

2022 ANNUAL REPORT

MINORITY BUSINESS ENTERPRISE AND EMERGING SMALL BUSINESS ADVISORY BOARD

DECEMBER 30, 2022

1. Current Members and Terms

i See list attached.

2. By-Laws

i See By-Laws attached.

3. Attendance Records

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

4. Dates of Meetings

i The Board meetings were held every 4th Monday at 3 p.m. as follows:

1/24/22
2/28/22
3/28/22
4/25/22
5/23/22
6/27/22
7/25/22
8/22/22
9/26/22
10/24/22
11/28/22
12/26/22

Resumed In-Person meetings effective April 25, 2022.

5. 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.*

6. 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".*

7. 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*

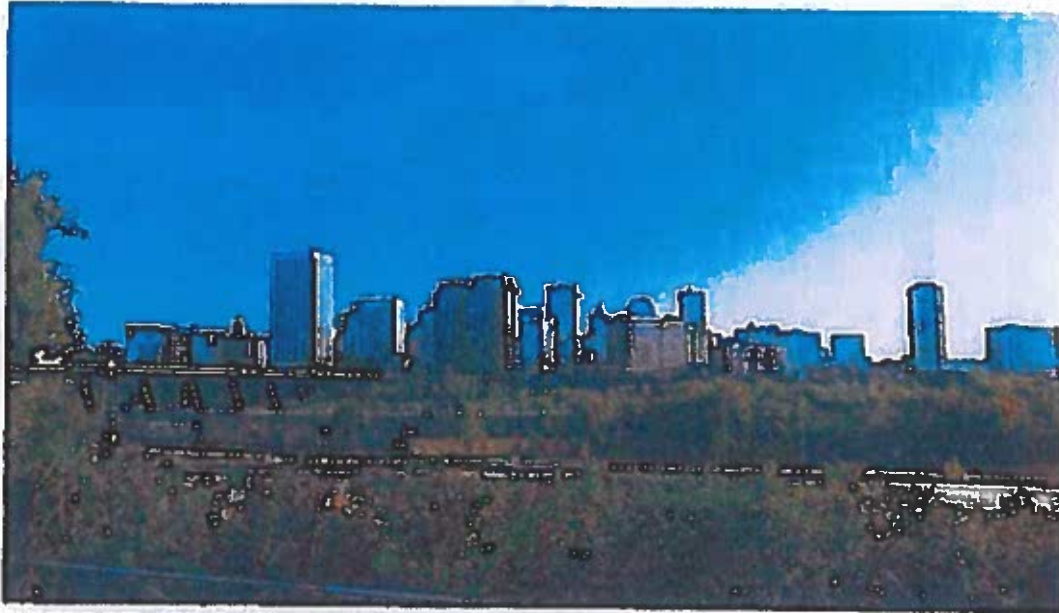
relation to those emerging businesses with minority ownership, the City of Richmond can show that it is diverse and progressive, and open for business regardless of your ethnicity. This will send a message to other emerging businesses that Richmond is a supportive community not only for their business 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*

Current Members and Terms

By-Laws

City of Richmond



MINORITY BUSINESS ENTERPRISE AND EMERGING SMALL BUSINESS

ADVISORY BOARD

HANDBOOK



Issued: Draft May 5, 2017

Revised: 3/10/2017

DEVELOPED BY VANCEY ANGELIA G - DEPUTY DIRECTOR OM&D
FEBRUARY 26 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 or 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.

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)

§ 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

Print PDF email

§ 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.

Attendance Records

MBE/ESB
Advisory Board Attendance Roster
2022

Advisory Board Member	January 24, 2022	February 28, 2022	March 28, 2022	April 25, 2022	May 23, 2022	June 27, 2022	0 Jul. 25, 2022	August 22, 2022	September 26, 2022	October 24, 2022	November 28, 2022*	December 26, 2022*
Chairman, Mr. Lester Johnson	P	P	P	C	P	C	P	P	C	P	C	C
Mr. Eddie Jackson	A	P	P	C	P	C	P	A	C	P	C	C
Vice Chair, Ms. Melody Short	P	P	A	C	A	C	A	A	C	A	C	C
Ms. Jonette Meade	P	A	A	C	A	C	A	A	C	A	C	C
Mr. Morris Cephas	P	A	P	C	A	C	P	P	C	P	C	C
Ms. Brittany Rawlinson	P	A	A	C	P	C	P	P	C	P	C	C
Ms. Adrienne Whitaker	A	A	P	C	P	C	P	P	C	A	C	C
Ms. Grace Washington (New)	-	-	-	-	-	-	-	P	C	A	C	C
Mrs. Nathalia Artus**	P	P	-	-	-	-	-	-	-	-	-	-
Mr. Chris Jefferson **	P	A	P	C	A	-	-	-	-	-	-	-

