notice as possible.
- Section 4 All members of the board or commission shall abide by the Virginia Conflict of Interest Act. A member declaring a conflict on a particular matter being considered by the board or commission shall refrain from voting on such issue.
- Section 5 Should any member appointed by the Council miss four consecutive regularly scheduled meetings of the board or commission, the board or commission shall recommend to City Council that the person be removed from the board or commission.

Article V – Officers and Elections

- Section 1 The officers of the Board or Commission Name shall consist of a chairman, vice chairman and secretary. Other officers may be established by the board or commission.
- Section 2 All officers shall be elected by majority vote of board or commission members at the last meeting of each year and shall serve a one (1) year term – January first to December thirty first. Officers shall be limited to three consecutive terms.
- Section 2 Vacancies in office shall be filled as soon as possible by the board or commission.

Article VI – Duties of Officers

- Section 1 Chairman – It shall be the duty of the chairman to preside at all meetings of the board or commission at which he/she is present and to sign all documents of the board or

commission where required. The chairman shall be an ex-officio member of all subcommittees of the organization; shall appoint all subcommittees; shall see that all members of the committee perform their duties faithfully; shall have general supervision and direction of the affairs of the board or commission and shall perform all duties usually pertaining to the office.

Section 2 Vice Chairman – The vice chairman shall assume the duties of the chairman in the absence or inability of that officer to act, and shall assist the chairman when called upon.

Section 3 Secretary – It shall be the duty of the secretary to keep the minutes of all meetings of the Board or Commission Name and present a copy to the Office of the City Clerk. Furthermore, the secretary shall ensure that notices of both the regular and special meetings of the board are sent to the members and posted in accordance with the Virginia Freedom of Information Act.

Article VII – Subcommittees

Section 1 The board or commission chairman may establish standing committees or subcommittees within the board or commission to carry out specific tasks or activities. The board or commission chairman shall appoint all members of subcommittees and the chairman of each subcommittee.

Section 2 The chairman shall include one or more members of the board or commission on each subcommittee and may also appoint persons who are not members of the board or commission as members of the subcommittee. However, persons who are not members of the board or commission shall not have a vote on matters on which the board or commission votes.

Article VIII – Quorum and Voting

Section 1 The quorum for all Board or Commission Name meetings shall not be less than a majority of the current members of the board or commission or subcommittee. No action may be taken by the board or commission or subcommittee in the absence of a quorum. The board or commission and its subcommittees may meet in a closed executive session for the purposes authorized by the Virginia Freedom of Information Act, only after an affirmative vote on a motion which specified the purpose for closing the meeting.

Section 2 A majority of members present and voting at a board or commission meeting is necessary for the passage of any action not otherwise provided for in these bylaws. However, amendments and/or additions to the bylaws themselves require a two-thirds majority vote of the board or commission's membership. A majority is defined as any number greater than one-half of the members present and voting.

- Section 3 Voting of the board or commission and its subcommittees shall normally be by voice. However, in every case where a vote other than a simple majority is required for passage, or as a discretion vote, the vote shall be by the show of hands.

Article IX – Meetings

- Section 1 Regular meetings of the Board or Commission Name shall be held monthly and shall be open to the public. Notification of regular meetings shall be made by electronic mail or as specified by the individual member. Notification shall also regularly be posted in a prominent public location and in the Office of the City Clerk at least three days prior to each meeting in accordance with the Virginia Freedom of Information Act.
- Section 2 Special meetings of the board or commission may be called by the chair or by written notice to all members from at least a majority of its current membership.
- Section 3 The order of business for all meetings shall be specified in the agenda that shall be distributed at least five (5) days in advance of the meeting.
- Section 4 Robert's Rules of Order Newly Revised, 11th Edition, shall control the proceedings of the board or commission and its subcommittees in all cases to which they are applicable, except as otherwise provided in these bylaws, the Code of Virginia and the Code of the city of Richmond.

Article XI – Amendments

These bylaws may be amended at the regular meetings of the Board or Commission Name by vote of not less than two-thirds of the members of the current total membership. A copy of the proposed amendments shall be submitted to each member in writing at least two (2) full weeks prior to the meeting and introduced and seconded as an order of new business.

Terms of Service

Advisory Board Staggered Terms

Of the members initially appointed, three (3) shall serve for terms of three (3) years, three (3) for terms of two (2) years and three (3) for terms of one (1) year. Thereafter, all members shall be appointed for terms of three (3) years.

Upon the expiration of a member's term of office, that member shall continue to hold office until the successor thereof is appointed and qualified. Any vacancy shall be filled for the unexpired term in the same manner as provided in this subsection.

Roberts Rules of Order

Basics

Four Types of Votes:

1. **In Favor:** You support the motion
2. **Against:** You do not support the motion
3. **Present:** You agree with the majority
4. **Abstain:** You have a stake in the outcome or you do not have enough information.

How to Present a Motion

1. **Obtain the Floor**
 - a. Wait until the speaker is finished, raise your hand, and wait to be recognized.
 - b. Once recognized, rise and address the chair.
 - c. The chair will recognize you.
2. **Make Your Motion**
 - a. Speak clearly and concisely.
 - b. State your motion affirmatively. Say, "I move to..."
 - c. Avoid personalities and stay on the subject.
3. **Wait for a Second**
 - a. The chair will call for a second.
 - b. Another member will call "I second the motion."
 - c. If there is no second, your motion will not be considered.
4. **The Chair Restates Your Motion**
 - a. The chairperson must say, "It has been moved and seconded that we..."
 - b. After this happens, debate or voting can occur.
 - c. Your motion is now "assembly property," and you cannot change it without the consent of the representatives.
5. **Expand on Your Motion**
 - a. Mover is allowed to speak first.
 - b. Be concise.
 - c. You may speak again after all other speakers are finished.

6. Voting

- a. After debate, the chair will say, "We are now in a vote on..."**
- b. The only thing that is allowed during a vote is point of order, division, privilege, roll call vote, or ballot vote.**
- c. The chair will either ask for a show of hands or a voice vote.**

Address all remarks to the person conducting the meeting.

Try to make all argumentation to the immediately pending motion.

Use the process of amending to improve flaws in a motion. Merely criticizing details of a proposal is counteractive and a waste of time.

Always say, "I move to..." and never, "I motion to..."

Watch out for "friendly" amendments. They should only be used for spelling and grammatical errors. If a friendly amendment is made to correct a spelling or grammatical error and it appears to be uncontroversial, the chair should ask if there is any objection. With no objection, the chair may declare the amendment adopted.

However, if there is an objection, the matter must be debated and voted.

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CITY OF RICHMOND CHARTER

**DIVISION 3. – MINORITY BUSINESS ENTERPRISE AND EMERGING SMALL
BUSINESS ADVISORY BOARD**

Sec. 2-822. – Created.

There is hereby created an advisory board of the City of Richmond with indefinite duration to be known as the Minority Business Enterprise and Emerging Small Business Advisory Board.

(Code 2004, § 2-871; Ord. No. 2011-130-142, § 1, 7-25-2011)

Sec. 2-823. – Definitions.

For purposes of this division, the terms "minority business enterprise" and "emerging small business" shall have the meaning ascribed to those terms in Section 21-4.

(Code 2004, § 2-872; Ord. No. 2011-130-142, § 1, 7-25-2011)

Cross reference— Definitions generally, § 1-2.

Sec. 2-824. – Composition; terms of office

The Board shall be composed of nine members appointed by the Council. Of the nine members, five members shall be representatives of a minority business enterprise, two members shall be representatives of lenders or businesses other than a minority business enterprise, one member shall be a Section 3 contractor representative and one member shall be either an at-large resident of the City or a member of the Council.

The Council shall nominate three members who shall be representatives of a minority business enterprise, one member who shall be a representative of lenders or businesses other than a minority business enterprise and one member who shall be either an at-large resident of the City or a member of the Council. The Mayor shall nominate two members who shall be representatives of a minority business enterprise, one member who shall be a representative of lenders or businesses other than a minority business enterprise and one member who shall be a Section 3 contractor representative.

In order to facilitate the staggering of terms of the members of the Board, of the members initially appointed, three members of the Board shall serve for terms of three years, three members of the Board shall serve for terms of two years and three members of the Board shall serve for terms of one year. Thereafter, all members shall be appointed for terms of three years.

It is the intent of this section that, at all times, a majority of the Board shall be composed of representatives of minority business enterprises. Upon the expiration of a member's term of office, that member shall continue to hold office until the successor thereof is appointed and qualified. Any vacancy shall be filled for the unexpired term in the same manner as provided in this subsection. All other aspects of the Board and its membership not addressed in this division shall be governed by Article V, Division I of this chapter.

(Code 2004, § 2-873; Ord. No. 2011-130-142, § 1, 7-25-2011)

Sec. 2-825. – Duties and functions.

- (a) **The Board shall provide advice and recommendations to the City Council and the Mayor on matters concerning the development of strategies, policies and operational procedures to achieve the City's goals to expand and improve recruitment, retention and contracting in all businesses and industries for minority business enterprises and emerging small businesses in the City and provide a report of the Board's advice and recommendations upon the request of either the City Council or the Mayor. For purposes of Section 2-761, the Board is classified as "advisory." The Office of the Chief Administrative Officer shall provide the necessary support for the Board. The Board shall meet no less than four times annually and shall keep minutes in accordance with the requirements of the Virginia Freedom of Information Act (Code of Virginia, § 2.2-3700 et seq.). The Board may adopt rules of procedure or bylaws not inconsistent with this division or other applicable law to govern the conduct of its meetings and affairs. The Board may elect from its membership a Chairman and other officers it deems necessary in accordance with its rules of procedure or bylaws.**
- (b) **The Board shall make recommendations concerning the following:**
- (1) **A minority business enterprise and emerging small business strategic plan that addresses the ways in which the City's procurement policies regarding contract goals may be reformed and expansion of business opportunities for minority business enterprises and emerging small businesses beyond the construction industry.**
 - (2) **Lending and finance options for minority business enterprises and emerging small businesses to build investment capital and the feasibility of establishing an incentive fund to attract minority business enterprises and emerging small businesses to the City.**
 - (3) **A business recruitment strategy for minority business enterprises and emerging small businesses that addresses networking and marketing initiatives that bring new job opportunities, tax revenues, business and workforce development resources and regionally competitive businesses to the City.**

- (4) Performance evaluations and compliance monitoring for organizations receiving funds from the City and the imposition of requirements that such organizations present business plans, quarterly performance reports and express goals for minority business enterprise participation.**

- (5) Improvements to the Office of Minority Business Development strategy designed to advance the annual minority business and emerging small business goals of the City and a schedule pursuant to which the Office of Minority Business Development shall report to the Council and the Mayor concerning such office's progress.**

(Code 2004, § 2-874; Ord. No. 2011-130-142, § 1, 7-25-2011)

Minority Business Enterprise and Emerging Small Business Advisory Board

Member Name and Address	Criteria for Appointment	Term	Commence	Terminate
Brittany J. Rowlinson 2220 Rosewood Avenue Richmond, Va. 23220 804-901-4643 (h) 804-744-7412 (o) Browlinson1987@gmail.com (Succeeding Loren M. Glasper)	MBE Member – Council	First Term	05/11/2015	11/28/2017
Oliver R. Singleton 5100 Monument Avenue, Unit 904 Richmond, VA 23230 218-8697 (h) 649-7474 (w) osingleton@hembt.com	MBE Member – Council	First Term	11/28/2011	11/28/2013
		Second Term	11/28/2013	11/28/2016
(Mr.) Stacy L. Burrs 10250 Epsilon Road Richmond, VA 23235 323-5152 (h) 317-0641 (w) stcyhrs@comcast.net	MBE Member – Council	First Term	01/23/2012	01/09/2014
		Second Term	01/09/2014	01/09/2017
Kenneth E. Ampy 14307 Clemons Drive Midlothian, VA 23114 304-3806 (h) 433-1100 (w) kampy@astyra.com	MBE Member – Mayor	First Term	11/28/2011	11/28/2014
(Mr.) Tracey G. Jeter 11400 Rosebud Bend Lane Glen Allen, VA 23059 788-6488 (w) 788-6491 (f) tracey.jeter@vmade.org tracey.jeter@sbsd.virginia.gov	MBE Member – Mayor	First Term	01/23/2012	01/09/2013
		Second Term	01/28/2013	01/28/2016
Peter J. Paulk, IV 8207 Wilkes Ridge Road Richmond, Va. 23233 804-747-4819 (h) 202-271-1545 (o) Peter.paulk@yahoo.com peter@executivebusinessadvisors.com (Succeeding Charles C. James, 04/08/2013-04/08/2016)	Lender/Business Member – Council	First Term	04/08/2016	04/08/2019
		Second Term		

Penny Johnson McPherson 7300 Silver Mist Avenue North Chesterfield, VA 23237 240-1374 (h) 697-7218 (w) pennyj2va@hotmail.com penny.mcpherson@wellsfargo.com	Lender/Business Member – Mayor	First Term	11/28/2011	11/28/2013
Tryfene Scott 3701 Crestview Road Richmond, Va. 23223 804-412-5666 (h) foreverlivingach@gmail.com tryfene@yahoo.com (Succeeding Rashaad T. Bey, 02/27/2012-02/27/2015)	At-Large Resident Member or Councilmember	First Term	10/12/2015	02/27/2018
Charles L. Crenshaw 3622 Plainfield Road Richmond, VA 23234 334-4170 (h) 276-1963 (w) ccrenshaw@summitconstructions.com	Sector 3 Contractor Representative - Mayor	First Term	11/28/2011	11/28/2012
		Second Term	01/28/2013	01/28/2016
Angelia Yancey Office of Minority Business Enterprise 900 E. Broad Street, Suite 1603 Richmond, VA 23219 646-7976 (o) 646-0136 (f) Angelia.yancey@richmondgov.com	Contact Person			

Of the members initially appointed, three shall serve for terms of three years, three for terms of two years and three for terms of one year. Thereafter, all members shall be appointed for terms of three (3) years and may service two (2) terms.

