

Meeting Agenda
June 17, 2026
Diversity, Equity, and Inclusion Commission
School Board Conference Room
2nd Floor City Hall
116 West Beverley St.
6:00 p.m.

Call to Order

Proposed Agenda:

- 1. Approval of Minutes**
 - a. DEI Commission Meeting – May 20, 2026
- 2. Discuss Roles of Chair and Vice Chair – 2026-2028** (*see attached DEI Commission Bylaws*)
- 3. Draft Policy @ DEI Calendar of Events** (*attached*)
- 4. Subcommittee Report Outs**
 - a. Community Connections
 - b. Data and Research
- 5. Sharing Community Concerns**
- 6. Going ‘Round the Circle!**
- 7. Other Business**

Adjournment

DIVERSITY, EQUITY AND INCLUSION COMMISSION

Meeting
May 20, 2026

6:00 p.m.

School Board Conference Room
City Hall, 2nd Floor

PRESENT: Raven Bruno
Ian Callahan
Cecilia Carpenter
Mark Jeter, Vice Chair
Charles Lawson
AnhThu Nguyen, Chair
Belinda Osario Polgar
Natalie Slater (remote participant)
Antwhon Suiter
Jordan Zipser

ABSENT: Sabrina Burress

ALSO PRESENT: Alice Woods, Council Liaison
Leslie Beauregard, City Manager (remote participant)
Josh Knight, Engagement & Communications

AnhThu Nguyen called the meeting open at 6:05 p.m.

AnhThu stated “we received a request from Natalie Slater to participate remotely in the May 20, 2026 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.”

Charles moved to allow Natalie to remotely participate in the May 20, 2026 DEI Commission meeting. The motion carried unanimously.

AnhThu asked Natalie to state the location from which she was participating. Natalie responded that she was in Staunton. AnhThu asked the commission and the audience if they could hear Cecilia. The response was affirmative.

1. Approval of Minutes

Charles moved to approve the minutes of the April 15, 2026 DEI Commission meeting as presented. The motion was seconded by Cecilia and carried unanimously.

2. Subcommittee Report Outs

- a. Community Connections – Members met with Staunton City Schools Superintendent Dr. Irizarry on April 20 to continue discussions on the student art event focused on “belonging and kindness.” Planning to finalize verbiage by end of summer/start of school year with even targeted for mid-November. Belinda met with Angus Carter from the Staunton Augusta Art Center regarding fundraising including the idea of a calendar featuring student art to sell for proceeds. SCS has

some funds but cannot cover all costs. Leslie clarified that as a city Board/Commission, the DEI Commission **cannot directly fundraise or hold funds**. However, the Commission **can endorse and promote** a fundraiser, directing all proceeds directly into the school system's project fund. Commissioners must not handle the money directly. The project will double as a qualitative research project analyzing what students see as belonging/kindness.

There was discussion about a way to amplify local events, like the Staunton Health and Wellness Fair, on a public facing community calendar. Staff will look into embedding a Google Calendar link or a dedicated DEI calendar directly onto the city webpage. Events would be vetted through a DEI lens.

The Commission has compiled an outreach list that the subcommittee will begin working through for other Boards and Commissions. The commission will use the standard City of Staunton logo paired with "DEI Commission" text rather than designing a brand-new logo.

- b. **Data and Research – Department Managers Meeting (June 1):** The upcoming June 1 meeting will focus on strategic information gathering. The agenda is being designed to learn from department heads, which will shape the Commission's goals for subsequent meetings.

To maintain forward momentum the subcommittee is researching creative hiring and recruitment practices from other localities. They are exploring whether HR has a pipeline with SCS to recruit recent graduates to make city staff more representative.

3. **Continuation of Discussion of DEI Goals/Objectives**

Quarterly City Council Updates: The Commission and Alice Woods discussed creating a formal, two-way communication mechanism with City Council. It was suggested that subcommittees will provide summaries of current activities. The Commission will vote on a formal, unified summary report and send it to the full City Council. Alice will then present a summary during public City Council meetings, ensuring the updates are placed on the official public record. The Commission will use a template (some on the Google Drive) to log and code community inquiries and activities. These will tie directly back to specific past recommendations/goals to maintain continuity and streamline the creation of the Annual Report.

4. **Sharing Community Concerns**

Concerns were raised regarding accessibility with the downtown HSIP and demonstration project. Leslie strongly encouraged everyone to submit feedback on this one-month pilot project.

The deadline for public feedback on the Comprehensive Plan is May 25. A special joint Planning Commission meeting is scheduled for June 3.

