

Meeting Agenda
Diversity, Equity, and Inclusion Commission
Irene Givens Administration Building
Dr. John Chiles Activity Room
(at Montgomery Hall Park)
1000 Montgomery Ave.
August 9, 2023
6:00 p.m.

Call to Order

Proposed Agenda:

1. Approval of Minutes

- DEI Commission – Meeting Minutes of June 14, 2023
- DEI Commission Listening Sessions – Minutes of April 23, 2023 and June 7, 2023;
- DEI Business Meet and Greet – Minutes of April 5, 2023
- Community Connections Subcommittee – Meeting Minutes of March 15, 2023; April 12, 2023; June 7, 2023; and Listening Session minutes of April 30, 2023; May 17, 2023; June 22, 2023; July 12, 2023; July 26, 2023
- Writing Subcommittee – Meeting Minutes of July 25, 2023
- Logistics and Planning Subcommittee – Meeting Minutes of June 7, 2023

2. Reports from Sub Committees

- a. Data and Research
- b. Logistics and Planning
- c. Community Connections
- d. Writing

3. Other Business

Adjournment

DIVERSITY, EQUITY AND INCLUSION COMMISSION

Meeting

June 14, 2023

6:00 p.m.

Dr. John Chiles Activity Room

Irene Givens Administration Building

PRESENT: Sabrina Burress, Chair
Lindsey Lennon, Vice Chair
Lou Boden
Joamarie “Joa” Garcia
Mark Jeter
Beth Nelsen
AnhThu Nguyen
Nathaniel “Nate” Riddle
Daniel “Dan” Stuhlsatz
Jennifer Trippeer
Zavia Willis (remote participant)

ABSENT: Vicki Keyser
Jake Krug
Susan Venable
Alice Woods, Council Liaison

ALSO PRESENT: Leslie Beauregard, City Manager
Morgan Smith, City Manager’s Office

Chair Sabrina Burress opened the June 14, 2023 DEI meeting.

1. Approval of Minutes:

- a. Nate Riddle moved to approve the minutes of the February 15, 2023 Writing Subcommittee meeting. The motion was seconded by Beth Nelsen and carried unanimously.
- b. Dan Stuhlsatz moved to approve the minutes of the March 22, 2023 DEI Commission meeting. The motion was seconded by Mark Jeter and carried unanimously.
- c. Nate moved to approve the minutes of the May 24, 2023 joint Logistics & Planning and Data & Research Subcommittee meeting. The motion was seconded by Dan and carried unanimously.

2. Check in from Sub-Committees

a. Data and Research

- i. Dan shared that they have developed a demographic spreadsheet and will speak with Staunton City Schools by the end of June. Sabrina recommended that the subcommittee reach out to the Department of Aging and Rehabilitative Services (DARS).

Sabrina stated “we received a request from Zavia Willis to participate remotely in the June 14, 2023 DEI Commission meeting due to a personal matter that prevents her physical attendance at the meeting. I will now entertain a motion for her to participate.”

Lindsey Lennon moved to allow Zavia to remotely participate in the June 14, 2023 DEI Commission meeting. The motion carried unanimously.

Sabrina asked Zavia to state the location from which she was participating. Zavia responded that she was at the Jefferson Madison Regional Library in Charlottesville. Sabrina asked the commission if they could hear Zavia. The response was affirmative.

b. Writing

- i. Lindsey shared that a draft report structure has been developed and the Writing committee asks that other commission members participate and have a plan to have everyone contribute to the final report.

c. Logistics and Planning

- i. Nate shared that they are revisiting their outreach to the business community. They have identified 104 SWAM businesses and will be calling them and have that contact made by the end of July. The Commission is on time with the project plan.

d. Community Connections

- i. Sabrina shared that listening sessions have not been well attended. The most participants was at the senior citizen listening session with 21 people.
- ii. The committee believes that there are two barriers in effect that deter people from attending the listening sessions.
 1. Distrust for the city. It’s hard for the citizens to disconnect the DEI Commission from the City. Sabrina has reached out to reporters to talk about all that DEI has done. She has already spoken with Augusta Free Press and she intends to reach out to local radio stations.
 2. The other barrier is that there hasn’t been enough notifications about the events. Jennifer Trippeer suggested that the flyers be posted in public areas for the upcoming sessions.
- iii. Discussion ensued regarding holding smaller groups and targeted focus groups in the late summer/early fall.