**PLEASE RETAIN BOARD MEMBER PERSONAL ADDRESS AND
TELEPHONE INFORMATION CAREFULLY**

§ 2.2-3707. Meetings to be public; notice of meetings; recordings; minutes.

Bills amending this Section

- A. All meetings of public bodies shall be open, except as provided in §§ 2.2-3707.01 and 2.2-3711.**
- B. No meeting shall be conducted through telephonic, video, electronic or other communication means where the members are not physically assembled to discuss or transact public business, except as provided in § 2.2-3708, 2.2-3708.1 or as may be specifically provided in Title 54.1 for the summary suspension of professional licenses.**
- C. Every public body shall give notice of the date, time, and location of its meetings by placing the notice in a prominent public location at which notices are regularly posted and in the office of the clerk of the public body, or in the case of a public body that has no clerk, in the office of the chief administrator. All state public bodies subject to the provisions of this chapter shall also post notice of their meetings on their websites and on the electronic calendar maintained by the Virginia Information Technologies Agency commonly known as the Commonwealth Calendar. Publication of meeting notices by electronic means by other public bodies shall be encouraged. The notice shall be posted at least three working days prior to the meeting. Notices for meetings of state public bodies on which there is at least one member appointed by the Governor shall state whether or not public comment will be received at the meeting and, if so, the approximate point during the meeting when public comment will be received.**
- D. Notice, reasonable under the circumstance, of special or emergency meetings shall be given contemporaneously with the notice provided members of the public body conducting the meeting.**
- E. Any person may annually file a written request for notification with a public body. The request shall include the requester's name, address, zip code, daytime telephone number, electronic mail address, if available, and organization, if any. The public body receiving such request shall provide notice of all meetings directly to each such person. Without objection by the person, the public body may provide electronic notice of all meetings in response to such requests.**
- F. At least one copy of all agenda packets and, unless exempt, all materials furnished to members of a public body for a meeting shall be made available for public inspection at the same time such documents are furnished to the members of the public body.**
- G. The notice provisions of this chapter shall not apply to informal meetings or gatherings of the members of the General Assembly.**

H. Any person may photograph, film, record or otherwise reproduce any portion of a meeting required to be open. The public body conducting the meeting may adopt rules governing the placement and use of equipment necessary for broadcasting, photographing, filming or recording a meeting to prevent interference with the proceedings, but shall not prohibit or otherwise prevent any person from photographing, filming, recording, or otherwise reproducing any portion of a meeting required to be open. No public body shall conduct a meeting required to be open in any building or facility where such recording devices are prohibited.

I. Minutes shall be recorded at all open meetings. However, minutes shall not be required to be taken at deliberations of (i) standing and other committees of the General Assembly; (ii) legislative interim study commissions and committees, including the Virginia Code Commission; (iii) study committees or commissions appointed by the Governor; or (iv) study commissions or study committees, or any other committees or subcommittees appointed by the governing bodies or school boards of counties, cities and towns, except where the membership of any such commission, committee or subcommittee includes a majority of the governing body of the county, city or town or school board.

Minutes, including draft minutes, and all other records of open meetings, including audio or audio/visual records shall be deemed public records and subject to the provisions of this chapter.

Minutes shall be in writing and shall include (i) the date, time, and location of the meeting; (ii) the members of the public body recorded as present and absent; and (iii) a summary of the discussion on matters proposed, deliberated or decided, and a record of any votes taken. In addition, for electronic communication meetings conducted in accordance with § 2.2-3708, minutes of state public bodies shall include (a) the identity of the members of the public body at each remote location identified in the notice who participated in the meeting through electronic communications means, (b) the identity of the members of the public body who were physically assembled at the primary or central meeting location, and (c) the identity of the members of the public body who were not present at the locations identified in clauses (a) and (b), but who monitored such meeting through electronic communications means.

1968, c. 479, § 2.1-343; 1973, c. 461; 1976, c. 467; 1977, c. 677; 1982, c. 333; 1989, c. 358; 1990, c. 538; 1993, c. 720; 1995, c. 562; 1999, cc. 696, 703, 726; 2000, c. 227; 2001, c. 844; 2004, cc. 730, 768; 2005, c. 352; 2007, c. 300; 2009, c. 628; 2010, c. 309; 2015, c. 131.

Code of Virginia

Table of Contents » Title 2.2. Administration of Government » Chapter 37. Virginia Freedom of Information Act » § 2.2-3711. Closed meetings authorized for certain limited purposes

Section

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§ 2.2-3711. Closed meetings authorized for certain limited purposes.

Bills amending this Section

A. Public bodies may hold closed meetings only for the following purposes:

- 1. Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals. Any teacher shall be permitted to be present during a closed meeting in which there is a discussion or consideration of a disciplinary matter that involves the teacher and some student and the student involved in the matter is present, provided the teacher makes a written request to be present to the presiding officer of the appropriate board.**
- 2. Discussion or consideration of admission or disciplinary matters or any other matters that would involve the disclosure of information contained in a scholastic record concerning any student of any Virginia public institution of higher education or any state school system. However, any such student, legal counsel and, if the student is a minor, the student's parents or legal guardians shall be permitted to be present during the taking of testimony or presentation of evidence at a closed meeting, if such student, parents, or guardians so request in writing and such request is submitted to the presiding officer of the appropriate board.**
- 3. Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.**
- 4. The protection of the privacy of individuals in personal matters not related to public business.**
- 5. Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.**

6. Discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected.

7. Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.

8. In the case of boards of visitors of public institutions of higher education, discussion or consideration of matters relating to gifts, bequests and fund-raising activities, and grants and contracts for services or work to be performed by such institution. However, the terms and conditions of any such gifts, bequests, grants, and contracts made by a foreign government, a foreign legal entity, or a foreign person and accepted by a public institution of higher education in Virginia shall be subject to public disclosure upon written request to the appropriate board of visitors. For the purpose of this subdivision, (i) "foreign government" means any government other than the United States government or the government of a state or a political subdivision thereof; (ii) "foreign legal entity" means any legal entity created under the laws of the United States or of any state thereof if a majority of the ownership of the stock of such legal entity is owned by foreign governments or foreign persons or if a majority of the membership of any such entity is composed of foreign persons or foreign legal entities, or any legal entity created under the laws of a foreign government; and (iii) "foreign person" means any individual who is not a citizen or national of the United States or a trust territory or protectorate thereof.

9. In the case of the boards of trustees of the Virginia Museum of Fine Arts, the Virginia Museum of Natural History, the Jamestown-Yorktown Foundation, and The Science Museum of Virginia, discussion or consideration of matters relating to specific gifts, bequests, and grants.

10. Discussion or consideration of honorary degrees or special awards.

11. Discussion or consideration of tests, examinations, or other records excluded from this chapter pursuant to subdivision 4 of § 2.2-3705.1.

12. Discussion, consideration, or review by the appropriate House or Senate committees of possible disciplinary action against a member arising out of the possible inadequacy of the disclosure statement filed by the member, provided the member may request in writing that the committee meeting not be conducted in a closed meeting.

13. Discussion of strategy with respect to the negotiation of a hazardous waste siting agreement or to consider the terms, conditions, and provisions of a hazardous waste siting agreement if the governing body in open meeting finds that an open meeting will have an adverse effect upon the negotiating position of the governing body or the establishment of the terms, conditions and provisions of the siting agreement, or both. All discussions with the applicant or its representatives may be conducted in a closed meeting.

14. Discussion by the Governor and any economic advisory board reviewing forecasts of economic activity and estimating general and nongeneral fund revenues.

15. Discussion or consideration of medical and mental health records excluded from this chapter pursuant to subdivision 1 of § 2.2-3705.5.

16. Deliberations of the Virginia Lottery Board in a licensing appeal action conducted pursuant to subsection D of § 58.1-4007 regarding the denial or revocation of a license of a lottery sales agent; and discussion, consideration or review of Virginia Lottery matters related to proprietary lottery game information and studies or investigations exempted from disclosure under subdivision 6 of § 2.2-3705.3 and subdivision 11 of § 2.2-3705.7.

17. Those portions of meetings by local government crime commissions where the identity of, or information tending to identify, individuals providing information about crimes or criminal activities under a promise of anonymity is discussed or disclosed.

18. Those portions of meetings in which the Board of Corrections discusses or discloses the identity of, or information tending to identify, any prisoner who (i) provides information about crimes or criminal activities, (ii) renders assistance in preventing the escape of another prisoner or in the apprehension of an escaped prisoner, or (iii) voluntarily or at the instance of a prison official renders other extraordinary services, the disclosure of which is likely to jeopardize the prisoner's life or safety.

19. Discussion of plans to protect public safety as it relates to terrorist activity or specific cybersecurity threats or vulnerabilities and briefings by staff members, legal counsel, or law-enforcement or emergency service officials concerning actions taken to respond to such matters or a related threat to

public safety; discussion of records excluded from this chapter pursuant to subdivision 3 or 4 of § 2.2-3705.2, where discussion in an open meeting would jeopardize the safety of any person or the security of any facility, building, structure, information technology system, or software program; or discussion of reports or plans related to the security of any governmental facility, building or structure, or the safety of persons using such facility, building or structure.

20. Discussion by the Board of the Virginia Retirement System, acting pursuant to § 51.1-124.30, or of any local retirement system, acting pursuant to § 51.1-803, or of the Rector and Visitors of the University of Virginia, acting pursuant to § 23-76.1, or by the Board of the Virginia College Savings Plan, acting pursuant to § 23-38.80, regarding the acquisition, holding or disposition of a security or other ownership interest in an entity, where such security or ownership interest is not traded on a governmentally regulated securities exchange, to the extent that such discussion (i) concerns confidential analyses prepared for the Rector and Visitors of the University of Virginia, prepared by the retirement system or by the Virginia College Savings Plan or provided to the retirement system or the Virginia College Savings Plan under a promise of confidentiality, of the future value of such ownership interest or the future financial performance of the entity, and (ii) would have an adverse effect on the value of the investment to be acquired, held or disposed of by the retirement system, the Rector and Visitors of the University of Virginia, or the Virginia College Savings Plan. Nothing in this subdivision shall be construed to prevent the disclosure of information relating to the identity of any investment held, the amount invested or the present value of such investment.

21. Those portions of meetings in which individual child death cases are discussed by the State Child Fatality Review team established pursuant to § 32.1-283.1, those portions of meetings in which individual child death cases are discussed by a regional or local child fatality review team established pursuant to § 32.1-283.2, those portions of meetings in which individual death cases are discussed by family violence fatality review teams established pursuant to § 32.1-283.3, those portions of meetings in which individual adult death cases are discussed by the state Adult Fatality Review Team established pursuant to § 32.1-283.5, and those portions of meetings in which individual adult death cases are discussed by a local or regional adult fatality review team established pursuant to § 32.1-283.6.

22. Those portions of meetings of the University of Virginia Board of Visitors or the Eastern Virginia Medical School Board of Visitors, as the case may be, and those portions of meetings of any persons to whom management responsibilities for the University of Virginia Medical Center or Eastern Virginia Medical School, as the case may be, have been delegated, in which there is discussed proprietary, business-related information pertaining to the operations of the University of Virginia Medical Center or Eastern Virginia Medical School, as the case may be, including business development or marketing strategies and activities with existing or future joint venturers, partners, or other parties with whom the University of Virginia Medical Center or Eastern Virginia Medical School, as the case may be, has formed, or forms, any arrangement for the delivery of health care, if disclosure of such information would adversely affect the competitive position of the Medical Center or Eastern Virginia Medical School, as the case may be.