5. **Going 'Round the Circle!**

- Yoga in the Park: 3rd Saturday of the month at 9:00 AM (shade/grass). Proceeds benefit the LGBTQ center.
- Pride Proclamation: City Council meeting on Thursday, May 28 at 7:00 PM. Community support is requested.
- Book Reading: Author Jeffrey Dale Lofton (*Red Clay Suzie*) reading on Saturday, June 6 at 11:00 AM, facilitated by Nat.
- Drop-in Workshop at LGBTQ Center: Partnering with New Directions on June 24 at 4:00 PM (resumes, interview prep, clothes closet).
- Juneteenth Celebration: Saturday, June 20, 12:00–6:00 PM at Montgomery Hall Park (MHP). Jordan will coordinate a Google Drive signup sheet and gather materials for a DEI Commission information table.
- Queen Miller Home Historic Marker Dedication: May 30 at 1:00 PM, with a reception to follow at Mt. Zion.
- School Color Runs: Raven noted that recent spring color runs at Shelburne and the elementary school were reviewed for cultural appropriation (given the ties to the Hindu spring festival, Holi). Both school groups engaged willingly, and the events were well-received.

6. Other Business

Adjournment

The meeting was adjourned at 7:01 p.m.

Diversity, Equity & Inclusion Commission

Public Community Events Calendar

Policy & Procedures

Adopted: [Month DD, YYYY]
Approved By: City of Staunton DEI Commission
Version: 1.0

SECTION 1 — PURPOSE & SCOPE

1.1 Purpose

The City of Staunton Diversity, Equity & Inclusion (DEI) Commission maintains a publicly accessible Google Calendar (the “Commission Calendar”) to promote awareness of and participation in community events that advance the principles of equity and inclusion in the Staunton area.

This policy establishes the standards, submission process, approval criteria, and parameters governing the Commission Calendar, and clarifies the relationship between the Commission Calendar and the City of Staunton government.

1.2 Scope

This policy applies to:

- All members of the City of Staunton DEI Commission
- Community organizations, individuals, and entities that submit events for consideration

1.3 Guiding Principles

The Commission Calendar operates under the following guiding principles:

- **Inclusivity:** The calendar welcomes events from diverse community voices and organizations
- **Neutrality:** The calendar’s purpose is purely informational and does not represent any endorsement of listed events or organizations
- **Accountability:** All submissions are reviewed against this policy before publication

SECTION 2 — DISCLAIMER OF CITY LIABILITY

Important Notice: The Commission Calendar is a service of the City of Staunton DEI Commission and does not represent an official publication of, endorsement by, or liability of the City of Staunton government or any of its departments, agencies, or employees.

2.1 DEI Commission Identity

The Commission Calendar is operated exclusively by the City of Staunton DEI Commission. The DEI Commission is an advisory body permanently established by City Council in a resolution passed on April 25, 2024. The DEI Commission is a distinct body from the City of Staunton's executive departments and does not have authority to bind the City legally, financially, or operationally.

2.2 No City Endorsement

The listing of any event, organization, program, or activity on the Commission Calendar does not constitute:

- An official endorsement, sponsorship, or recommendation by the City of Staunton
- An endorsement by any City department, official, or employee
- A representation that the listed event or organization meets any City standard or requirement
- Any form of City financial support, grant, or in-kind contribution

2.3 Disclaimer Language

The following disclaimer shall appear prominently on the Commission Calendar description and any related promotional materials:

DISCLAIMER: This calendar is maintained by the City of Staunton DEI Commission as an informational community resource. It is not an official publication of the City of Staunton. Listing of an event does not constitute endorsement, sponsorship, or approval by the City of Staunton, its officials, departments, or employees. The DEI Commission assumes no liability for events listed herein. Attendees participate in all listed events at their own discretion.

2.4 Limitation of Liability

The DEI Commission and the City of Staunton shall not be liable for:

- Any loss, injury, or damage arising from attendance at or participation in any listed event
- The accuracy, completeness, or timeliness of event information submitted by third parties
- The actions, representations, or omissions of any listed organization or event organizer

Event submitters acknowledge and agree to these limitations as a condition of submission.

SECTION 3 — ELIGIBLE EVENT TYPES

3.1 Overview

The Commission Calendar is intended to highlight events that further awareness, education, celebration, advocacy, or community building around the themes of diversity, equity, and inclusion. Events need not be exclusively DEI-focused but must have a meaningful and demonstrated connection to these values.