3. Support for Listening Sessions

- a. Logistics for June 22 Listening Session – Sabrina will work with Morgan to arrange for food and extra chairs. Sabrina asked that only those on the Community Connections subcommittee attend, along with two notetakers. The event will be noticed as a Community Connections subcommittee meeting.

4. Next Commission Meetings Dates

- a. Lindsey, Sabrina and City Manager Leslie Beauregard will be with Dr. Robin Stacia before the first August meeting of the Commission and will identify a time in August when she can Zoom with the Commission.
- b. The next DEI Commission meeting will be 6 p.m., August 9
 - i. September 13 and 27

98 **ii.** October 11 and a public hearing on October 25

99 **iii.** November 8 and 29

100 **iv.** December 8 the report is due and needs to be ready to be published

101 **v.** December 14 is the City Council Meeting

102 **c.** The Writing and Data & Research subcommittees will hold a joint meeting TBA.

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104 **5. Other Business**

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106 Commission members did not have any other business.

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108 **Adjournment**

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110 The meeting was adjourned at 7:03 p.m.

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DIVERSITY, EQUITY AND INCLUSION COMMISSION

Listening Session

April 23, 2023

2:00 p.m.

The Shenandoah LGBTQ Center

13 W Beverley St., Fifth Floor

PRESENT: Sabrina Burress
Mark Jeter
AnhThu Nguyen
Vicki Keyser
Jake Krug
Joamarie Garcia
Susan Venable
Nathanial “Nate” Riddle
Daniel “Dan” Stuhlsatz

Listening Session

The DEI Commission held the listening session with members of the community who were present.

Adjournment

The meeting was adjourned at 4:00 p.m.

DIVERSITY, EQUITY AND INCLUSION COMMISSION

Listening Session

June 7, 2023

10:30 a.m.

Frontier Culture Museum Education Center

1290 Richmond Ave.

PRESENT: Sabrina Burress
AnhThu Nguyen
Nathaniel “Nate” Riddle
Jennifer Trippeer
Joamarie Garcia
Vicki Keyser
Beth Nelsen
Jake Krug

Listening Session

The DEI Commission held the listening session with members of the community who were present.

Adjournment

The meeting was adjourned at 11:30 a.m.

DIVERSITY, EQUITY AND INCLUSION COMMISSION

Business Meet & Greet

April 5, 2023

6:00 p.m.

Staunton Innovation Hub

11 N. Central Ave.

PRESENT: Sabrina Burress, Chair
Lindsey Lennon, Vice Chair
Joamarie Garcia
Mark Jeter
Vicki Keyser
Jake Krug
Beth Nelsen
Nathaniel Riddle
Daniel Stuhlsatz
Jennifer Trippeer
Susan Venable

Chair Sabrina Burress opened the April 5, 2023 DEI Commission Business Meet & Greet and thanked those in attendance for their interest and support.

1. Meet and Greet with the business community:

Sabrina and Vice Chair Lindsey Lennon gave a brief presentation on the Commission's timeline, responsibilities, deliverables and statement of purpose.

Adjournment

The meeting was adjourned at 8:00 p.m.

DIVERSITY, EQUITY, AND INCLUSION COMMISSION

Community Connections Sub-Committee Meeting
(Joint meeting with Data & Research Sub-Committee)

March 15, 2023

6:00 p.m.

Dr. Charles J. Waller Conference Room
Montgomery Hall Park
1000 Montgomery Ave.

PRESENT: Sabrina Burress
Susan Venable
Mark Jeter
AnhThu Nguyen
Lou Boden

NOT PRESENT: Zavia Willis

ALSO PRESENT: Leslie Beauregard, City Manager
Brianna Parker, MBU Student (Volunteer)

Sabrina Burress called the March 15, 2023 sub-committee meeting to order at 6:03 pm.

1. **Approval of Minutes:** Susan moved to approve the minutes from February 22, 2023; Lou made the second; approved by all.

2. Community Listening Session Planning

a. Update from Sub Committee

- **VPAS** – suggested to meet their population where they are – *Aging with Confidence* (Stuarts Draft and Waynesboro); offer one in Staunton and pair with a listening session; feed them and give them gifts to take away.
- *Senior Café* – done many times a month and one in Staunton (MHP) – and would come and have lunch and combine with the listening session.
- Next steps to meet with the VPAS coordinator
 - Move June 8th to the 7th at 11am – Senior Café
 - Aging with Confidence – don't know the date yet
- **Staunton City Schools** – the schools have already done this work with DEI and the city never came along to partner with them during their journey; would be willing to share information with parents about DEI; would support staff to attend the listening sessions.