23. In the case of the Virginia Commonwealth University Health System Authority, discussion or consideration of any of the following: the acquisition or disposition of real or personal property where disclosure would adversely affect the bargaining position or negotiating strategy of the Authority; operational plans that could affect the value of such property, real or personal, owned or desirable for ownership by the Authority; matters relating to gifts, bequests and fund-raising activities; grants and contracts for services or work to be performed by the Authority; marketing or operational strategies where disclosure of such strategies would adversely affect the competitive position of the Authority; members of its medical and teaching staffs and qualifications for appointments thereto; and qualifications or evaluations of other employees. This exemption shall also apply when the foregoing discussions occur at a meeting of the Virginia Commonwealth University Board of Visitors.

24. Those portions of the meetings of the Health Practitioners' Monitoring Program Committee within the Department of Health Professions to the extent such discussions identify any practitioner who may be, or who actually is, impaired pursuant to Chapter 25.1 (§ 54.1-2515 et seq.) of Title 54.1.

25. Meetings or portions of meetings of the Board of the Virginia College Savings Plan wherein personal information, as defined in § 2.2-3801, which has been provided to the Board or its employees by or on behalf of individuals who have requested information about, applied for, or entered into prepaid tuition contracts or savings trust account agreements pursuant to Chapter 4.9 (§ 23-38.75 et seq.) of Title 23 is discussed.

26. Discussion or consideration, by the Wireless Carrier E-911 Cost Recovery Subcommittee created pursuant to § 56-484.15, of trade secrets, as defined in the Uniform Trade Secrets Act (§ 59.1-336 et seq.), submitted by CMRS providers as defined in § 56-484.12, related to the provision of wireless E-911 service.

27. Those portions of disciplinary proceedings by any regulatory board within the Department of Professional and Occupational Regulation, Department of Health Professions, or the Board of Accountancy conducted pursuant to § 2.2-4019 or 2.2-4020 during which the board deliberates to reach a decision or meetings of health regulatory boards or conference committees of such boards to consider settlement proposals in pending disciplinary actions or modifications to previously issued board orders as requested by either of the parties.

28. Discussion or consideration of records excluded from this chapter pursuant to subdivision 11 of § 2.2-3705.6 by a responsible public entity or an affected locality or public entity, as those terms are defined in § 33.2-1800, or any independent review panel appointed to review information and advise the responsible public entity concerning such records.

29. Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body.

30. Discussion or consideration of grant or loan application records excluded from this chapter pursuant to subdivision 17 of § 2.2-3705.6 by (i) the Commonwealth Health Research Board or (ii) the Innovation and Entrepreneurship Investment Authority or the Research and Technology Investment Advisory Committee appointed to advise the Innovation and Entrepreneurship Investment Authority.

31. Discussion or consideration by the Commitment Review Committee of records excluded from this chapter pursuant to subdivision 9 of § 2.2-3705.2 relating to individuals subject to commitment as sexually violent predators under Chapter 9 (§ 37.2-900 et seq.) of Title 37.2.

32. [Expired.]

33. Discussion or consideration of confidential proprietary records and trade secrets excluded from this chapter pursuant to subdivision 18 of § 2.2-3705.6.

34. Discussion or consideration by a local authority created in accordance with the Virginia Wireless Service Authorities Act (§ 15.2-5431.1 et seq.) of confidential proprietary records and trade secrets excluded from this chapter pursuant to subdivision 19 of § 2.2-3705.6.

35. Discussion or consideration by the State Board of Elections or local electoral boards of voting security matters made confidential pursuant to § 24.2-625.1.

36. Discussion or consideration by the Forensic Science Board or the Scientific Advisory Committee created pursuant to Article 2 (§ 9.1-1109 et seq.) of Chapter 11 of Title 9.1 of records excluded from this chapter pursuant to subdivision A 2 a of § 2.2-3706.

37. Discussion or consideration by the Brown v. Board of Education Scholarship Program Awards Committee of records or confidential matters excluded from this chapter pursuant to subdivision 3 of § 2.2-3705.4, and meetings of the Committee to deliberate concerning the annual maximum scholarship

award, review and consider scholarship applications and requests for scholarship award renewal, and cancel, rescind, or recover scholarship awards.

38. Discussion or consideration by the Virginia Port Authority of records excluded from this chapter pursuant to subdivision 1 of § 2.2-3705.6.

39. Discussion or consideration by the Board of Trustees of the Virginia Retirement System acting pursuant to § 51.1-124.30, by the Investment Advisory Committee appointed pursuant to § 51.1-124.26, by any local retirement system, acting pursuant to § 51.1-803, by the Board of the Virginia College Savings Plan acting pursuant to § 23-38.80, or by the Virginia College Savings Plan's Investment Advisory Committee appointed pursuant to § 23-38.79:1 of records excluded from this chapter pursuant to subdivision 25 of § 2.2-3705.7.

40. Discussion or consideration of records excluded from this chapter pursuant to subdivision 3 of § 2.2-3705.6.

41. Discussion or consideration by the Board of Education of records relating to the denial, suspension, or revocation of teacher licenses excluded from this chapter pursuant to subdivision 12 of § 2.2-3705.3.

42. Those portions of meetings of the Virginia Military Advisory Council or any commission created by executive order for the purpose of studying and making recommendations regarding preventing closure or realignment of federal military and national security installations and facilities located in Virginia and relocation of such facilities to Virginia, or a local or regional military affairs organization appointed by a local governing body, during which there is discussion of records excluded from this chapter pursuant to subdivision 12 of § 2.2-3705.2.

43. Discussion or consideration by the Board of Trustees of the Veterans Services Foundation of records excluded from this chapter pursuant to subdivision 29 of § 2.2-3705.7.

44. Discussion or consideration by the Virginia Tobacco Region Revitalization Commission of records excluded from this chapter pursuant to subdivision 23 of § 2.2-3705.6.

45. Discussion or consideration by the board of directors of the Commercial Space Flight Authority of records excluded from this chapter pursuant to subdivision 24 of § 2.2-3705.6.

46. Discussion or consideration of personal and proprietary information that are excluded from the provisions of this chapter pursuant to (i) subdivision 25 of § 2.2-3705.6 or (ii) subsection E of § 10.1-104.7. This exemption shall not apply to the discussion or consideration of records that contain information that has been certified for release by the person who is the subject of the information or transformed into a statistical or aggregate form that does not allow identification of the person who supplied, or is the subject of, the information.

47. (Effective July 1, 2018) Discussion or consideration by the Board of Directors of the Virginia Alcoholic Beverage Control Authority of records excluded from this chapter pursuant to subdivision 1 of § 2.2-3705.3 or subdivision 34 of § 2.2-3705.7.

B. No resolution, ordinance, rule, contract, regulation or motion adopted, passed or agreed to in a closed meeting shall become effective unless the public body, following the meeting, reconvenes in open meeting and takes a vote of the membership on such resolution, ordinance, rule, contract, regulation, or motion that shall have its substance reasonably identified in the open meeting.

C. Public officers improperly selected due to the failure of the public body to comply with the other provisions of this section shall be de facto officers and, as such, their official actions are valid until they obtain notice of the legal defect in their election.

D. Nothing in this section shall be construed to prevent the holding of conferences between two or more public bodies, or their representatives, but these conferences shall be subject to the same procedures for holding closed meetings as are applicable to any other public body.

E. This section shall not be construed to (i) require the disclosure of any contract between the Department of Health Professions and an impaired practitioner entered into pursuant to Chapter 25.1 (§ 54.1-2515 et seq.) of Title 54.1 or (ii) require the board of directors of any authority created pursuant to the Industrial Development and Revenue Bond Act (§ 15.2-4900 et seq.), or any public body empowered to issue industrial revenue bonds by general or special law, to identify a business or industry to which subdivision A 5 applies. However, such business or industry shall be identified as a matter of public record at least 30 days prior to the actual date of the board's authorization of the sale or issuance of such bonds.

1968, c. 479, § 2.1-344; 1970, c. 456; 1973, c. 461; 1974, c. 332; 1976, cc. 467, 709; 1979, cc. 369, 684; 1980, cc. 221, 475, 476, 754; 1981, cc. 35, 471; 1982, cc. 497, 516; 1984, cc. 473, 513; 1985, c. 277; 1988, c. 891; 1989, cc. 56, 358, 478; 1990, cc. 435, 538; 1991, c. 708; 1992, c. 444; 1993, cc. 270, 499; 1995, c. 499; 1996, cc. 855, 862, 902, 905, 1046; 1997, cc. 439, 641, 785, 861; 1999, cc. 485, 518, 703, 726, 849, 867, 868; 2000, cc. 382, 400, 720, 1064; 2001, cc. 231, 844; 2002, cc. 87, 393, 455, 478, 499, 655, 715,

830; 2003, cc. 274, 291, 332, 618, 703; 2004, cc. 398, 690, 770; 2005, cc. 258, 411, 568; 2006, cc. 430, 499, 518, 560; 2007, cc. 133, 374, 566, 739; 2008, cc. 626, 633, 668, 721, 743; 2009, cc. 223, 325, 472, 765, 810, 827, 845; 2010, cc. 310, 630, 808; 2011, cc. 89, 111, 147, 536, 541, 816, 874; 2012, cc. 476, 507, 803, 835; 2013, cc. 571, 580, 695; 2014, c. 225; 2015, cc. 27, 38, 108, 169, 182, 549, 730.

Code of Virginia

Table of Contents » Title 2.2. Administration of Government » Chapter 37. Virginia Freedom of Information Act » § 2.2-3712. Closed meetings procedures; certification of proceedings

Section

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§ 2.2-3712. Closed meetings procedures; certification of proceedings.

Bills amending this Section

A. No closed meeting shall be held unless the public body proposing to convene such meeting has taken an affirmative recorded vote in an open meeting approving a motion that (i) identifies the subject matter, (ii) states the purpose of the meeting and (iii) makes specific reference to the applicable exemption from open meeting requirements provided in § 2.2-3707 or subsection A of § 2.2-3711. The matters contained in such motion shall be set forth in detail in the minutes of the open meeting. A general reference to the provisions of this chapter, the authorized exemptions from open meeting requirements, or the subject matter of the closed meeting shall not be sufficient to satisfy the requirements for holding a closed meeting.

B. The notice provisions of this chapter shall not apply to closed meetings of any public body held solely for the purpose of interviewing candidates for the position of chief administrative officer. Prior to any such closed meeting for the purpose of interviewing candidates, the public body shall announce in an open meeting that such closed meeting shall be held at a disclosed or undisclosed location within 15 days thereafter.

C. The public body holding a closed meeting shall restrict its discussion during the closed meeting only to those matters specifically exempted from the provisions of this chapter and identified in the motion required by subsection A.

D. At the conclusion of any closed meeting, the public body holding such meeting shall immediately reconvene in an open meeting and shall take a roll call or other recorded vote to be included in the minutes of that body, certifying that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body. Any member of the public body who believes that there was a departure from the requirements of clauses (i) and (ii), shall so state prior to the vote, indicating the substance of the departure that, in his judgment, has taken place. The statement shall be recorded in the minutes of the public body.

E. Failure of the certification required by subsection D to receive the affirmative vote of a majority of the members of the public body present during a meeting shall not affect the validity or confidentiality of such meeting with respect to matters considered therein in compliance with the provisions of this chapter. The recorded vote and any statement made in connection therewith, shall upon proper authentication, constitute evidence in any proceeding brought to enforce the provisions of this chapter.

F. A public body may permit nonmembers to attend a closed meeting if such persons are deemed necessary or if their presence will reasonably aid the public body in its consideration of a topic that is a subject of the meeting.

G. A member of a public body shall be permitted to attend a closed meeting held by any committee or subcommittee of that public body, or a closed meeting of any entity, however designated, created to perform the delegated functions of or to advise that public body. Such member shall in all cases be permitted to observe the closed meeting of the committee, subcommittee or entity. In addition to the requirements of § 2.2-3707, the minutes of the committee or other entity shall include the identity of the member of the parent public body who attended the closed meeting.

H. Except as specifically authorized by law, in no event may any public body take action on matters discussed in any closed meeting, except at an open meeting for which notice was given as required by § 2.2-3707.

I. Minutes may be taken during closed meetings of a public body, but shall not be required. Such minutes shall not be subject to mandatory public disclosure.

1989, c. 358, § 2.1-344.1; 1999, cc. 703, 726; 2001, c. 844; 2012, c. 428.