*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

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

MBE/ESB
Advisory Board Attendance Roster
2021

Advisory Board Member	January 25, 2021	February 22, 2021	March 22, 2021	April 26, 2021	May 24, 2021	June 28, 2021	Jul. 26, 2021	August 23, 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	
Mr. Eddie Jackson (New)	---	P	A	P	P	P	A	P	P	P	A	
Vice Chair, Ms. Melody Short	P	P	A	A	P	P	A	A	P	A	P	
Ms. Jonette Meade	P	P	P	P	A	A	A	A	P	P	A	
Mr. Morris Cephas	P	P	P	P	A	A	P	A	A	A	A	
Ms. Brittany Rawlinson	P	P**	P**	P**	P**	P	P	P	P	P	P	
Mrs. Nathalia Artus	A	P	P	A	P	P	P	P	P	P	P	
Mr. Chris Jefferson	P	A	P	P	A	P	P	A	P	P	P	
Ms. Adrienne Whitaker	P	P	P	P	A	P	A	P	P	A	P	
Mr. Tyrell Junius	--	--	P**	P**	--	**P	--	--	--	--	--	

*Subject to change due to holiday

**Public Attendee

A - Absent

P - Present

C - Cancelled

B - Bereavement Leave

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

February 28, 2022

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:

March 28, 2022

Adjourn

MBE/ESB
Advisory Board Attendance Roster
2022

Advisory Board Member	January 28, 2022	February 28, 2022	March 28, 2022	April 25, 2022	May 23, 2022	June 27, 2022	Jul. 25, 2022	August 22, 2022	September 26, 2022	October 24, 2022	November 28, 2022*	December 26, 2022*
Chairman, Mr. Lester Johnson	P											
Mr. Eddie Jackson (New)	A											
Vice Chair, Ms. Melody Short	P											
Ms. Jonette Meade	P											
Mr. Morris Cephas	P											
Ms. Brittany Rawlinson	P											
Ms. Adrienne Whitaker	A											
Mrs. Nathalia Artus**	P											
Mr. Chris Jefferson **	P											

*Subject to change due to holiday

**Public Attendee

A - Absent
P - Present
C - Cancelled
B - Bereavement Leave

MINORITY BUSINESS DEVELOPMENT (MBD)

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

January 24, 2022

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
Morris Cephas
Jonette Meade
Brittany Rawlinson

Board Members not Present:

Adrienne Whitaker
Eddie Jackson (New)

MBD Staff Attendees:

Gale Jones
Patricia Foster

MBD Staff Attendees Absent:

None

Public Attendee

Nathalia Artus
Christopher Jefferson

DETERMINE QUORUM & CALL TO ORDER

This meeting was called to order by Board Chair, Lester Johnson at 3:14 p.m. A quorum was established.

WELCOME AND INTRODUCTIONS

Lester Johnson welcomed all Board members present and wished them all a Happy New Year.

ROLL CALL

Lester Johnson, Brittany Rawlinson, Melody Short, Jonette Meade, and Morris Cephas were present. Nathalia Artus and Chris Jefferson were also present as Public Guests. Eddie Jackson, 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 November 22, 2021, as well as the agenda for December 27, 2021 meeting were approved. Motioned 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

- **Metropolitan Business League (MBL) Awards Ceremony Update**
 - Lester reported that a spreadsheet was sent out; however, it was the consensus of Board members to complete during this meeting.
- **Richmond Minority Enterprise Development (MED) Week 2022**
 - Melody Short stated that she will put Lester in contact with "All About Presentations".
 - Angie will put things together
 - Lester will follow up with her
 - Melody informed the Board members about her plans regarding MED and await an email.
 - Melody suggested that we do MED week the same as SwAM Fest.
 - Lester stated that he will put together a focus area for her team to act as advisory team (keep small, move forward with capacity, then grow each year).
 - Lester shared that he will reach out to Mayor Stoney.
 - Melody suggested that the Board have a call and a speaker with them for support
 - Dates to consider:
 - The third week in September – 19th - 25th
- **Roundtable (exchange of information)**
 - Brittany will provide highlights at next meeting from annual retreat she attended last Saturday regarding opportunity. She also shared that Virginia Capital funds will be expanded. If there is anyone in need of additional equipment, please let her know, and she will connect them with the right folk.
 - Nathalia will share RVA Business opportunity information for Board members to pass on to small businesses. She is hoping to do more once things quiet down. She is looking forward to partnering with MBL.
 - Lester stressed that it is difficult to make money. Price increases and staffing is an issue; however, we will do what we can to help people stay afloat.

NEW BUSINESS

- Director's Report
 - Pat reported that she has a startup request and will get with Melody.
 - The deadline for the Capital One Diversity Mentorship Program applications is January 21st. The mentorship program kickoff will be held in March.
 - The Disparity Study Kickoff was held on January 31st. Board Members were encouraged to spread the word and respond if they receive something from MGT Consultants (i.e., survey, etc.).
 - She reported that \$1M of ARPA will be applied to the Triple A Business Program. The AAA represent assessing, addressing and activating resources. It is a wraparound; one-on-one is important to show business owners how to use the money (i.e., target for specifics and intentional).
 - She reported that she is working with Community Development Financial Institutions (CDFI). CDFI's are looking to work with the National League of Cities (NLC) in the area of anchor institutional procurement opportunities (Pat Foster/OMBD), leadership diversification on City boards and commission (Myra Smith/LMR), microlending (Floyd Miller/MBL) and CDFI financing where we are charged with helping at least 3 MBE firms in qualifying for a loan.