- Other Locations need to be identified for the other sessions; See schedule of meeting dates and locations.
- **Booker T Alumni** – could have a special session with them later once a date is confirmed
- **Sin Barreras** – not sure they are in a position to support the work of the DEI Commission at this time; Sabrina will follow up.
- **Unhoused Community** – need to figure out the best way to engage this population.

b. Review of Listening Sessions questions

1. How do you experience Equity/Inequity issues that you are aware of or have encountered?
2. Are there barriers you have faced in the community that you believe resulted from a lack of diversity, equity, or inclusion (DEI)?
3. What are the resources that you use?
4. What are the resources that you need?
5. Would you like to share your personal experience in Staunton concerning discrimination and exclusion?
6. What challenges do you face in the Staunton Community?
7. Is there anything else you would like to provide or feel it is important for others to know?

c. Review of Listening Sessions Framework

- Smaller facilitated groups or a larger group? Need a facilitator with experience to help do this? Should we bring in more people not connected with the community? Spaces may not make it possible to break out into focus groups; and we don't know how many people may attend
- Katherine Barnes – could invite her to speak to the Commission about their role in these and what needs to happen.
- Data and taking notes during the sessions – we need to get feedback from Dr. Stacia about if we do this and how we do this;
- Invitation - could we ask participants who do want to share their story, be recorded, give their names – make those arrangements and then capture their story which may be included in the final report if they agree
- What other ways can we allow people to give feedback without coming? Survey? A way for them to contact DEI and do it without having to give their names?
- Risk of harm at gathering those stories because they may then have an expectation to receive help that may or may not be delivered.

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97 **3. Other Business**
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- 99 • EDA Forum on March 30th to mention the Business Meet and Greet
100 • Next Meeting – April 12th, 6pm, MHP – invite Katherine Barnes
101 • Brianna to work on a flyer for the Listening Session on April 23rd
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104 **Adjournment**
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106 The meeting was adjourned at 7:27 pm.

DIVERSITY, EQUITY, AND INCLUSION COMMISSION

Community Connections Sub-Committee Meeting

April 12, 2023

6:00 p.m.

Dr. Charles J. Waller Conference Room

Montgomery Hall Park

1000 Montgomery Ave.

PRESENT: Sabrina Burress
Susan Venable
Mark Jeter
AnhThu Nguyen

NOT PRESENT: Zavia Willis
Lou Boden

ALSO PRESENT: Leslie Beauregard, City Manager
Cyres Holmes, Student (virtual participation via Sabrina Burress)

Sabrina Burress called the April 12, 2023 sub-committee meeting to order at 6:05 pm.

1. Approval of Minutes: Mark Jeter moved to approve the minutes from March 15, 2023; Susan Venable seconded; all approved.

2. Community Listening Session Planning

a. Update - Dr. Robin Stacia

- Data collection is important during the listening sessions; suggested that a member of the Commission take notes and then record themes; no names or anything that can identify; and make that know from the start of the meeting.
- Do the survey at the end as well.
- Dr. Stacia will work with and help the Commission again starting this spring.

b. Update - Dr. Barnes

- Dr. Barnes spoke to Sabrina and provided some advice and thoughts about group sessions.
- Think about the use of volunteers and how that might work
- Talk about breakout groups if they are too large
- Framework provided by Dr. Barnes that can be used for DEI framework

c. Update from Cyres Holmes – Research on Listening Sessions

- Accessibility and scheduling – in person meetings could be a problem?
- Cannot be virtual due to the Commission as a public body
- Problem – people being unable to attend due to lack of child care, transportation, an effect of being part of a marginalized group – been addressed?
- Power differential between facilitator and those who are attending

- Taking notes as a sign of respect
- What is the concrete thing that will come from the sessions?
- Informed Consent – do we need to include this in the promotional materials?

d. Promoting the Listening Sessions

- City can start posting information on Friday and Sabrina to provide some language
- City will post these citywide

e. Session Dates

- May 20th – this one will be removed
- July 12th – Interfaith Community
- July 26th – General Population

f. April 23 Listening Session Planning

- Survey ready
- Signs from the Meet and Greet
- Food and giveaways – Morgan can reach out to AnhThu directly about logistics
- Create a link to register for the listening sessions – requested but not required – Are you attending? How many? Do you need accommodations? Tell us what you need?

g. Update from Sin Barreras

- Discussion about how to engage the Latinex population by connecting with leaders in their community
- Get involved with some of their events and provide sponsorship

Next Meeting: April 26, 2023, 6:00 pm

Adjournment

The meeting was adjourned at 7:10 pm.