MBE/ESB
Advisory Board Attendance Roster
2021

Advisory Board Member	January 25, 2021	February 22, 2021	March 22, 2021	April 16, 2021	May 24, 2021	June 28, 2020	Jul. 26, 2021		September 27, 2021	October 25, 2021	November 22, 2021*	December 27, 2021*
Chairman, Mr. Lester Johnson	P	P	P	P	P	P	P	P	P	P	P	C
Mr. Eddie Jackson (New)	---	P	A	P	P	P	A	P	P	P	A	C
Vice Chair, Ms. Melody Short	P	P	A	A	P	P	A	A	P	A	P	C
Ms. Jonette Meade	P	P	P	P	A	A	A	A	P	P	A	C
Mr. Morris Cephas	P	P	P	P	A	A	P	A	A	A	A	C
Ms. Brittany Rawlinson	P	P**	P**	P**	P**	P	P	P	P	P	P	C
Mrs. Nathalia Artus	A	P	P	A	P	P	P	P	P	P	P	C
Mr. Chris Jefferson	P	A	P	P	A	P	P	A	P	P	P	C
Ms. Adrienne Whitaker	P	P	P	P	A	P	A	P	P	A	P	C
Mr. Tyrell Junius	--	--	P**	P**	--	**P	--	--	--	--	--	C

*Subject to change due to holiday

**Public Attendee

A - Absent

P - Present

C - Cancelled

B - Bereavement Leave

Richmond Office of Minority Business Development Minority Business Enterprise and Emerging Small Business Advisory Board Meetings (2021)

The Minority Business Enterprises/Emerging Small Business Advisory Board
virtually meets every fourth Monday at 3 p.m.

January 25

February 22

March 22

April 26

May 24

June 28

July 26

August 23

September 27

October 25

November 22*

December 27*

*subject to change due to Thanksgiving and Christmas Holidays.

Richmond Office of Minority Business Development Minority Business Enterprise and Emerging Small Business Advisory Board

AGENDA

December 27, 2021

Call to Order

Welcome and Introductions

Reading/Approval of Minutes

Advisory Board Business Agenda

- Metropolitan Business League (MBL) Awards Ceremony Update
- Richmond Minority Enterprise Development (MED) Week 2022
- Roundtable

New Business:

- Director's Report
- Department Financial Report
- Next meeting date/time: [January 24, 2022](#)

Adjourn

MINORITY BUSINESS DEVELOPMENT (MBD)

**MINUTES OF MINORITY BUSINESS ENTERPRISE AND EMERGING SMALL BUSINESS
ADVISORY BOARD MEETING
(DRAFT)**

November 22, 2021

The Minority Business Enterprise (MBE) and Emerging Small Business (ESB) Advisory Board convened in their virtual meeting, opened to the public.

Board Attendees:

Lester Johnson
Adrienne Whitaker
Nathalia Artus
Brittany Rawlinson
Christopher Jefferson
Melody Short

Board Members not Present:

Morris Cephas
Eddie Jackson (New)
Jonette Meade

MBD Staff Attendees:

Gale Jones
Patricia Foster

MBD Staff Attendees Absent:

None

Public Attendee:

None

DETERMINE QUORUM & CALL TO ORDER

This meeting was called to order by Board Chair, Lester Johnson at 3:10 p.m. A quorum was established.

WELCOME AND INTRODUCTIONS

Lester Johnson welcomed all Board members present.

ROLL CALL

Lester Johnson, Nathalia Artus, Brittany Rawlinson, Melody Short, Adrienne Whitaker, and Chris Jefferson were present. Morris Cephas, Eddie Jackson, and Jonette Meade were absent.

BOARD ORGANIZATION

There was no Board Organization.

APPROVAL OF THE AGENDA AND APPROVAL OF MINUTES FROM LAST MEETING

The minutes for October 25, 2021, as well as the agenda for November 22, 2021 meeting were approved. Motioned by Natalie Artus and seconded by Adrienne Whitaker.

ADVISORY BOARD ROLE AND RESPONSIBILITIES

There was no Advisory Board role and responsibilities.

ADVISORY BOARD BUSINESS AGENDA

- **Metropolitan Business League (MBL) Awards Ceremony Update**
 - Lester reported that he will send out the scoring sheets and information packages to Board members. He asked that they review, score and send to him by December 3rd.
 - Melody Short shared that she will send the semi-finalist link to Board members.
 - Melody shared that Friday, November 26th was her last day with MBL; however, she will still be available and working her business. She is now a community partner and network.

- **Richmond Minority Enterprise Development (MED) Week 2022**
 - There was discussion with a consensus as follows:
 - **Timeframe – October 2022 (i.e., 3rd, 4th and 5th)**
 - Consider 2 to 3 days for our first MED event.
 - This month will allow the Board members to attend some of the other MED events prior to this time.
 - The Board will be able to promote the Richmond MED during September.
 - Sessions are to be considered then posted on different social media sites.
 - **Coordination of the event**
 - Consider hiring a coordinator to handle the details
 - Think about in-person and virtual options for participants (i.e., hybrid options)
 - **Signature event (i.e., if OMBD partners with other organizations)**
 - Add All About Presentation (AAB and MBL), as well as Black RVA
 - Consider the Convention Center as a location
 - Suggested categories (i.e., Banking, Contracting, Capital (i.e., Assets vs Banking and marketing)
 - Find presenters (i.e., heavy hitters)
 - There was discussion about awards ceremony and category ideas
 - **Sponsorship/Co-Sponsorship and Organization Partnership**
 - Lester asked that Board members to call him with their ideas.
 - Lester will get back with Board with his findings.

- **Roundtable (exchange of information)**
 - This was tabled for next month.

NEW BUSINESS

- Director's Report
 - There was no report.
- The next Virtual Board meeting is scheduled for Monday, December 27, 2021 at 3 p.m.

ADJOURNMENT

There was no further business to bring before the Board. The meeting was adjourned at 4:10 p.m.

Minutes submitted by: Gale M. Jones, Administrative Program Support Assistant

Approved by: _____

Date of Approval: _____

Richmond Office of Minority Business Development Minority Business Enterprise and Emerging Small Business Advisory Board

AGENDA

November 22, 2021

Call to Order

Welcome and Introductions

Reading/Approval of Minutes

Advisory Board Business Agenda

- Metropolitan Business League (MBL) Awards Ceremony Update
- Richmond Minority Enterprise Development (MED) Week 2022
- Roundtable

New Business:

- Director's Report
- Department Financial Report
- Next meeting date/time:

[December 27, 2021](#) (Subject to change due to holiday.)

Adjourn

MINORITY BUSINESS DEVELOPMENT (MBD)

**MINUTES OF MINORITY BUSINESS ENTERPRISE AND EMERGING SMALL BUSINESS
ADVISORY BOARD MEETING
(DRAFT)**

October 25, 2021

The Minority Business Enterprise (MBE) and Emerging Small Business (ESB) Advisory Board convened in their virtual meeting, opened to the public.

Board Attendees:

Lester Johnson
Eddie Jackson (New)
Nathalia Artus
Brittany Rawlinson
Christopher Jefferson
Jonette Meade

Board Members not Present:

Morris Cephas
Adrienne Whitaker
Melody Short

MBD Staff Attendees:

Gale Jones
Robert Holmes

MBD Staff Attendees Absent:

Patricia Foster

Public Attendee:

None

DETERMINE QUORUM & CALL TO ORDER

This meeting was called to order by Board Chair, Lester Johnson at 3:11 p.m. A quorum was established.

WELCOME AND INTRODUCTIONS

Lester Johnson welcomed all Board members present.

ROLL CALL

Lester Johnson, Nathalia Artus, Brittany Rawlinson, Eddie Jackson, Jonette Meade, and Chris Jefferson were present. Morris Cephas, Melody Short and Adrienne Whitaker were absent.

BOARD ORGANIZATION

There was no Board Organization.

APPROVAL OF THE AGENDA AND APPROVAL OF MINUTES FROM LAST MEETING

The minutes for September 27, 2021, as well as the agenda for October 22, 2021 meeting were approved. Motioned by Jonette Meade and seconded by Natalie Artus.

ADVISORY BOARD ROLE AND RESPONSIBILITIES

There was no Advisory Board role and responsibilities.

ADVISORY BOARD BUSINESS AGENDA

- **Metropolitan Business League (MBL) Awards Ceremony Update**
 - Lester reported that
 - The MBL Awards Ceremony is scheduled for March 2022.
 - The MBE/ESB Advisory Board's next step is to review the information sheets and the websites to determine what the nominees are doing.
 - All Board members were encouraged to look at and be prepared to discuss at the next Board meeting
 - He will send out a email this week to remind everyone to review.
 - He will also reach out to the nominees after this meeting to let them know that they are being considered.
- **Richmond Minority Enterprise Development (MED) Week 2022**
 - Lester stated that the Board needs to identify what is important if MED is combined into one week. Things to consider:
 - Signature event (i.e., if OMBD partners with other organizations)
 - Sponsorship/Co-Sponsorship (i.e., The Board can help with this regarding contacts. How is this handled by the City.)
 - Organization Partnership
 - Coordination of the event (i.e., identify project manager; the Board will be available to provide guidance and support)
 - Timeframe (i.e., September/October)
 - There was further discussion (i.e., medals, sponsorship package, location, money, pop-up shops, etc.)
- **Roundtable (exchange of information)**
 - Jonette shared that the vaccine boosters are now available for persons who received the first two doses in March/April 2021.
 - Brittany shared that she and her husband are expecting a "BABY" in April 2022. CONGRATULATIONS, Brittany!
 - Natalia shared information about the Budget FY2022 (i.e., grants and donations). She also inquired about in-person meeting for the Board members.

- Eddie was excited to hear of Brittany's good news (i.e., having a Baby). He also shared he recognized OMBD's presence on LinkedIn Dashboard...KUDOS!!!

NEW BUSINESS

- Director's Report-
 - Robert reported on Pat's behalf
 - We have identified the 3 finalists. The next step would be for them to supply with best offer. We should have within the next 30 days under contract.
- The next Virtual Board meeting is scheduled for Monday, November 22, 2021 at 3 p.m.; however, Lester will send out an email with options for meeting in November due to upcoming Thanksgiving holiday.

ADJOURNMENT

There was no further business to bring before the Board. The meeting was adjourned at 3:59 p.m.

Minutes submitted by: Gale M. Jones, Administrative Program Support Assistant

Approved by: _____

Date of Approval: _____

Richmond Office of Minority Business Development Minority Business Enterprise and Emerging Small Business Advisory Board

AGENDA

October 25, 2021

Call to Order

Welcome and Introductions

Reading/Approval of Minutes

Advisory Board Business Agenda

- Metropolitan Business League (MBL) Awards Ceremony Update
- Richmond Minority Enterprise Development (MED) Week 2022
- Roundtable

New Business:

- Director's Report
- Department Financial Report
- Next meeting date/time:

November 22, 2021 (Subject to change due to holiday.)

Adjourn

MINORITY BUSINESS DEVELOPMENT (MBD)

**MINUTES OF MINORITY BUSINESS ENTERPRISE AND EMERGING SMALL BUSINESS
ADVISORY BOARD MEETING
(DRAFT)**

September 27, 2021

The Minority Business Enterprise (MBE) and Emerging Small Business (ESB) Advisory Board convened in their virtual meeting, opened to the public.

Board Attendees:

Lester Johnson
Eddie Jackson (New)
Nathalia Artus
Adrienne Whitaker
Brittany Rawlinson
Melody Short
Christopher Jefferson
Jonette Meade

Board Members not Present:

Morris Cephas

MBD Staff Attendees:

Gale Jones
LaQuiana Bailey
Patricia Foster

Public Attendee:

None

DETERMINE QUORUM & CALL TO ORDER

This meeting was called to order by Board Chair, Lester Johnson at 3:12 p.m. A quorum was established.

WELCOME AND INTRODUCTIONS

Lester Johnson welcomed all Board members present.

ROLL CALL

Lester Johnson, Nathalia Artus, Adrienne Whitaker, Brittany Rawlinson, Eddie Jackson, Jonette Meade, Chris Jefferson and Melody Short were present. Morris Cephas was absent.

BOARD ORGANIZATION

There was no Board Organization.

APPROVAL OF THE AGENDA AND APPROVAL OF MINUTES FROM LAST MEETING

The minutes for August 23, 2021, as well as the agenda for September 27, 2021 meeting were also approved. Motioned by Brittany Rawlinson and seconded by Natalie Artus.

ADVISORY BOARD ROLE AND RESPONSIBILITIES

There was no Advisory Board role and responsibilities.