- The next Virtual Board meeting is scheduled for Monday, February 28, 2022 at 3 p.m.

ADJOURNMENT

There was no further business to bring before the Board. The meeting was adjourned at 4:04 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 28, 2022

Call to Order

Welcome and Introductions

Reading/Approval of Minutes

Advisory Board Business Agenda

- Richmond Minority Enterprise Development (MED) Week 2022
- Roundtable

New Business:

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

[April 25, 2022 \(In-Person\)](#)

Adjourn

MBE/ESB
Advisory Board Attendance Roster
2022

Advisory Board Member	January 28, 2022	February 28, 2022	March 28, 2022	April 25, 2022	May 23, 2022	June 27, 2022	Jul. 25, 2022	August 22, 2022	September 16, 2022	October 24, 2022	November 28, 2022*	December 26, 2022*
Chairman, Mr. Lester Johnson	P	P										
Mr. Eddie Jackson (New)	A	P										
Vice Chair, Ms. Melody Short	P	P										
Ms. Jonette Meade	P	A										
Mr. Morris Cephas	P	A										
Ms. Brittany Rawlinson	P	A										
Ms. Adrienne Whitaker	A	A										
Mrs. Nathalia Artus**	P	P										
Mr. Chris Jefferson **	P	A										

*Subject to change due to holiday

**Public Attendee

A - Absent
P - Present
C - Cancelled
B - Bereavement Leave

MINORITY BUSINESS DEVELOPMENT (MBD)

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

February 28, 2022

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)

Board Members not Present:

Adrienne Whitaker
Morris Cephas
Jonette Meade
Brittany Rawlinson

MBD Staff Attendees:

Gale Jones
Patricia Foster

MBD Staff Attendees Absent:

None

Public Attendee

Nathalia Artus

DETERMINE QUORUM & CALL TO ORDER

This meeting was called to order by Board Chair, Lester Johnson at 3:16 p.m. A quorum was not established.

WELCOME AND INTRODUCTIONS

Lester Johnson welcomed all Board members present.

ROLL CALL

Lester Johnson, Eddie Jackson, and Melody Short were present. Nathalia Artus was also present as Public Guest. Brittany Rawlinson, Jonette Meade, Morris Cephas 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 January 24, 2022, as well as the agenda for February 28, 2022 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

- **There was informal discussion**
 - Lester shared that the Metropolitan Business League (MBL) Awards Ceremony is scheduled for Friday, March 4, 2022. The nominees will be attending.
 - It was suggested that nominations be in person next year.
 - Pat suggested to develop a timeline, so that the Board can see all they do for the whole year (i.e., checklist).
 - Lester shared that very little has been done, as it relates to the Richmond Minority Enterprise Development (MED) Week 2022 due to loss of staff.
 - Melody inquired "What do you do for staff solutions?" (i.e., loss of staff...Indeed, posting, etc.).
 - Lester shared that it is still a struggle to make money
 - Nathalia shared that her term has expired. This has been an incredible experience and advised that the Board consider getting a new bank on board. She appreciates the opportunity to be a Board member and will send names of potential members to the office.
 - Eddie shared the value of dashboard and mobile apps on Website. KUDOA to Pat and staff.

NEW BUSINESS

- **Director's Report**
 - There was informal discussion.
 - Pat shared that we will very much stay in touch with Nathalia and wishes her well.
 - The Disparity Study Community Townhall meeting will be held on April 7, 2022. Detailed information will be forthcoming.
- The next Virtual Board meeting is scheduled for Monday, March 28, 2022 at 3 p.m.

ADJOURNMENT

There was no further business to bring before the Board. The meeting was adjourned at 3:40 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 25, 2022

Call to Order

Welcome and Introductions

Reading/Approval of Minutes

Advisory Board Business Agenda

- Richmond Minority Enterprise Development (MED) Week 2022
- Roundtable

New Business:

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

May 23, 2022 (In-Person)

Adjourn

MBE/ESB
Advisory Board Attendance Roster
2022

Advisory Board Member	January 28, 2022	February 28, 2022	March 28, 2022	April 25, 2022	May 23, 2022	June 27, 2022	0 Jul. 25, 2022	August 22, 2022	September 26, 2022	October 24, 2022	November 28, 2022*	December 26, 2022*
Chairman, Mr. Lester Johnson	P	P	P									
Mr. Eddie Jackson (New)	A	P	P									
Vice Chair, Ms. Melody Short	P	P	A									
Ms. Jonette Meade	P	A	A									
Mr. Morris Cephas	P	A	P									
Ms. Brittany Rawlinson	P	A	A									
Ms. Adrienne Whitaker	A	A	P									
Mrs. Nathalia Artus**	P	P	-	-	-	-	-	-	-	-	-	-
Mr. Chris Jefferson **	P	A	P									