DIVERSITY, EQUITY, AND INCLUSION COMMISSION

Community Connections Sub-Committee Meeting

June 7, 2023

6:00 p.m.

Dr. Charles J. Waller Conference Room

Montgomery Hall Park

1000 Montgomery Ave.

PRESENT: Sabrina Burress
AnhThu Nguyen
Mark Jeter
Lou Boden

NOT PRESENT: Zavia Willis
Susan Venable

Sabrina called the June 7, 2023 sub-committee meeting to order at 6:05 pm.

1. Approval of Minutes:

- a. **Approval of minutes was moved to the next scheduled meeting of the commission due to members having not been able to read the minutes prior to tonight's meeting.**

2. Community Listening Session Planning

- a. Final planning for 6/22 BIPOC (Black, Brown, and Indigenous People of Color) listening sessions- Additional seating may be needed. And rain plan may also be needed. Sabrina will follow up with Leslie and Morgan about both.
- b. Additional outreach also done with Building Bridges, and other local agencies that work with BIPOC community members.
- Connecting with the Latinx and Unhoused population- Sabrina will continue trying to connect with two community members who showed interest in supporting the connection to the Latinx community. AnhThu will follow up with individual who works closing with the housing work through Valley CSB.
- c. Trust-building- ideas discussed around how to better/best build trust both as we finish our work this term, as well as if/when the commission begins its second and future terms with the city.
- Suggestions for spending more time at/with events/agencies that serve various classes of citizens. The more time we spend with people in places that already feel familiar and safe, the more likely we are to build trust and connection and garner future support of our work. Example used the success of the listening session that was done in collaboration with Valley Program for Aging Services.

- d. Communication with our community stakeholders about our progress so far, and encouragements to attend the last three scheduled sessions.
- Reaching out to media outlets for potential spotlight on the commission to date.
 - Creating and posting flyers, having them posted in various places in the city.
 - Asking city council liaisons to assist with spreading the word about these events, our works, and what we hope to be our finished project.

3. Other Business- no new/other business

Adjournment

The meeting was adjourned at 7:05 pm.

DIVERSITY, EQUITY AND INCLUSION COMMISSION
Community Connections Subcommittee

Listening Session

April 30, 2023

6:00 p.m.

City of Staunton Library
1 Churchville Ave., 2nd Floor

PRESENT: Sabrina Burress
Lou Boden
Mark Jeter
AnhThu Nguyen
Zavia Willis

ALSO PRESENT: Vicki Keyser
Nathaniel “Nate” Riddle
Daniel “Dan” Stuhlsatz

Listening Session

The DEI Commission held the listening session with members of the community who were present.

Adjournment

The meeting was adjourned at 8:00 p.m.

DIVERSITY, EQUITY AND INCLUSION COMMISSION

Community Connections Subcommittee

Listening Session

May 17, 2023

6:00 p.m.

City of Staunton Library

1 Churchville Ave., 2nd Floor

Listening Session

The listening session was not convened because no members of the community attended.

DRAFT

DIVERSITY, EQUITY AND INCLUSION COMMISSION
Community Connections Subcommittee

Listening Session

June 22, 2023

6:00 p.m.

Irene Givens Administration Building

Dr. John Chiles Activity Room

PRESENT: Sabrina Burress
Lou Boden
Mark Jeter
AnhThu Nguyen

ALSO PRESENT: Nathaniel Riddle
Daniel Stuhlsatz
Joamarie Garcia

Listening Session

The DEI Commission held the listening session with members of the community who were present.

Adjournment

The meeting was adjourned at 8:00 p.m.

DIVERSITY, EQUITY AND INCLUSION COMMISSION
Community Connections Subcommittee
Listening Session
July 12, 2023
5:00 p.m.
City of Staunton Library
1 Churchville Ave., 2nd Floor

PRESENT: Sabrina Burress
Lou Boden
Mark Jeter
AnhThu Nguyen

ALSO PRESENT: Vicki Keyser

Listening Session

The DEI Commission held the listening session with members of the community who were present.

Adjournment

The meeting was adjourned at 7:00 p.m.