ADVISORY BOARD BUSINESS AGENDA

- **Metropolitan Business League (MBL) Awards Ceremony Update**
 - Lester reported that
 - No additional nominees were submitted.
 - The score sheet was sent out, but only one response was received.
 - He will try to simplify the process.
 - MBL decided to change date to announce winners.
 - The awards ceremony was postponed until March due to COVID.
 - They will pre-record message in November 2021, then share on social media platform and Channel 12
 - The nominees are:
 - Sassy Jones
 - Speaking Spirit
 - Croaker's Spot
 - The next step would be to craft a statement for Board members' feedback (i.e., *"This award recognizes the accomplishments of a minority business that has also dedicated itself to educating and helping other minority businesses, thereby helping to increase economic and social equity in our communities."*)
 - Nominees have not been contacted
 - Pat suggested that perhaps the Board members can ask them a generic question (i.e., *If nominated the "City of Richmond Minority Business of the Year Award", would you be willing to except?*). It would be an element of surprise if their name is called by the mayor. There was discussion
 - Next Step:
 - Between now and the next Board meeting on October 25th, Board members were asked to resubmit nominees based on what was submitted. Review the packet and checkout the website, then Lester will resubmit to Darricka.
 - Lester will reach out and let each of the nominees know that they will be nominated.
 - There was discussion

- **Board Retreat Update**

- In follow-up to feedback from Board retreat, the Board plans to take on a project (i.e., plan a week-long activity going into 2023 – Richmond Minority Enterprise Development (MED) Week). There was discussion.
 - It was suggested we do in conjunction with National MED Week.
 - Consider designating a day specific to each industry
 - Identify time and focus on marketing leading up to event
 - Consider pop-up shop (i.e., registration and booth fees)
 - For the first year, model existing MED Week, then modify
- There was a consensus of the Board members to take on this project for early 2022. Melody will coordinate meeting with representatives and Lester to discuss further.

- **Roundtable (exchange of information)**

- Brittany shared that the MBL's "We Care Grant" opened today until October 11th.
- Chris Jefferson asked the Board to let him know if there is anything he can do to help in this effort.
- Jonette acknowledged that she is here to serve, if she is needed.
- Adrienne stated that OMBD is doing things with marketing plan; however, she will follow-up.
- Eddie shared that we are making a significant impact.
- Melody shared that she is ready to meet with Lester.
- LaQuiana reported that
 - She is working with the Office of Immigrant & Refugee Engagement, formerly Office of Multicultural Affairs, to provide the Money Smart Program for the Latino Community. The program is set to begin on October 19th in partnership with Diversity Richmond
 - A Big *THANK YOU* to Nathalia Artus and her staff at Atlantic Union. She has 3 staff members serving as Instructors!!
 - She is tentatively working on Food Truck Training Event on November 6th from 10 a.m. – 5:30 p.m. (awaiting confirmation of location of Southside Plaza)
 - Part 1 - 10 a.m. – 12:30 p.m. will be the Training: How to Start a Food Truck/Insurance/Permits/Zoning/Best Practices, etc.
 - Part 2 - 30 food trucks 12:30 p.m. to 5:30 p.m.
 - Includes games and activities for the children
 - Vendor information tables
 - Vaccination Truck
 - She will be hosting a Construction & Contracting Series Program. There will be an Information Session held on October 26th (virtually) from 5:00 to 6:30 p.m. The program will begin November 9th. It will consist of 10 classes and a Meet & Greet for contractors to meet Prime Contractors to discuss opportunities and the company's bidding process.

- She is working on Marketing Plan and Implementation Strategy: to include blogging, press releases, website updates, class information and advertising, how to use OMBD Social media analytics, etc. Once the plan is completed, it will be shared with the Board for feedback.
- OMBD is now on LinkedIn. If you are on LinkedIn, please Follow and Share Our Page.
- She is also working on a 6-Module Marketing Series set to begin in January/February 2022.
- She is working on a Newsletter and will reach out to the Board for interviews.
- She is facilitating One-on-One Consultations.
- She will be sending out communications to the Board and asked that they share graphics on their platforms.

NEW BUSINESS

- Director’s Report
 - Pat reported
 - That OMBD has accepted Technical Assistance in partnership with the National League of Cities. Our area of focus is Private Procurement – increase supplier diversity through equitable anchor procurement strategies.
 - The Disparity Study is down to 3 finalists. Interviews will be conducted next week.
 - OMBD is still lacking staff. We need funds for temporary staffing.
 - Eleven (11) business cohorts will be graduating from the Capital One Mentorship Program
 - OMBD’s key objective is to get minority businesses registered with the City of Richmond

- The next Virtual Board meeting is scheduled for Monday, October 25, 2021 at 3 p.m.

ADJOURNMENT

There was no further business to bring before the Board. The meeting was adjourned at 4:14 p.m.

Minutes submitted by: Gale M. Jones, Administrative Program Support Assistant

Approved by: _____

Date of Approval: _____

Richmond Office of Minority Business Development Minority Business Enterprise and Emerging Small Business Advisory Board

AGENDA

September 27, 2021

Call to Order

Welcome and Introductions

Reading/Approval of Minutes

Advisory Board Business Agenda

- MBL Awards Ceremony Update
- Board Retreat Update
- Roundtable

New Business:

- Director's Report
- Department Financial Report
- Next meeting date/time:

[October 25, 2021](#)

Adjourn

MINORITY BUSINESS DEVELOPMENT (MBD)

**MINUTES OF MINORITY BUSINESS ENTERPRISE AND EMERGING SMALL BUSINESS
ADVISORY BOARD MEETING
(DRAFT)**

August 23, 2021

The Minority Business Enterprise (MBE) and Emerging Small Business (ESB) Advisory Board convened in their virtual meeting, opened to the public.

Board Attendees:

Lester Johnson
Eddie Jackson (New)
Nathalia Artus
Adrienne Whitaker
Brittany Rawlinson

Board Members not Present:

Jonette Meade
Melody Short
Morris Cephas
Christopher Jefferson

MBD Staff Attendees:

Gale Jones
Patricia Foster

Public Attendee:

None

DETERMINE QUORUM & CALL TO ORDER

This meeting was called to order by Board Chair, Lester Johnson at 3:10 p.m. A quorum was established.

WELCOME AND INTRODUCTIONS

Lester Johnson welcomed all Board members present.

ROLL CALL

Lester Johnson, Nathalia Artus, Adrienne Whitaker, Brittany Rawlinson and Eddie Jackson were present. Morris Cephas, Jonette Meade, Chris Jefferson and Melody Short were absent.

BOARD ORGANIZATION

There was no Board Organization.

APPROVAL OF THE AGENDA AND APPROVAL OF MINUTES FROM LAST MEETING

The minutes for June 28, 2021, as well as the agenda for July 26, 2021 meeting were approved. Motioned by Nathalia Artus and seconded by Lester Johnson. The minutes for July 26 2021, as well as the agenda for August 23, 2021 meeting were also approved. Motioned by Eddie Jackson and seconded by Natalie Artus.

ADVISORY BOARD ROLE AND RESPONSIBILITIES

There was no Advisory Board role and responsibilities.

ADVISORY BOARD BUSINESS AGENDA

- **MBL Awards Ceremony Update**
 - Lester provided timeline for submitting nominees for the City of Richmond Minority Business of the Year as follows:
 - August 23rd (Monday): Finalize and discuss the nominees
 - August 24th (Tuesday) - August 30th (Monday): Evaluate the final list of nominees and submit scoring sheet
 - September 3rd (Friday): Submit top three nominees to MBL
 - September 17th (Friday): Reception to announce the nominees for the Awards ceremony
 - September 27th (Monday): Discuss top three nominees and vote on a winner.
 - March 2021: MBL Awards Ceremony
 - Pat recommended that we have good information as to why they were nominated.
 - Lester stated that we need to use the sheets to secure that information. The more information, the better.
 - There was discussion
 - The calendar will be revised as follows:
 - August 23rd to 25th – additional nominees
 - August 25th to 27th – forward pack to nominee due back by September 3rd
 - September 6th to 8th – Vote on the top 3
 - September 8th or 9th – Submit our final top 3 to MBL
- Lester will send out the blank form/template for each nominee to complete and return to you.
- Lester will add three recommendation questions for template, update and send to Board members to send to their nominee. Nominee must return by September 3rd.
 - Lester advised that the Board will discuss top 3 during the Board meeting in September.

- **Roundtable (exchange of information)**

- Lester shared that the State has a huge surplus of money and will reseed \$250 mil (i.e., Rebuild Virginia Small Business Grant).
- Eddie shared that we are heading in the right direction in identifying our nominees.
- Brittany shared that she appreciates Lester sharing the grant information, so that she can pass it on to other businesses still in need of assistance.
- Nathalia shared that she is excited about our project; even in the quick turnaround time

NEW BUSINESS

- Pat shared that the Office of Minority Business Development (OMBD) is coordinating cohorts of city organizations to participate in a 12-month Technical Assistance Program (i.e., National League of Cities). These cohorts are:
 - **Private Procurement:** Increase supplier diversity through equitable anchor procurement strategies – *Pat Foster*, Office of Minority Business Development
 - **Microlending:** – Create a lending platform for entrepreneurs without access to traditional finance – *Floyd Miller*, Metropolitan Business League (MBL)
 - **Working with CDFIs:** Connect entrepreneurs and small business owners with CDFI financing – *Evette Roots*, Community Wealth Building
 - **Mapping Resources:** Catalog local resources available to entrepreneurs to streamline access – *Melody Short*, Jackson Ward Collectives
 - **Leadership Diversity:** Diversify economic development-focused boards and commissions – *Myra Smith*, Leadership Metro Richmond (LMR)

The first session will start virtually on September 9th.

- The next Virtual Board meeting is scheduled for Monday, September 27, 2021 at 3 p.m.

ADJOURNMENT

There was no further business to bring before the Board. The meeting was adjourned at 4:10 p.m.

Minutes submitted by: Gale M. Jones, Administrative Program Support Assistant

Approved by: _____

Date of Approval: _____

Richmond Office of Minority Business Development Minority Business Enterprise and Emerging Small Business Advisory Board

AGENDA

August 23, 2021

Call to Order

Welcome and Introductions

Reading/Approval of Minutes

Advisory Board Business Agenda

- MBL Awards Ceremony Update
- Roundtable

New Business:

- Director's Report
- Department Financial Report
- Next meeting date/time:

September 27, 2021

Adjourn

MINORITY BUSINESS DEVELOPMENT (MBD)

**MINUTES OF MINORITY BUSINESS ENTERPRISE AND EMERGING SMALL BUSINESS
ADVISORY BOARD MEETING
(DRAFT)**

July 26, 2021

The Minority Business Enterprise (MBE) and Emerging Small Business (ESB) Advisory Board convened in their virtual meeting, opened to the public.

Board Attendees:

Lester Johnson
Morris Cephas
Nathalia Artus
Christopher Jefferson
Brittany Rawlinson

Board Members not Present:

Jonette Meade
Melody Short
Eddie Jackson (New)
Adrienne Whitaker

MBD Staff Attendees:

Gale Jones
Robert Holmes

BD Staff Attendees not Present:

Patricia Foster

Public Attendee:

None

DETERMINE QUORUM & CALL TO ORDER

This meeting was called to order by Board Chair, Lester Johnson at 3:13 p.m. No quorum was established.

WELCOME AND INTRODUCTIONS

Lester Johnson welcomed all Board members present.

ROLL CALL

Lester Johnson, Nathalia Artus, Morris Cephas, Brittany Rawlinson and Chris Jefferson were present. Eddie Jackson, Adrienne Whitaker, Jonette Meade and Melody Short were absent.

BOARD ORGANIZATION

There was no Board Organization.

APPROVAL OF THE AGENDA AND APPROVAL OF MINUTES FROM LAST MEETING

The minutes for June 28, 2021, as well as the agenda for July 26, 2021 meeting were not approved since there was no quorum.

ADVISORY BOARD ROLE AND RESPONSIBILITIES

There was no Advisory Board role and responsibilities.

ADVISORY BOARD BUSINESS AGENDA

- **Board Retreat Update**
 - Lester Johnson asked Board members who had not responded to his email request for the top three (3) priorities based on Pat Foster’s feedback to the Board retreat assessment during June’s meeting. There was discussion.

- **MBL Awards Ceremony Update**
 - Lester shared that the application for awards is out.
 - He asked if the Board wanted to do what we did the first year, as well as use the narrative used last year?
 - He stated that he will send this information out to the Board.

- **Roundtable (exchange of information)**
 - There was no discussion

NEW BUSINESS

The next Virtual Board meeting is scheduled for Monday, August 23, 2021 at 3 p.m.

ADJOURNMENT

There was no further business to bring before the Board. The meeting was adjourned at 3:43 p.m.

Minutes submitted by: Gale M. Jones, Administrative Program Support Assistant

Approved by: _____

Date of Approval: _____

Richmond Office of Minority Business Development Minority Business Enterprise and Emerging Small Business Advisory Board

AGENDA

July 26, 2021

Call to Order

Welcome and Introductions

Reading/Approval of Minutes

Advisory Board Business Agenda

- MBL Awards Ceremony Update
- Roundtable

New Business:

- Director's Report
- Department Financial Report
- Next meeting date/time:

August 23, 2021

Adjourn

MINORITY BUSINESS DEVELOPMENT (MBD)

**MINUTES OF MINORITY BUSINESS ENTERPRISE AND EMERGING SMALL BUSINESS
ADVISORY BOARD MEETING
(DRAFT)**

June 28, 2021

The Minority Business Enterprise (MBE) and Emerging Small Business (ESB) Advisory Board convened in their virtual meeting, opened to the public.