*Subject to change due to holiday

**Public Attendee

A - Absent

P - Present

C - Cancelled

B - Bereavement Leave

MINORITY BUSINESS DEVELOPMENT (MBD)

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

March 28, 2022

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
Eddie Jackson (New)
Adrienne Whitaker

Board Members not Present:

Melody Short
Jonette Meade
Brittany Rawlinson

MBD Staff Attendees:

Gale Jones
Patricia Foster

Public Attendee

Christopher Jefferson

DETERMINE QUORUM & CALL TO ORDER

This meeting was called to order by Board Chair, Lester Johnson at 3:13 p.m. A quorum was not established.

WELCOME AND INTRODUCTIONS

Lester Johnson welcomed all Board members present.

ROLL CALL

Lester Johnson, Eddie Jackson, Adrienne Whitaker and Morris Cephas were present. Chris Jefferson was also present as Public Guest. Brittany Rawlinson, 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 January 24, 2022 and February 28, 2022, as well as the agenda for February 28, 2022 and March 28, 2022 meetings 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

- **There was informal discussion**
 - Lester shared that he would not be able to continue participation in this meeting due to a business emergency.
 - Adrienne shared that she resubmitted her application to continue her Board membership.
 - Chris shared that he will go to the City's website to renew his Board membership.
 - Eddie asked if a list of loans and grants was available to help more people
 - Adrienne shared that Affordable Housing at Virginia Housing provides grants and loans to developers and first-time home buyers. She will connect and get with Pat soon. She will follow-up with an email.
 - Gale shared that the next Board meeting will be *"In-Person"*.
 - Morris Cephas shared that OMBD is doing an awesome work, and he is looking forward to working with Virginia State University.

NEW BUSINESS

- **Director's Report**
 - There was informal discussion.
 - Pat reported that
 - She is expected to receive \$3M to OMBD and \$1M to Technical Assistant which is a total of \$4M.
 - OMBD is working with CDFIs to develop construction companies, and build the capacity of developers and affordable housing.
 - A "CEO Roundtable" is planned, but pending the Mayor's availability.
 - The 4 cohorts (i.e., Anchor Procurement, Microlending, Leadership Diversity, and CDFI) participating in the 12-month Technical Assistance Program (sponsored by the National League of Cities) were awarded a grant totaling \$60,000 (\$15,000 each).
 - A Disparity Study Townhall virtual meeting is scheduled for April 7th at 12 noon.
 - The NLC cohort, Leadership Diversity boards in the City (i.e., Black women) is working with City Council and the Mayor.
- The next Board meeting is scheduled for Monday, April 25, 2022 at 3 p.m. and will be held *"In-Person"* in the 3rd Floor conference room at Main Street Station, 1500 East Main Street, 3rd Floor (23219). Parking passes will be provided in advance.

ADJOURNMENT

There was no further business to bring before the Board. The meeting was adjourned at 3:40 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 23, 2022

Call to Order

Welcome and Introductions

Reading/Approval of Minutes

Advisory Board Business Agenda

- Richmond Minority Enterprise Development (MED) Week 2022
- Roundtable

New Business:

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

June 27, 2022 (In-Person)

Adjourn

MBE/ESB
Advisory Board Attendance Roster
2022

Advisory Board Member	January 28, 2022	February 28, 2022	March 28, 2022	April 25, 2022	May 23, 2022	June 27, 2022	0	Jul. 25, 2022	August 22, 2022	September 26, 2022	October 24, 2022	November 28, 2022*	December 26, 2022*
Chairman, Mr. Lester Johnson	P	P	P	C									
Mr. Eddie Jackson (New)	A	P	P	C									
Vice Chair, Ms. Melody Short	P	P	A	C									
Ms. Jonette Meade	P	A	A	C									
Mr. Morris Cephas	P	A	P	C									
Ms. Brittany Rawlinson	P	A	A	C									
Ms. Adrienne Whitaker	A	A	P	C									
Mrs. Nathalia Artus**	P	P	-	-	-	-	-	-	-	-	-	-	-
Mr. Chris Jefferson **	P	A	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

AGENDA

June 27, 2022

Call to Order

Welcome and Introductions

Reading/Approval of Minutes

Advisory Board Business Agenda

- Richmond Minority Enterprise Development (MED) Week 2022
- Metropolitan Business League (MBL) Annual Awards Event, March 3, 2023
- Roundtable

New Business:

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

July 25, 2022 (In-Person)