DIVERSITY, EQUITY AND INCLUSION COMMISSION
Community Connections Subcommittee
Listening Session
July 26, 2023
6:30 p.m.
Gypsy Hill Park Gym
116th Regimental Drive

PRESENT: Sabrina Burress
Lou Boden
Mark Jeter
AnhThu Nguyen

ALSO PRESENT: Vicki Keyser
Lindsey Lennon
Nathanial Riddle

Listening Session

The DEI Commission held the listening session with members of the community who were present.

Adjournment

The meeting was adjourned at 8:30 p.m.

DIVERSITY, EQUITY AND INCLUSION COMMISSION

Writing Sub-Committee Meeting

July 25, 2023

2:30 p.m.

City Hall, 3rd Floor

City Manager’s Office Conference Room

PRESENT: Nathaniel Riddle
Lindsey Lennon
AnhThu Nguyen

NOT PRESENT: Beth Nelsen

Lindsey Lennon called the July 25, 2023 Writing Sub-Committee meeting to order at 2:35 pm.

1. Data Analysis Coordination

Overall approach and outline

- Lindsey shared the purpose of the meeting is to coordinate data analysis and reporting across the entire commission.
- Lindsey handed out the writing teams report draft outline with key topic areas
- Nate described how the other subcommittees will have less on their plates after the listening sessions are over
- AnhThu suggested to look at the gaps and who we need to follow up with based on the report outline and that this is a good time to shed the subcommittee distinctions in our work
- Lindsey asked how we should coordinate the analysis. By topic or data type?
- Nate suggested each person own a topic and collaborate with a data and research person
- AnhThu suggested to use the initial framework to divided up into target areas, community connections could take connectedness, L&P take economic vitality, D&R take readiness and wellbeing
- Nate suggested that each subcommittee could take the data sources and “code” them for the topics and target areas, creating a list of the most valuable data sources
- Consensus reached on using this strategy for data analysis and reporting
- Nate asks what kinds of data sources we’ll be analyzing beyond the listening session notes.
- Lindsey explains how the data is organized into folders based on the interviews and how the interview summary reports are structured. Points out all of the materials that have been uploaded in relation to the interviews and ones received from community partners.
- Discussion on an outline of the analysis strategy:
 - Step 1 - Randomly assign each data piece to the 3 other subcommittees, they will go through and “code” each piece of that data, taking notes on insights and recommendations along the way
 - Step 2 - Each piece of coded data will be logged in a spreadsheet, along with “tags” for each of the codes
 - Then each subcommittee will be assigned their target areas. They will synthesize and outline the major points of their designated section.

- Step 3 - The writing team will then use these outlines, drafts, and subcommittee reports to create the final report.
- Discussion about the original NAACP report to city council prior to the commission being formed and how that relates to our report now.
 - Lindsey mentioned the presentation and outlined where it came from
 - Nate asked about sources of the data from their report, some are there, some are not
 - AnhThu mentions that we're not too far off of what the report is asking.
 - Nate mentions that we just have a much broader approach when it comes to populations and topics
 - AnhThu mentions that this is something we should keep in mind as we write
 - Looking at some of the arrest data, Nate suggests that this report can help us understand gaps in our own data and reporting. This outline would have been nice at the beginning, but must work forward from here.

Timeline and reporting

- Nate asks where we are with the report in relation to our original timeline. Review of original timeline. Discuss and finalize timeline for each writing step:
 - Step 1 – Aug 9 – Sept 9
 - Step 2 – Sept 9 – Oct 9
 - Step 3 - Oct 1 – Nov 15
 - Draft for public hearing on 10/25
- Nate asks if we're expecting other subcommittees to write parts of the report. This will depend on the workload and the comfort level of the people in the subcommittees.
- Lindsey mentions that as long as people understand that their written parts may be heavily edited, it's okay. They will need to be fit into the flow of the rest of the report. Outlines and bullet points might be best to hand to the writing team. The fewer people directly involved in the writing process the smoother and faster it will go.
- Nate suggests we each be in charge of the outline and writing up our subcommittee's section of the report. This will divide the work among the writing team.
 - Consensus on using this approach

Analysis, Coding, and reporting

- Nate asks how we will define significance within the data. 3 mentions of an issue? 5 mentions?
- Lindsey mentions this is something the D&R team is looking at too and keeping in mind we might go back and need more data as we go along. Need to consider timeline and those on commission with expertise in areas.
- Nate suggests we have commission members fill out surveys for their organizations since they weren't formally interviewed.
- All recognize that this is a very short timeline and that this is a strong case for the continuation of the commission.
- Lindsey mentions that continuation will be accountability for the city as well.
- AnhThu mentions it will also be important to continue to build the trust between citizens and the city
 - Nate mentions we have to think about trust building and recommendations over time, consider how long things will take
- Lindsey mentions this will be important to think about with our recommendations, different levels of recommendations and have shorter timelines and ones that are longer, easier and harder ones.