Board Attendees:

Lester Johnson
Melody Short
Eddie Jackson (New)
Nathalia Artus
Adrienne Whitaker
Christopher Jefferson
Brittany Rawlinson

Board Members not Present:

Jonette Meade
Morris Cephas

MBD Staff Attendees:

Gale Jones
Patricia Foster

BD Staff Attendees not Present:

Not applicable
Public Attendee:
Terrell Junius

DETERMINE QUORUM & CALL TO ORDER

This meeting was called to order by Board Chair, Lester Johnson at 3:11 p.m.; a quorum was established.

WELCOME AND INTRODUCTIONS

Lester Johnson welcomed all Board members present and guest, Terrel Junius.

ROLL CALL

Lester Johnson, Nathalia Artus, Melody Short, Eddie Jackson, Adrienne Whitaker, Brittany Rawlinson and Chris Jefferson were absent. Jonette Meade and Morris Cephas were absent. Public guest Terrell Junius was also present.

BOARD ORGANIZATION

There was no Board Organization.

APPROVAL OF THE AGENDA AND APPROVAL OF MINUTES FROM LAST MEETING

The minutes for April 26, 2021 and May 24, 2021, as well as, the agendas for May 24, 2021 and June 28, 2021 meeting were approved.

ADVISORY BOARD ROLE AND RESPONSIBILITIES

There was no Advisory Board role and responsibilities.

ADVISORY BOARD BUSINESS AGENDA

- **Board Retreat Update**

- Pat Foster reviewed the MBD Board Results Assessment as follows:

- 1. Marketing/Branding/Public Relations**

Recognitions:

- Showcasing accomplishments of MBEs/ESBs (i.e., Board can present to OMBD monthly businesses to highlight)
- Award Banquet: Select the *“Richmond Minority Business of the Year”*

- 2. Financial Sources/Resources/Human Capital**

- Identify grants and resources OMBD can take advantage of (i.e., internship, programs with volunteers or pro bono activities)
- Collaborate with partners to develop needed programs (i.e., Capital One and our Mentorship program); creating a legal program

- 3. Staff and Advisory Board**

- 4. Program and Services (i.e., classes and services offered by OMBD)**

- Make recommendations on any service or program that is voided for OMBD to offer

5 Major Activities for Upcoming Fiscal Year

- MBE/ESB business tracking
 - Disparity Study
 - Departmental Goals
 - Registration (B2GNow)
 - Collaboration/partnership
 - MBE Day (August)
- Pat asked for recommendations and ideas from Board members. There was discussion.

- She advised that the Board members go and share on Facebook to make sure we are doing all we can to utilize exposure.
 - She shared that we have a person to represent our Portfolio for bigger exposure; however, we still need a designated person for OMBD.
 - Adrienne suggested that we designate one person to update post to social media community for the Board to help amplify.
- Lester asked who on the Board can contribute to our marketing strategy? Someone who has experience to accomplish what OMBD is trying to do.
 - Adrienne Whitaker volunteered to help with No. 1 (i.e., put together a marketing action plan).
 - Lester shared that we need to prioritize the major activities shared. He will create a spreadsheet so that each Board member can send to him which they see is the most important.
- **MBL Awards Ceremony Update**
 - Lester shared that he will send out dates for MBL event and will need everyone's feedback by the following Monday. He also stated that we need to:
 - Select nominees
 - Get verbiage
 - Provide our narratives to MBL
- **Roundtable (exchange of information)**
 - Due to time, we did not do roundtable; however, Lester congratulated Brittany Rawlinson for the Mayoral appointment as Board Member to the MBE/ESB Advisory Board.

NEW BUSINESS

The next Virtual Board meeting is scheduled for Monday, July 26, 2021 at 3 p.m.

ADJOURNMENT

There was no further business to bring before the Board. The meeting was adjourned at 4:20 p.m.

Minutes submitted by: Gale M. Jones, Administrative Program Support Assistant

Approved by: _____

Date of Approval: _____

Richmond Office of Minority Business Development Minority Business Enterprise and Emerging Small Business Advisory Board

AGENDA

June 28, 2021

Call to Order

Welcome and Introductions

Reading/Approval of Minutes

Advisory Board Business Agenda

- Board Retreat Update
- MBL Awards Ceremony Update
- Roundtable

New Business:

- Director's Report
- Department Financial Report
- Next meeting date/time:

July 26, 2021

Adjourn

MINORITY BUSINESS DEVELOPMENT (MBD)

**MINUTES OF MINORITY BUSINESS ENTERPRISE AND EMERGING SMALL BUSINESS
ADVISORY BOARD MEETING
(DRAFT)**

May 24, 2021

The Minority Business Enterprise (MBE) and Emerging Small Business (ESB) Advisory Board convened in their virtual meeting, opened to the public.

Board Attendees:

Lester Johnson
Melody Short
Eddie Jackson (New)
Nathalia Artus

Board Members not Present:

Adrienne Whitaker
Jonette Meade
Morris Cephas
Christopher Jefferson

Public Attendee

Brittany Rawlinson

MBD Staff Attendees:

Gale Jones
Patricia Foster

BD Staff Attendees not Present:

Not applicable

DETERMINE QUORUM & CALL TO ORDER

This meeting was called to order by Board Chair, Lester Johnson at 3:08 p.m.; however, a quorum was not established.

WELCOME AND INTRODUCTIONS

Lester Johnson welcomed all Board members present and guest.

ROLL CALL

Lester Johnson, Nathalia Artus, Melody Short, and Eddie Jackson were present. Adrienne Whitaker, Jonette Meade, Morris Cephas and Chris Jefferson were absent. Public guest Brittany Rawlinson was also present.

BOARD ORGANIZATION

There was no Board Organization.

APPROVAL OF THE AGENDA AND APPROVAL OF MINUTES FROM LAST MEETING

The minutes for April 26, 2021, as well as, the agenda for May 24th meeting were not approved since we did not have a quorum.

ADVISORY BOARD ROLE AND RESPONSIBILITIES

There was no Advisory Board role and responsibilities.

ADVISORY BOARD BUSINESS AGENDA

- Board Retreat
 - Pat Foster identified the action items for OMBD as follows:
 - Marketing Brand and Public Relations
 - Human Resources and Capital
 - Staff and Advisory Board
 - Programs and Services
 - Other items discussed:
 - Recognitions
 - Board coordinates and makes sure it happens
 - Selection of nominees for the banquet
 - Board get with group of nominees we can highlight to recognize on social media
 - Financial Resources and Human Capital
 - Research and provide information (i.e., grants to minority businesses can qualify for)
 - Identify other types of resources (i.e., eyes and ears of what needs to be done)
 - Volunteers (i.e., Dominion Energy)
 - Internship program (i.e., Pro bono)
 - Collaboration of programs (i.e., Capital One Mentorship Program)
 - Five (5) things OMBD needs the Board to help with:
 - MBE Data tracking – OMBD does not have a way of knowing any information due to the lack of tracking. Consider bringing in sister organizations like Melody's group.
 - Another major event is the disparity study which allows us to understand the minority disparity in the city and is a requirement to be able to force cities the ability to do that. We need people to respond to the disparity study, so the right numbers are captured.
 - Departmental Goals for each department – responsible to find out where opportunities are and, we can report to Council and citizens
 - Disparity Study
 - Registration
 - Tracking

- minority participation in the surveys and focus groups
 - Collaboration of partnership (i.e., who is doing what?)
 - Minority Business Enterprise (MBE) Day – planning to bring attention to MBEs

Pat will send out list to Board members so that they can decide what they want to take lead on. She will also send out raw data and is opened to the Boards recommendations, as well as, ideas. Lester stated that he will add his comments to Pat’s list.

- Other discussion
 - Each state’s disparity had to do their own locality
 - The numbers used will be different from what we use
 - Melody shared the National MBE will be held in August (i.e., MET Week). She will be available for 2nd Quarter in 2022. Lester advised that the Board will consider for 2022 (i.e., dedicated week in the City for Minority-owned businesses. We will focus 2021 awards this year. There was more discussion.
- COVID-19 Updates
 - Lester shared that there had been changes for restaurants, as well as, smaller, women and minority-owned businesses. Anyone can apply within the 21-day period. Still no responses from EIDL. There was discussion.
- Roundtable (exchange of information)
 - Eddie shared that the information shared by Pat was very helpful and asked how can the Board be of more assistance to OMBD?
 - Melody shared that if the Board know of any business in need of capital, a 3% loan is available. Just let her know.

NEW BUSINESS

The next Virtual Board meeting is scheduled for Monday, June 28, 2021 at 3 p.m.

ADJOURNMENT

There was no further business to bring before the Board. The meeting was adjourned at 4:18 p.m.

Minutes submitted by: Gale M. Jones, Administrative Program Support Assistant

Approved by: _____

Date of Approval: _____

Richmond Office of Minority Business Development Minority Business Enterprise and Emerging Small Business Advisory Board

AGENDA

May 24, 2021

Call to Order

Welcome and Introductions

Reading/Approval of Minutes

Advisory Board Business Agenda

- COVID-19 Updates
- Board Retreat Update
- Roundtable

New Business:

- Director's Report
- Department Financial Report
- Next meeting date/time:

June 28, 2021

Adjourn

MINORITY BUSINESS DEVELOPMENT (MBD)

**MINUTES OF MINORITY BUSINESS ENTERPRISE AND EMERGING SMALL BUSINESS
ADVISORY BOARD MEETING
(DRAFT)**

April 26, 2021

The Minority Business Enterprise (MBE) and Emerging Small Business (ESB) Advisory Board convened in their virtual meeting, opened to the public.

Board Attendees:

Lester Johnson
Jonette Meade
Eddie Jackson (New)
Morris Cephas
Adrienne Whitaker
Christopher Jefferson

Board Members not Present:

Nathalia Artus
Melody Short

Public Attendee
Brittany Rawlinson
Tyrell Junius

MBD Staff Attendees:

Gale Jones
Patricia Foster

MBD Staff Attendees not Present:

Not applicable

DETERMINE QUORUM & CALL TO ORDER

This meeting was called to order by Board Chair, Lester Johnson at 3:09 p.m., and a quorum was established.

WELCOME AND INTRODUCTIONS

Lester Johnson welcomed all Board members present and our new guest, Tyrell Junius. Mr. Junius has an interest in Business Enterprises. He is the Founder/CEO of Bantu Global Commodities, LLC and is currently working with City of Richmond/Department of Economic Development. He was encouraged to participate and help local businesses. He will email his information to Gale Jones, and Lester will have conversation with him offline.

ROLL CALL

Lester Johnson, Adrienne Whitaker, Eddie Jackson, Jonette Meade, Morris Cephas and Chris Jefferson were present. Nathalia Artus and Melody Short were absent. Public guest Brittany Rawlinson and Tyrell Junius were also present.

BOARD ORGANIZATION

There was no Board Organization.

APPROVAL OF THE AGENDA AND APPROVAL OF MINUTES FROM LAST MEETING

The minutes for March 22, 2021, as well as, the agenda for this meeting were approved noting the correct spelling of Adrienne's name. A motion to accept the minutes and agenda was made by Eddie Jackson and seconded by Brittany Rawlinson.

ADVISORY BOARD ROLE AND RESPONSIBILITIES

There was no Advisory Board role and responsibilities.

ADVISORY BOARD BUSINESS AGENDA

- COVID-19 Updates
 - Lester Johnson provided updates on EIDL Loan and PPP
 - He stated that the Restaurant Recovery Fund is out
 - He shared that vaccines will be available to anyone by summer
 - Jonette Meade shared that a Pandemic EBT (PEbt) - VA card is available for all persons who are in need of food (<https://www.dss.virginia.gov/benefit/pebt/index.cgi>)

- Public Announcement
 - Lester talked about the public announcement regarding the Casino initiative; an opportunity for Minority Businesses to make some money
 - He stated that next month, the commissioner recommends the project to the Mayor's office, then if approved will be submitted to City Council, and if approved will be on the ballot in November. On the construction side, additional information is needed on how Minority Business can get involved.
 - Eddie Jackson recommended that the Board could act as an advocate for such opportunities

- Board Retreat
 - Adrienne Whitaker
 - Shared that she met with Lester and Pat
 - Shared that Pat will go through and prioritize recommendations
 - Expressed that staff input was awesome and extended "KUDOS" to Gale Jones for capturing all the notes
 - Reported that there were approximately 40 items, but asked Pat to look at each area, then determine which will be an immediate (i.e., to include some next steps).
 - Stated the Retreat document is available for Board members once Pat prioritizes
 - Question: How can Board be supportive (not working Board) as a good advocate? There was discussion.