Adjourn

MBE/ESB
Advisory Board Attendance Roster
2022

Advisory Board Member	January 28, 2022	February 28, 2022	March 28, 2022	April 25, 2022	May 23, 2022	June 27, 2022	0	Jul. 25, 2022	August 22, 2022	September 26, 2022	October 24, 2022	November 28, 2022*	December 26, 2022*
Chairman, Mr. Lester Johnson	P	P	P	C	P								
Mr. Eddie Jackson (New)	A	P	P	C	P								
Vice Chair, Ms. Melody Short	P	P	A	C	A								
Ms. Jonette Meade	P	A	A	C	A								
Mr. Morris Cephas	P	A	P	C	A								
Ms. Brittany Rawlinson	P	A	A	C	P								
Ms. Adrienne Whitaker	A	A	P	C	P								
Mrs. Nathalia Artus**	P	P	-	-	-	-	-	-	-	-	-	-	-
Mr. Chris Jefferson **	P	A	P	C	A	-	-	-	-	-	-	-	-

*Subject to change due to holiday

**Public Attendee

A - Absent

P - Present

C - Cancelled

B - Bereavement Leave

MINORITY BUSINESS DEVELOPMENT (MBD)

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

May 23, 2022

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)
Brittany Rawlinson
Adrienne Whitaker

Board Members not Present:

Melody Short
Jonette Meade
Morris Cephas

MBD Staff Attendees:

Gale Jones

MBD Staff Attendees not Present:

Patricia Foster

Public Attendee Not Present:

Christopher Jefferson

DETERMINE QUORUM & CALL TO ORDER

This meeting was called to order by Board Chair, Lester Johnson at 3:21 p.m. A quorum was not established.

WELCOME AND INTRODUCTIONS

Lester Johnson welcomed all Board members present.

ROLL CALL

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

BOARD ORGANIZATION

There was no Board Organization.

APPROVAL OF THE AGENDA AND APPROVAL OF MINUTES FROM LAST MEETING

The minutes for January 24, 2022 , February 28, 2022, and March 28, 2022 as well as the agenda for February 28, 2022, March 28, 2022, April 25, 2022 and May 23, 2022 meetings 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

- **There was informal discussion**
 - Lester also shared that the Board consider holding quarterly meetings versus monthly meetings.
 - Lester shared that his focus is on Minority Enterprises Day (MED) Week for the duration of his term. It will take place in late September or early October. He asked Board members to let him know if they are interested in assisting him in this initiative.
Key things to consider:
 - Them of the week
 - Do what we can to execute
 - Decide on dates and location
 - Identify supporting organizations and/or sponsors
 - Identify speakers
 - Lester suggested next steps:
 - Obtain a list of Minority Businesses from the Office of Minority Business Development
 - Identify speaker based on the theme
 - Decide on location (i.e., Main Street Station)
 - Determine seminars/classes (i.e., virtual)
 - Consider other resources and supplies (i.e. products)
 - Include financial institutions
 - Create a video highlighting businesses
 - Provide information on "How to Network?"
 - Adrienne shared that VHSS will be back in the office around June/July.
 - Eddie shared he was happy to see all for the first-time in person since COVID.

NEW BUSINESS

- Director's Report
 - Gale shared on behalf of Pat that OMBD will be celebrating its 40th Anniversary next year (2023).

- The next Board meeting is scheduled for Monday, July 25, 2022 at 3 p.m. and will be held *"In-Person"* in the 3rd Floor conference room at Main Street Station, 1500 East Main Street, 3rd Floor (23219). Parking passes will be provided in advance.

ADJOURNMENT

There was no further business to bring before the Board. The meeting was adjourned at 4:25 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 25, 2022

Call to Order

Welcome and Introductions

Reading/Approval of Minutes

Advisory Board Business Agenda

- Richmond Minority Enterprise Development (MED) Week 2022
- Metropolitan Business League (MBL) Annual Awards Event, March 3, 2023
- Roundtable

New Business:

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

August 22, 2022 (In-Person)

Adjourn

MBE/ESB
Advisory Board Attendance Roster
2022

Advisory Board Member	January 28, 2022	February 28, 2022	March 28, 2022	April 25, 2022	May 23, 2022	June 27, 2022	0	Jul. 25, 2022	August 22, 2022	September 26, 2022	October 24, 2022	November 28, 2022*	December 26, 2022*
Chairman, Mr. Lester Johnson	P	P	P	C	P	C							
Mr. Eddie Jackson (New)	A	P	P	C	P	C							
Vice Chair, Ms. Melody Short	P	P	A	C	A	C							
Ms. Jonette Meade	P	A	A	C	A	C							
Mr. Morris Cephas	P	A	P	C	A	C							
Ms. Brittany Rawlinson	P	A	A	C	P	C							
Ms. Adrienne Whitaker	A	A	P	C	P	C							
Mrs. Nathalia Artus**	P	P	-	-	-	-	-	-	-	-	-	-	-
Mr. Chris Jefferson **	P	A	P	C	A	-	-	-	-	-	-	-	-

*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

AGENDA

August 22, 2022

Call to Order

Welcome and Introductions

Reading/Approval of Minutes

Advisory Board Business Agenda

- Richmond Minority Enterprise Development (MED) Week 2022
- Metropolitan Business League (MBL) Annual Awards Event, March 3, 2023
- Frequency of Board Meeting
- Roundtable