- Nate mentions that with trust building, we may want to consider not meeting in city spaces and partnering with more private entities
- AnhThu and Nate point out there will be gaps in our understanding and hope people fill out the surveys to help with that. Based on the listening session comments, people have more to say about topics, esp things like schools.
- Nate suggests having a listening session with city employees in a neutral place
- AnhThu says it's a great recommendation for continued work
- Nate mentions we'll also need to keep in mind that the recommendations will need to be things the city can do. We'll need to keep in mind budgets and influence of city staff on our meetings.
- Lindsey mentions other organizations may benefit from the report as well.

For the next commission meeting on 8/9

- Outline of key points to cover:
 - Share the timeline
 - Establish a universal coding system
 - Make sure people “save as” to preserve the original data
 - Walk through data folder and what we're coding for
 - Pre-assign folders to subcommittees
 - 5 larger reports
 - 23 city+ interviews
 - Listening sessions
 - Ask each subcommittee in a break out to form their next steps and make a plan for their next meeting
- Make sure everyone is comfortable and has a manageable task
 - Beth's notes, could ask Jennifer to finalize a glossary of terms based on the original we got at the beginning of the commission. National Equity Atlas also has terms to use.
 - Each writing team person will be in charge of making sure everyone has what they need
- Lindsey will write up the meeting notes, codes, and coding system. Nate and AnhThu will help present the other elements on 8/9

Discussion about trends in the data

- Nate mentions we still need to define what counts as a trend. Maybe we use a word cloud? Key word searches?
- AnhThu mentions this needs to be data driven.
- Discuss the balance of a quality report and our time limitations
- There will need to be a balance between quantitative and qualitative data
- See the trends in the data with the analysis, then decide
- Again, limited by our timeline and another reason to consider an equity officer for the city

2. Other Business

Adjournment

The meeting was adjourned at _4:15__ p.m.

DIVERSITY, EQUITY AND INCLUSION COMMISSION

Logistics & Planning Sub-Committee Meeting
(Joint meeting with Data & Research Sub-Committee)

June 7, 2023

6:00 p.m.

Dr. John Chiles Activity Room
Irene Givens Administration Building

PRESENT:

NOT PRESENT:

Nathaniel Riddle called the June 7, 2023 Logistics & Planning Sub-Committee to order at 6:01 p.m.

1. Discussion – Revisit Business Community Outreach

- a. What exactly is the committee looking for with this outreach?
 - i. Discussion ensued regarding what the city can reasonably change in this area
 1. Permits, zoning
 2. Charlottesville has a Minority Business Program
 3. What is Building Bridges doing? Can they share experiences?
 - ii. Figure out who owns business in Staunton, what has their experience been
 1. People aspect, product/service diversification
- b. SUGGESTION: Use SWaM list to gather information about city experience
- c. What did the original email look like?
 - i. Who sends it?
 - ii. What is the content & ask?
- d. DECISION: L&P members will contact businesses directly.
 - i. Script needs to include the following:
 1. What are we asking from them? There must be buy in
 2. An ask for 5 minutes of their time
 3. Combine listening sessions questions and interview form from Data & Research
 4. When you were opening your business, did you utilize and of the city grants or resources for new businesses? If yes, what was your experience with that? If not, why?
- e. What does the City fund to support new businesses?
 - i. e.g., Waynesboro Brick & Mortar grants and pitch night

2. Action Items

TASK NAME	ASSIGNED TO	DUE DATE
Collect Listing of Minority Businesses – Use FB Group	Jennifer - DONE	ASAP
Add to Minority Business Listing - OPTIONAL	Joa, Jake, Nate	06/12
Split Minority Business Listing for Contact	ALL	06/13
Collect City Business Resources Info	Joa	06/16
Adapt Survey Questions for Interviews	Nate	06/13

Contact Minority Businesses	ALL	07/01 (TENTATIVE)
Send Check-In EMAIL	Joa	07/01

Adjournment

The meeting was adjourned at 7:11 p.m.