- Stated that once we received the document from Pat, please note that “no actions” will be in red. A cleaned document of non-actionable items will be provided to the Board.
 - Lester encouraged the Board members to please call him, if questions. The goal of the Board is to support OMBD in their endeavors.
- MBL Partnership/Awards Banquet Details (Event date changed to September due to COVID)
- Roundtable (exchange of information)
 - Eddie expressed he signed up to be a part of the Board and have had the opportunity to get a clear perspective. He stressed that there are opportunities for small growing businesses, and he has a list of ideas. He would like to meet with each Board member to see how this can help. Lester encouraged him to send document to Gale for the Board.
 - Jonette asked the Board to keep her in prayer as she goes through the next medical challenge.
 - Chris stated that his business has been hectic, and therefore, he has not been able to actively attend the meetings in the last six months. He also expressed that he was disappointed that things do not progress in the City. Like Eddie, as a Board member, he is about the growth in the minority business.
 - Lester stressed that we be careful that Richmond does not develop a reputation like that of Petersburg (i.e., labeled as a stepchild)
 - Morris Cephas agreed with Lester (i.e., contact with leaders to push some of these projects); there appears to be no interest in making sure we get some of those dollars.
 - Brittany Rawlinson shared a quote as it relates to the vaccine which read: *“The same people who don’t fear COVID bc of a ‘98% survival rate’, now fear a vaccine that has a 0.00009% risk of causing blood clots. Make it make sense.”* She also stated that she supports what Morris shared.
 - Tyrell Junius shared that he was honored to be in meeting and shared information regarding the 2019 US Cities Sustainable Development Report. He wanted to know how the City can share this information. He will send to me for Pat. He also expressed his support of what Chris shared.

NEW BUSINESS

The next Virtual Board meeting is scheduled for Monday, June 28, 2021 at 3 p.m.

ADJOURNMENT

There was no further business to bring before the Board. The meeting was adjourned at 4:19 p.m.

Minutes submitted by: Gale M. Jones, Administrative Program Support Assistant

Approved by: _____

Date of Approval: _____

Richmond Office of Minority Business Development Minority Business Enterprise and Emerging Small Business Advisory Board

AGENDA

April 26, 2021

Call to Order

Welcome and Introductions

Reading/Approval of Minutes

Advisory Board Business Agenda

- Board Retreat Update
- MBL Partnership/Awards Banquet Details
- COVID-19 Updates
- Roundtable

New Business:

- Director's Report
- Department Financial Report
- Next meeting date/time:

May 24, 2021

Adjourn

MINORITY BUSINESS DEVELOPMENT (MBD)

**MINUTES OF MINORITY BUSINESS ENTERPRISE AND EMERGING SMALL BUSINESS
ADVISORY BOARD MEETING
(DRAFT)**

March 22, 2021

The Minority Business Enterprise (MBE) and Emerging Small Business (ESB) Advisory Board convened in their virtual meeting, opened to the public.

Board Attendees:

Lester Johnson
Jonette Meade
Nathalia Artus
Morris Cephas
Adrienne Whitaker
Christopher Jefferson

Board Members not Present:

Eddie Jackson (New)
Melody Short

Public Attendee

Brittany Rawlinson

MBD Staff Attendees:

Gale Jones
Patricia Foster

MBD Staff Attendees not Present:

Not applicable

DETERMINE QUORUM & CALL TO ORDER

This meeting was called to order by Board Chair, Lester Johnson at 3:10 p.m., and a quorum was established.

WELCOME AND INTRODUCTIONS

Lester Johnson welcomed all Board members present

ROLL CALL

Lester Johnson, Adrienne Whitaker, Nathalia Artus, Jonette Meade, Brittany Rawlinson, Morris Cephas and Chris Jefferson were present. Eddie Jackson and Melody Short were absent.

BOARD ORGANIZATION

There was no Board Organization.

APPROVAL OF THE AGENDA AND APPROVAL OF MINUTES FROM LAST MEETING

The minutes for February 22, 2021, as well as, the agenda for this meeting were approved. A motion to accept the minutes and agenda was made by Nathalia Artus and seconded by Christopher Jefferson.

ADVISORY BOARD ROLE AND RESPONSIBILITIES

There was no Advisory Board role and responsibilities.

ADVISORY BOARD BUSINESS AGENDA

- Board Retreat
 - Lester Johnson
 - Shared that the retreat went well. We were able to touch on a lot of different things.
 - He felt really encouraged to have a road map to the next steps.
 - He lastly, stressed that we really need Adrienne's timeline.
 - Pat Foster
 - Shared that she was in the process of deciding when we will have the departmental retreat. Since we are limited to our current staff of 6, we will need to identify what we will no longer do.
 - As it relates to the EcoSystem, Pat is hoping to get input from the Board and need to do so before the follow up to the retreat.
 - Lastly, Pat would like to identify what the Boards sees that the Department should and should not be doing.
 - Adrienne Whitaker
 - Shared that she does have recommendations for us, and that she is available to met with Pat and Mr. Ditu on Friday.
 - She shared that the final report is ready. She just needs to get with Mr. Ditu, Pat and Lester. The plan is to schedule another Board meeting in the next 2 weeks to address immediate concerns before the next board meeting or it can be the next Board meeting.
 - Lastly, she shared that while waiting to get final reports, we do have 3-5 actions per each category and a 90-day plan.
- MBL Partnership/Awards Banquet Details
 - Lester Johnson reported that he spoke with Floyd Miller and was informed that there was not timeline since the event is so far out.
 - We need
 - A narrative (i.e., verbiage) to general public for nominations
 - Review what we did last year (i.e., Board members identify potential business, then assign with top 3 for final winner
 - We need to make sure we have our criteria ready once information is available.
- COVID-19 Updates
 - There is an up kick in Restaurant business (i.e., traffic).
 - Vaccines are being distributed better than 30-60 days.

- Restaurants moved from 1c to 1b group.
- Jonette Meade inquired about employee who say that they do not want the vaccine. She also shared that she is an advocate for Black and Brown people.
- There was discussion regarding the PPP package and what the government does.
- Roundtable
 - Jonette Meade shared that she is vaccinated and have the website link for persons still seeking to receive the vaccine
 - Adrienne Whitaker shared that she is fully vaccinated.
 - Christopher Jefferson shared that he is vaccinated. He shared that it is best to do what is best for you.
 - Brittany Rawlinson shared that she got the vaccine and had some minor side effects. She did do her research, then made her decision.
 - Morris Cephas shared that he has received great information thus far.
 - Lester acknowledged our guest (TJunius@vedp.org --Terrell Junius) on the zoom call and extended an opportunity for them to speak; however, there was no response.
 - Gale Jones shared that she has information for anyone interested in getting the vaccine.
 - Nathalia Artus shared that Melody's project (BOI.Richmond.com) is still open.
 - Pat Foster shared advised that we get started on the nomination process, so that w can be ready for the MBL Annual event in September event.

NEW BUSINESS

The next Virtual Board meeting is scheduled for Monday, April 26, 2021 at 3 p.m.

ADJOURNMENT

There was no further business to bring before the Board. The meeting was adjourned at 4:09 p.m.

Minutes submitted by: Gale M. Jones, Administrative Program Support Assistant

Approved by: _____

Date of Approval: _____

Richmond Office of Minority Business Development Minority Business Enterprise and Emerging Small Business Advisory Board

AGENDA

March 22, 2021

Call to Order

Welcome and Introductions

Reading/Approval of Minutes

Advisory Board Business Agenda

- Board Retreat Update
- MBL Partnership/Awards Banquet Details
- COVID-19 Updates
- Roundtable

New Business:

- Director's Report
- Department Financial Report
- Next meeting date/time:

April 26, 2021

Adjourn

MINORITY BUSINESS DEVELOPMENT (MBD)

**MINUTES OF MINORITY BUSINESS ENTERPRISE AND EMERGING SMALL BUSINESS
ADVISORY BOARD MEETING
(DRAFT)**

February 22, 2021

The Minority Business Enterprise (MBE) and Emerging Small Business (ESB) Advisory Board convened in their virtual meeting, opened to the public.

Board Attendees:

Lester Johnson
Melody Short
Nathalia Artus
Morris Cephas
Adrienne Whitaker
Jonette Meade
Eddie Jackson (New)

Board Members not Present:

Christopher Jefferson

Public Attendee

Brittany Rawlinson

MBD Staff Attendees:

Gale Jones
Patricia Foster

MBD Staff Attendees not Present:

Not applicable

DETERMINE QUORUM & CALL TO ORDER

This meeting was called to order by Board Chair, Lester Johnson at 3:09 p.m., and a quorum was established.

WELCOME AND INTRODUCTIONS

Lester Johnson welcomed all Board members present and introduced our new Board member, Eddie Jackson. Mr. Jackson comes to us with 22 years in Real Estate and has a passion for people and purpose. The Board members also extended a special welcome to him.

Mr. Johnson reiterated that the Advisory Board is very diverse and committed. Its goal is to support the Office of Minority Business Development.

ROLL CALL

Lester Johnson, Adrienne Whitaker, Nathalia Artus, Melody Short, Jonette Meade, Brittany Rawlinson, Morris Cephas and Eddie Jackson were present. Chris Jefferson was absent.

BOARD ORGANIZATION

There was no Board Organization.

APPROVAL OF THE AGENDA AND APPROVAL OF MINUTES FROM LAST MEETING

The minutes for January 25, 2021, as well as, the agenda for this meeting were approved. A motion to accept the minutes and agenda was made by Jonette Meade and seconded by Melody Short.

ADVISORY BOARD ROLE AND RESPONSIBILITIES

There was no Advisory Board role and responsibilities.

ADVISORY BOARD BUSINESS AGENDA

- Board Retreat
 - Adrienne Whitaker provided an overview of the Board Retreat.
 - Phase I will be the assessment phase (pre-work)
 - Phase II will be the planning phase
 - Phase III will be the focused strategic planning phase
 - The staff and Board members will be placed in breakout sessions
 - The SWAT analysis will be used throughout the sessions
 - Long-term needs will be identified
 - Debriefing will occur after each breakout session with 15-minute breaks
 - There will be a working lunch
 - Adrienne will send information via email along with assignment and survey
 - Adrienne encouraged all to do your homework in respect of your individual time (i.e., review the website via links provided in email)
 - Lester Johnson expressed his excitement about the retreat and details shared by Adrienne.

- MBL Partnership/Awards Banquet Details
 - Lester Johnson reported that the event has been pushed out to September.
 - He shared with Eddie Jackson (new Board member) that we created a legacy award to the Black business owner community partnering with the Mayor and the Metropolitan Business League
 - We will be doing again this year, but we will need to clearly define the criteria (i.e., piggyback on MBL's criteria).
 - Patricia Foster advised, and Lester agreed that we will need to get a timetable from MBL (i.e., interview candidates, etc.)
 - The details of whether this will be an in-person event have not yet been determined.
 - Lester Johnson along with Brittany Rawlinson and Melody Short (also affiliated with MBLs Board) will follow-up on actual date.
 - Pat reiterated that we define reward requirements, as well as, refer to what we had last year.

- Pat and Gale Jones will get with MBL for estimated cost of awards, tickets, video taping of recipient(s), etc.; prepay to MBL
- COVID-19 Updates (Roundtable Discussion)
 - It was advised that we need to get the word out to the African American community regarding COVID outreach and Vaccination
 - Brittany shared that the PPP results for the 2nd time are pending
 - Lester shared that they submitted their information two weeks ago, and did hear back and received their response one week ago, as well as, forgiveness via Premiere Bank
 - Nathalia Artus shared that banks are being scrutinized as conduits (i.e., organizations with 20 or less employees will have priority)
 - Pat shared that a business was denied because they were missing information
 - Melody shared that the Black-owned pharmacy, Hope Pharmacy will be getting the COVID-19 Vaccine
 - She also shared that she will be the pipeline for the Black business community data collection point at BOI.Richmond.com, 18 months – minimum. She will call Pat.
 - Morris Cephas shared that he did not have any information, but he will reach out to Melody.
 - Eddie Jackson shared that he is looking forward to brainstorming sessions on Friday.
 - Jonette Meade shared that we can utilize a social media page (i.e., marketing), create flyer, then post on personal page, as well as, OMBD webpage

NEW BUSINESS

- Pat advised that during the retreat, we identify “How do we reach the people?”
- Adrienne shared that she starts a new position, but she will tell us more about it on Friday.
- Gale will send out meeting/retreat invites so that staff and Board members can respond.
- Pat expressed that she was excited about the retreat.

The next Virtual Board meeting is scheduled for Monday, March 22, 2021 at 3 p.m.

ADJOURNMENT

There was no further business to bring before the Board. The meeting was adjourned at 4:16 p.m.