New Business:

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

September 26, 2022 (In-Person)

Adjourn

MBE/ESB
Advisory Board Attendance Roster
2022

Advisory Board Member	January 28, 2022	February 28, 2022	March 28, 2022	April 25, 2022	May 23, 2022	June 27, 2022	0 Jul. 25, 2022	August 22, 2022	September 26, 2022	October 24, 2022	November 28, 2022*	December 26, 2022*
Chairman, Mr. Lester Johnson	P	P	P	C	P	C	P					
Mr. Eddie Jackson	A	P	P	C	P	C	P					
Vice Chair, Ms. Melody Short	P	P	A	C	A	C	A					
Ms. Jonette Meade	P	A	A	C	A	C	A					
Mr. Morris Cephas	P	A	P	C	A	C	P					
Ms. Brittany Rawlinson	P	A	A	C	P	C	P					
Ms. Adrienne Whitaker	A	A	P	C	P	C	P					
Ms. Grace Washington (New)	-	-	-	-	-	-	-					
Mrs. Nathalia Artus**	P	P	-	-	-	-	-	-	-	-	-	-
Mr. Chris Jefferson **	P	A	P	C	A	-	-	-	-	-	-	-

*Subject to change due to holiday

**Public Attendee

A - Absent
P - Present
C - Cancelled
B - Bereavement Leave

MINORITY BUSINESS DEVELOPMENT (MBD)

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

July 25, 2022

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
Brittany Rawlinson
Adrienne Whitaker
Morris Cephas

Board Members not Present:

Melody Short
Jonette Meade

MBD Staff Attendees:

Gale Jones

MBD Staff Attendees not Present:

Patricia Foster

Public Attendee Not Present:

Christopher Jefferson

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, Eddie Jackson, Adrienne Whitaker, Brittany Rawlinson and Morris Cephas were present. Jonette Meade and Melody Short were absent. Chris Jefferson was also absent as Public Guest.

BOARD ORGANIZATION

There was no Board Organization.

APPROVAL OF THE AGENDA AND APPROVAL OF MINUTES FROM LAST MEETING

The minutes were approved as follows:

- January 24, 2022 minutes and February 28, 2022 agenda
Moted by Brittany Rawlinson, seconded by Adrienne Whitakers
- February 28, 2022 minutes and March 28, 2022 agenda
Moted by Eddie Jackson, seconded by Brittany Rawlinson
- March 28, 2022 minutes and April 25, 2022 (Cancelled)/May 23, 2022 agendas
Moted by Morris Cephas, seconded by Eddie Jackson
- May 23, 2022 minutes and June 27, 2022 (Cancelled)/July 25, 2022 agendas
Moted by Eddie Jackson, seconded by Morris Cephas

ADVISORY BOARD ROLE AND RESPONSIBILITIES

There was no Advisory Board role and responsibilities.

ADVISORY BOARD BUSINESS AGENDA

- **Richmond Minority Enterprise Development (MED) Week 2022**
 - Lester advised that the Board reconsider deadline due to circumstances (i.e., October 2023)
 - Start planning for next year (RVA/MBL adjust dates)
 - Utilize sister agencies
 - Add to the agenda educating agencies on how to get them SWaM certified.
 - Now is the time to seek funding
- **Metropolitan Business League (MBL)**
 - Lester advised the Board that MBLs Annual Award Event is scheduled for March 3, 2023.
 - What the Board did was really a good model to follow
 - The Board needs to bring nominees in for in-person interviews; mirror the questions in the package
 - The Board should consider following MBLs timeline
- **Roundtable**
 - There was open discussion

NEW BUSINESS

- **Director's Report**
 - On behalf of Pat Foster, Gale Jones shared updates on the following:
 - Capital One Mentorship Diversity Program
 - ARPA/CDFI Funds
 - NLC/CDFI
 - Disparity Study

- The next Board meeting is scheduled for Monday, August 22, 2022 at 3 p.m. and will be held ***"In-Person"*** in the 3rd Floor conference room at Main Street Station, 1500 East Main Street, 3rd Floor (23219). Parking passes will be provided in advance.

ADJOURNMENT

There was no further business to bring before the Board. The meeting was adjourned at 4:07 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 26, 2022

Call to Order

Welcome and Introductions

Reading/Approval of Minutes

Advisory Board Business Agenda

- Richmond Minority Enterprise Development (MED) Week 2022
- Metropolitan Business League (MBL) Annual Awards Event, March 3, 2023
- Frequency of Board Meeting
- Roundtable

New Business:

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

October 24, 2022 (In-Person)