Minutes submitted by: Gale M. Jones, Administrative Program Support Assistant

Approved by: _____

Date of Approval: _____

Richmond Office of Minority Business Development Minority Business Enterprise and Emerging Small Business Advisory Board

AGENDA

February 22, 2021

Call to Order

Welcome and Introductions

Reading/Approval of Minutes

Advisory Board Business Agenda

- Board Retreat Pre-Work
 - Ditu Kasuyi of Kasuyi & Associates and L2L Leadership Institute
- MBL Partnership/Awards Banquet Details
- COVID-19 Updates

New Business:

- Director's Report
- Department Financial Report
- Next meeting date/time: [March 22, 2021](#)

Adjourn

MINORITY BUSINESS DEVELOPMENT (MBD)

**MINUTES OF MINORITY BUSINESS ENTERPRISE AND EMERGING SMALL BUSINESS
ADVISORY BOARD MEETING
(DRAFT)**

January 25, 2021

The Minority Business Enterprise (MBE) and Emerging Small Business (ESB) Advisory Board convened in their virtual meeting, opened to the public.

Board Attendees:

Lester Johnson
Melody Short
Christopher Jefferson
Morris Cephas (New)
Adrienne Whitaker
Jonette Meade
Brittany Rawlinson

Board Members not Present:

Nathalia Artus

MBD Staff Attendees:

Gale Jones
Patricia Foster

MBD Staff Attendees not Present:

Not applicable

DETERMINE QUORUM & CALL TO ORDER

This meeting was called to order by Board Chair, Lester Johnson at 3:12 p.m., and a quorum was established.

WELCOME AND INTRODUCTIONS

Lester Johnson welcomed all Board members present and extended a Happy New Year greeting. He reiterated that the Board meeting was cancelled in December due to Christmas.

ROLL CALL

Lester Johnson, Adrienne Whitaker, Chris Jefferson, Melody Short, Jonette Meade, Brittany Rawlinson, and Morris Cephas were present. Nathalia Artus was absent.

BOARD ORGANIZATION

There was no Board Organization

APPROVAL OF THE AGENDA AND APPROVAL OF MINUTES FROM LAST MEETING

The minutes for November 16, 2020, as well as, the agenda for this meeting were approved. A motion to accept the minutes and agenda was made by Jonette Meade and seconded by Adrienne Whittaker.

ADVISORY BOARD ROLE AND RESPONSIBILITIES

There was no Advisory Board role and responsibilities.

ADVISORY BOARD BUSINESS AGENDA

- COVID-19 Updates
 - Chair, Lester Johnson shared the COVID-19 Municipal Utility Relief Program has been extended to January 31, from the original deadline date of January 17.
 - Jonette Meade shared that she will email the link for Board members to share with others. They can also go to DPUCares@richmondgov.com or call (804) 646-4646. The link is also on the Saint Paul's Baptist Church website.
 - Brittany Rawlinson shared that the PPP is available through Premier and PayPal.
 - Lester shared that the vaccine distribution is going rather slow.
- Metropolitan Business League (MBL) Partnership/Awards Banquet Details
 - Lester reported that this event has been pushed to September due to COVID. We will discuss during our meeting next month.
 - Pat asked what are some things we need to know as it relates to nominees? All Board members were asked to send in their requirements.
 - Melody Short suggested Survival/Resilience
 - Lester suggested that we piggyback on MBL's process for the criteria.
 - Lester would like to get the MBL crew's timeline with regards to what is being done, costs, awards, etc.
 - Melody will follow-up with Floyd and keep the Board posted.
- Projects for 2020 Updates
 - Board Retreat 2021
 - Adrienne Whitaker reported that the retreat proposal regarding observation of what should take place was emailed to Pat and Lester.
 - C&F Bank has agreed to serve as the host location at their new downtown (i.e., downstairs) Richmond location.
 - The proposed dates for the one-day session are: February 22 or February 26 from 9 a.m. to 4 p.m.
 - Full Kitchen
 - Lunch and cupcakes for 10
 - She will send something out today or tomorrow regarding the schedule
 - Pat shared that she will review the proposal, send questions in package that need staff/Board to consider and respond to, then send back to Adrienne.
 - Pat advised that the Board think about hosting virtually due to COVID and new strains, as oppose to face-to-face; then build upon.

- There was discussion and the following agreed to virtual: Pat Foster, Morris Cephas, Lester Johnson, Jonette Meade and Gale Jones.
 - Adrienne stated that she will circle back to Market President and let go of the reservation, but take up opportunity in the Spring.
 - The date was confirmed via a consensus as follows:
 - February 26 from 9:30 a.m. to 4 p.m. (approximately 6 hours) – Pat Foster, Adrienne Whitaker, Jonette Meade, Brittany Rawlinson, Gale Jones and Melody Short.
 - We will prepare ahead of time to obtain the thoughts from members not available
- Other projects have been tabled.

NEW BUSINESS

- Adrienne shared that a major awards/reception was planned for January; MLK Dream. Three organizations came together to recognize people in community. Two hundred twelve (212) will be participating virtually. One of the “Unsung Heroes” announced was the Office of Minority Business Development (OMBD) for working with Business Community. She will send the link to Pat with the award to share and a letter to the Mayor.
- Melody thanked Pat for her leadership!
- Pat expressed her gratitude and thanked everyone for all the Board does.
- Pat suggested that the Board be divided by district to get connected with the entire City.
- Jonette Meade claims the 4th District.
- Lester advised that the Board have direct lines to City Council – keeping them informed as to what the Board is doing. He will talk to Pat about what this all entails.
- Pat has spoken with the Mayor regarding Brittany’s status; she just needs to submit her application.

The next Virtual Board meeting is scheduled for Monday, February 22, 2021 at 3 p.m.

ADJOURNMENT

There was no further business to bring before the Board. The meeting was adjourned at 4:17 p.m.

Minutes submitted by: Gale M. Jones, Administrative Program Support Assistant

Approved by: _____

Date of Approval: _____

Richmond Office of Minority Business Development Minority Business Enterprise and Emerging Small Business Advisory Board

AGENDA

January 25, 2021

Call to Order

Welcome and Introductions

Reading/Approval of Minutes

Advisory Board Business Agenda

- COVID-19 Updates
- MBL Partnership/Awards Banquet Details
- Projects for 2020 Updates
 - Board Retreat

New Business:

- Director's Report
- Department Financial Report
- Next meeting date/time:

February 22, 2021

Adjourn

MINORITY BUSINESS DEVELOPMENT (MBD)

**MINUTES OF MINORITY BUSINESS ENTERPRISE AND EMERGING SMALL BUSINESS
ADVISORY BOARD MEETING
(DRAFT)**

November 16, 2020

The Minority Business Enterprise (MBE) and Emerging Small Business (ESB) Advisory Board convened in their virtual meeting, opened to the public.

Board Attendees:

Lester Johnson
Melody Short
Christopher Jefferson
Morris Cephas (New)
Adrienne Whitaker

Board Members not Present:

Jonette Meade
Brittany Rawlinson
Nathalia Artus

MBD Staff Attendees:

Gale Jones
Patricia Foster

MBD Staff Attendees not Present:

Not applicable

DETERMINE QUORUM & CALL TO ORDER

This meeting was called to order by Board Chair, Lester Johnson at 3:17 p.m., and a quorum was established.

WELCOME AND INTRODUCTIONS

Lester Johnson welcomed all Board members present. The Board extended its condolences to Adrienne Whitaker once again for the recent loss of her father, and asked that she let the Board know if there is anything she needs.

ROLL CALL

Lester Johnson, Adrienne Whitaker, Chris Jefferson, Melody Short and Morris Cephas were present. Brittany Rawlinson, Nathalia Artus and Jonette Meade were absent.

BOARD ORGANIZATION

There was no Board Organization

APPROVAL OF THE AGENDA AND APPROVAL OF MINUTES FROM LAST MEETING

The minutes for October 26, 2020, as well as, the agenda for this meeting were approved. A motion to accept the minutes and agenda was made by Adrienne Whitaker and seconded by Morris Cephas.

ADVISORY BOARD ROLE AND RESPONSIBILITIES

There was no Advisory Board role and responsibilities.

ADVISORY BOARD BUSINESS AGENDA

- COVID-19 Updates
 - Chair, Lester Johnson shared that Governor Northam has announced new restrictions for restaurants and small group meetings.
 - Board Chair, Lester Johnson, Update
 1. He participated in a meeting with Mr. Merca, VRLTA Group (i.e., restaurant related) attempting to get more monies for restaurants. They are not aware of any state monies.
 2. He also met with Senator Warner as a part of the VRLTA Group.
 3. There are still monies left in PPP. The transfer of these monies to the new PPP program is being considered. The day-to-day thing for people and to wait two months is detrimental.
 4. There is hope for another Federal Stimulus.
 5. Members are encouraged to call Pat Foster with questions and concerns regarding the City grant.
 6. It was reported it appears that the Richmond Retail Association distributed \$150,000 grant, monies were distributed to the finalist of 15 businesses (i.e., \$7,000 to \$20,000).
 7. Other comments:
 - Melody Short reported that the MBD is going to do another round (i.e., \$2,500 - \$10,000) which will be rolled out in January.
 - Lester advised that if any Board member is aware of grants, please let Ms. Jones and Ms. Foster know.
 - Adrienne Whitaker advised that as we continue in pandemic and as the negative impact when one person tests positive and the business is shut down; Get all tested.
 - Lester commended the MBL and others for all they are doing to help many businesses.
- Metropolitan Business League (MBL) Partnership/Awards Banquet Details
 - Lester reported that he met with Floyd and came of with 3 options:
 1. Same as last year
 2. Small space
 3. Virtual

It all depends on what happened in the next few months. Unless different, we will move forward if little will happen at smaller size. OMBD and the MBE/ESB Advisory Board will have its own award recipient. Next month, we will work on the verbiage for the award event. Melody advised the MBE/ESB have it's own committees.

- Projects for 2020 Updates
 - Board Retreat
 1. Lester reiterated that he will be there to help
 2. We need to work on plans
 3. There was further discussion
 - Adrienne shared that she will pursue the availability of the C & F Bank's new facility and verify if they have a kitchen.
 - The timeframe will be discussed during the January meeting.
 - Pat advised that during the time, the MBE/ESB Advisory Board will plan the agenda and identify moderators.
 - Adrienne suggested that we use the SWAT Analysis approach to planning and allow 20 min speaker to break up the day. She will submit a plan to OMBD. She will put together a plan outside the strategic plan to make sure it is executed. She can talk with staff in a separate conversation.
 - Other recommendations:
 - A pre-work, all day session and work afterwards
 - Consider January/SWAT Analysis
 - Get speaker to provide keynotes for SWAT Analysis
 - Include OMBD needs (i.e., assessment of staff, projects, goals/objectives; greater need for assistance due to lack of staffing as the business community needs grow
 - Can keep work sessions to 1 day; do some work outside
 - Consider 3 phases (i.e., assessment, SWAT, and Strategic plan)
 - Adrienne will introduce to the Board at the next meeting; however, she will email what she has to Lester and Pat
 - We will wait to see how plan plays out (i.e., January assessment) and schedule for February 2021
 - Pat advised that we identify staffing; then identify what is needed
 - MBL Partnership/Awards Banquet Update
 1. Lester shared that he will follow-up on nominee process during his next meeting with Floyd.

NEW BUSINESS

There was no new business.

The next Virtual Board meeting is scheduled for Monday, December 28, 2020 at 3 p.m.; however, Lester shared that he will send out alternate meeting dates for December.

ADJOURNMENT

There was no further business to bring before the Board. The meeting was adjourned at 4:11 p.m.

Minutes submitted by: Gale M. Jones, Administrative Program Support Assistant

Approved by: _____

Date of Approval: _____

Jones, Gale M. - MBD

Subject: CANCELLED: Minority Business Enterprise and Emerging Small Business Advisory Board
Virtual Meeting

Location: Microsoft Teams Meeting

Start: Mon 12/28/2020 3:00 PM
End: Mon 12/28/2020 4:30 PM

Recurrence: Monthly
Recurrence Pattern: the fourth Monday of every 1 month(s) from 3:00 PM to 4:30 PM

Meeting Status: Meeting organizer

Organizer: Jones, Gale M. - MBD

Required Attendees: 'LJohnson @ Mama J's'; melodyjoyshort@gmail.com; Meade Barley, Jonette M. - DPU; 'Brittany Rawlinson'; chris@ridgepointre.com; 'Adrienne P. Whitaker'; Whitaker, Adrienne P. - Sheriff's Office; morris@cephasonline.com; 'andrea@rawlinsonlaw.com'; Foster, Patricia R. - MBD; Reid, Candice D. - Clerk's Office; Jonette Danielle Meade; Nathalia Artus

Optional Attendees: Nichols, Pamela E. - Clerk's Office

Greetings everyone!

Due to the Christmas Holiday, **the MBE/ESB Advisory Board meeting for Monday, December 28, 2020 at 3 p.m. has been cancelled.** We will reconvene after the first of the year! Thank you for your commitment to serve and have a safe holiday!

MERRY CHRISTMAS and HAPPY NEW YEAR!!!

Good morning, the MBE/ESB Advisory Board meeting will remain virtual until otherwise told. Please note meeting link accordingly.

Thank you and stay safe,

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