Adjourn

MBE/ESB
Advisory Board Attendance Roster
2022

Advisory Board Member	January 28, 2022	February 28, 2022	March 28, 2022	April 25, 2022	May 23, 2022	June 27, 2022	July 25, 2022	August 22, 2022	September 26, 2022	October 24, 2022	November 28, 2022*	December 26, 2022*
Chairman, Mr. Lester Johnson	P	P	P	C	P	C	P	P				
Mr. Eddie Jackson	A	P	P	C	P	C	P	A				
Vice Chair, Ms. Melody Short	P	P	A	C	A	C	A	A				
Ms. Jonette Meade	P	A	A	C	A	C	A	A				
Mr. Morris Cephas	P	A	P	C	A	C	P	P				
Ms. Brittany Rawlinson	P	A	A	C	P	C	P	P				
Ms. Adrienne Whitaker	A	A	P	C	P	C	P	P				
Ms. Grace Washington (New)	-	-	-	-	-	-	-	P				
Mrs. Nathalia Artus**	P	P	-	-	-	-	-	-	-	-	-	-
Mr. Chris Jefferson **	P	A	P	C	A	-	-	-	-	-	-	-

*Subject to change due to holiday

**Public Attendee

A - Absent

P - Present

C - Cancelled

B - Bereavement Leave

MINORITY BUSINESS DEVELOPMENT (MBD)

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

August 22, 2022

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

Gracetta Washington (New)

Brittany Rawlinson

Adrienne Whitaker

Morris Cephas

Board Members not Present:

Melody Short

Jonette Meade

Eddie Jackson

MBD Staff Attendees:

Gale Jones

MBD Staff Attendees not Present:

Patricia Foster

Public Attendee Not Present:

Christopher Jefferson

DETERMINE QUORUM & CALL TO ORDER

This meeting was called to order by Board Chair, Lester Johnson at 3:14 p.m. A quorum was established.

WELCOME AND INTRODUCTIONS

Lester Johnson welcomed our new Board member, Gracetta Washington and all Board members present.

ROLL CALL

Lester Johnson, Gracetta Washington, Adrienne Whitaker, Brittany Rawlinson and Morris Cephas were present. Jonette Meade, Eddie Jackson and Melody Short were absent. Chris Jefferson was also absent as Public Guest.

BOARD ORGANIZATION

There was no Board Organization.

APPROVAL OF THE AGENDA AND APPROVAL OF MINUTES FROM LAST MEETING

The minutes for July 25, 2022 and agenda for August 22, 2022 were approved. They were motioned by Adrienne Whitaker and seconded by Brittany Rawlinson.

ADVISORY BOARD ROLE AND RESPONSIBILITIES

There was no Advisory Board role and responsibilities.

ADVISORY BOARD BUSINESS AGENDA

- **Metropolitan Business League (MBL)**
 - Lester reported that the application packages will be sent out by Darricka in December.
 - He shared our charter as follows:
 - First year – Legacy
 - Second year – Reflective of what that minority business was about (i.e., their contribution to the community and helping other businesses)
 - Third year – We need to be prepared to send the Board's criteria to MBL before they release the package information. Things to be considered are as follows:
 - Clarify criteria/statement (i.e., establish how done)
 - Interviews (i.e., do on the same day)
 - Mayor or OMBD present the award
 - Add scripting to reflect award from OMBD
 - Videos
 - Pat and Lester congratulates reward recipients, give them exposure to market their business)
 - Lester will touch basis with Darricka
 - The timeline is as follows:
 - December – Public nominations
 - January – Interviews
 - March – Banquet
 - Brittany will let the Board know if there are any changes.
- **Frequency of Meetings**
 - There was discussion to determine the need to meet monthly versus quarterly.
 - It was suggested that we start with the charter.
 - Lester will get with Pat and City Attorney to express the Board's concern.
 - Consider another day that does not conflict with same day and time of City Council meetings, so that Pat can be present
 - Lester advised that the Board give some thought to this matter.

- **Richmond Minority Enterprise Development (MED) Week 2022**

- Lester advised the Board members to think about organizations they have helped and can possibly be participants during this event (i.e., MBL, Jackson Ward Collectives, etc.).
- The Board members were asked to mail a complete list to Lester.
- The desire is to get all players together for input in this initiative.

- **Roundtable**

- There was open discussion
 - Concern was expressed as to why we are always letting others in, but they do not let minorities in.
 - The desire is to insure high success for OMBD.
 - The link for the Disparity Study website will be emailed to Board members to share honest feedback, as well as share link with other businesses.
 - It was shared that a guest will be invited to Board meeting to speak for 10 to 15 minutes on a quarterly basis.

NEW BUSINESS

- There was no Director's Report
- The next Board meeting is scheduled for Monday, September 26, 2022 at 3 p.m. and will be held ***"In-Person"*** in the 3rd Floor conference room at Main Street Station, 1500 East Main Street, 3rd Floor (23219). Parking passes will be provided in advance.

ADJOURNMENT

There was no further business discussed. The meeting was adjourned at 4:27 p.m.

Minutes submitted by: Gale M. Jones, Administrative Technician, Senior

Approved by: _____

Date of Approval: _____

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

AGENDA

October 24, 2022

Call to Order

Welcome and Introductions

Reading/Approval of Minutes

Advisory Board Business Agenda

- Richmond Minority Enterprise Development (MED) Week 2022
- Metropolitan Business League (MBL) Annual Awards Event, March 3, 2023
- Frequency of Board Meeting
- Roundtable

New Business:

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

November 28, 2022 (In-Person)

Adjourn

MBE/ESB
Advisory Board Attendance Roster
2022

Advisory Board Member	January 28, 2022	February 28, 2022	March 28, 2022	April 25, 2022	May 23, 2022	June 27, 2022	Jul. 25, 2022	August 22, 2022	September 26, 2022	October 24, 2022	November 28, 2022*	December 26, 2022*
Chairman, Mr. Lester Johnson	P	P	P	C	P	C	P	P	C			
Mr. Eddie Jackson	A	P	P	C	P	C	P	A	C			
Vice Chair, Ms. Melody Short	P	P	A	C	A	C	A	A	C			
Ms. Jonette Meade	P	A	A	C	A	C	A	A	C			
Mr. Morris Cephas	P	A	P	C	A	C	P	P	C			
Ms. Brittany Rawlinson	P	A	A	C	P	C	P	P	C			
Ms. Adrienne Whitaker	A	A	P	C	P	C	P	P	C			
Ms. Grace Washington (New)	-	-	-	-	-	-	-	P	C			
Mrs. Nathalia Artus**	P	P	-	-	-	-	-	-	-	-	-	-
Mr. Chris Jefferson **	P	A	P	C	A	-	-	-	-	-	-	-

*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

AGENDA

November 28, 2022

Call to Order

Welcome and Introductions

Reading/Approval of Minutes

Advisory Board Business Agenda

- Richmond Minority Enterprise Development (MED) Week 2022
- Metropolitan Business League (MBL) Annual Awards Event, March 3, 2023
- Frequency of Board Meeting
- Roundtable

New Business:

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

December 26, 2022 (In-Person)

Adjourn

MBE/ESB
Advisory Board Attendance Roster
2022

Advisory Board Member	January 28, 2022	February 28, 2022	March 28, 2022	April 25, 2022	May 23, 2022	June 27, 2022	Jul. 25, 2022 0	August 22, 2022	September 26, 2022	October 24, 2022	November 28, 2022*	December 26, 2022*
Chairman, Mr. Lester Johnson	P	P	P	C	P	C	P	P	C	P		
Mr. Eddie Jackson	A	P	P	C	P	C	P	A	C	P		
Vice Chair, Ms. Melody Short	P	P	A	C	A	C	A	A	C	A		
Ms. Jonette Meade	P	A	A	C	A	C	A	A	C	A		
Mr. Morris Cephas	P	A	P	C	A	C	P	P	C	P		
Ms. Brittany Rawlinson	P	A	A	C	P	C	P	P	C	P		
Ms. Adrienne Whitaker	A	A	P	C	P	C	P	P	C	A		
Ms. Grace Washington (New)	-	-	-	-	-	-	-	P	C	A		
Mrs. Nathalia Artus**	P	P	-	-	-	-	-	-	-	-	-	-
Mr. Chris Jefferson **	P	A	P	C	A	-	-	-	-	-	-	-

*Subject to change due to holiday

**Public Attendee

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P - Present

C - Cancelled

B - Bereavement Leave

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

AGENDA

December 26, 2022

Call to Order

Welcome and Introductions

Reading/Approval of Minutes

Advisory Board Business Agenda

- Richmond Minority Enterprise Development (MED) Week 2022
- Metropolitan Business League (MBL) Annual Awards Event, March 3, 2023
- Frequency of Board Meeting
- Roundtable

New Business:

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

January 23, 2023 (In-Person)

Adjourn

MBE/ESB
Advisory Board Attendance Roster
2022

Advisory Board Member	January 24, 2022	February 28, 2022	March 28, 2022	April 25, 2022	May 23, 2022	June 27, 2022	0 Jul. 25, 2022	August 22, 2022	September 26, 2022	October 24, 2022	November 28, 2022*	December 26, 2022*
Chairman, Mr. Lester Johnson	P	P	P	C	P	C	P	P	C	P	C	C
Mr. Eddie Jackson	A	P	P	C	P	C	P	A	C	P	C	C
Vice Chair, Ms. Melody Short	P	P	A	C	A	C	A	A	C	A	C	C
Ms. Jonette Meade	P	A	A	C	A	C	A	A	C	A	C	C
Mr. Morris Cephas	P	A	P	C	A	C	P	P	C	P	C	C
Ms. Brittany Rawlinson	P	A	A	C	P	C	P	P	C	P	C	C
Ms. Adrienne Whitaker	A	A	P	C	P	C	P	P	C	A	C	C
Ms. Grace Washington (New)	-	-	-	-	-	-	-	P	C	A	C	C
Mrs. Nathalia Artus**	P	P	-	-	-	-	-	-	-	-	-	-
Mr. Chris Jefferson **	P	A	P	C	A	-	-	-	-	-	-	-

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**Public Attendee

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