3.2 Eligible Event Categories

The following categories of events are eligible for listing on the Commission Calendar:

Category A — Cultural Celebration & Heritage Events

Events honoring or celebrating the histories, traditions, arts, and contributions of diverse cultural, ethnic, racial, or national communities, including but not limited to:

- Heritage month observances and associated programming
- Cultural festivals, fairs, and community gatherings
- Cultural arts performances, exhibitions, and screenings
- Traditional ceremonies or commemorations open to the public

Category B — Educational Programs & Workshops

Events designed to educate participants on topics related to diversity, equity, inclusion, and related social issues, including:

- Workshops on anti-racism, unconscious bias, allyship, and bystander intervention
- Lectures and panel discussions on social justice, equity, and civil rights
- Training programs for organizations on inclusive practices
- Book clubs, film screenings, and discussion groups with a DEI focus
- Youth education programs promoting empathy, inclusion, and civic engagement

Category C — Community Dialogue & Civic Engagement

Events that foster open dialogue, civic participation, and cross-community connection, such as:

- Town halls, listening sessions, and public forums on equity issues
- Community conversations addressing local disparities or inequities
- Interfaith and cross-cultural dialogue events
- Civic participation events serving underrepresented communities

Category D — Support Services & Resource Events

Events providing direct services, resources, or connections to marginalized or underserved community members, such as:

- Legal aid clinics, resource fairs, and social service events
- Mental health and wellness events tailored to underserved populations
- Economic empowerment and workforce development events

Category E — Remembrance & Advocacy Events

Events recognizing historical injustices or advocating for equity and civil rights, including:

- Commemorations of civil rights milestones and historical events
- Candlelight vigils and community solidarity gatherings
- Advocacy events related to equity legislation or policy

Category F — DEI Commission Events

Official meetings, public hearings, and community outreach events hosted directly by the City of Staunton DEI Commission.

3.3 Ineligible Events

The following types of events will not be listed on the Commission Calendar:

- Events promoting hatred, discrimination, or content contrary to the mission of the DEI Commission
- Purely commercial events without a substantive DEI connection
- Events organized by or primarily benefiting political campaigns or partisan political organizations
- Events that violate applicable law or City of Staunton ordinances
- Private events not open to the general public
- Events that have already occurred at the time of submission

SECTION 4 — SUBMISSION PROCESS**4.1 Who May Submit**

Event submissions may be made by:

- Nonprofit and business organizations with operations in or serving the Staunton area
- Educational institutions, including K–12 schools and colleges/universities
- Governmental agencies and bodies
- Community groups, coalitions, and informal organizations
- Individual community members hosting or organizing a qualifying event

4.2 Submission Method

All event submissions must be submitted via the official DEI Commission Event Submission Form, available at [\[INSERT LINK or location\]](#). Submissions sent via email, telephone, or social media will not be accepted.

4.3 Required Submission Information

Submitters must provide the following information to be considered:

Field	Description / Requirements
Event Name	Full name of the event as it should appear publicly
Event Date(s) & Time(s)	Start and end date and time, including time zone
Event Location	Full physical address and/or virtual meeting link (if virtual or hybrid)
Event Format	In-person, virtual, or hybrid
Organizing Entity	Full legal name of the hosting organization or individual
Contact Name	Name of primary contact for this submission
Contact Email & Phone	Must be a direct contact; will not be published on calendar
Event Description	1-2 sentence description suitable for public display
DEI Connection	Brief explanation (2–4 sentences) of how this event relates to diversity, equity, and/or inclusion
Event Category	Select one or more from categories listed in Section 3.2
Cost to Attend	Free, sliding scale, ticketed (include cost), or other
Registration Required?	Yes or no; if yes, provide registration link
Accessibility Information	Describe any accommodations available (ADA, ASL, language access, etc.)
Public Contact / Website	Contact information or URL to be displayed on the calendar listing

4.4 Submission Deadlines

To ensure adequate review time, submissions must be received no later than fourteen (14) calendar days prior to the event date. Submissions received fewer than 14 days before the event date may be accepted at the discretion of the Commission if review can be completed in time. Rush review is not guaranteed.

Recurring events (e.g., annual festivals, monthly meetings) must be resubmitted for each calendar year or event series. Prior approval does not guarantee future approval.

SECTION 5 — REVIEW & APPROVAL PROCESS

5.1 Calendar Administrator

The DEI Commission shall designate a Calendar Administrator (or Co-Administrators) from among its members. The Calendar Administrator is responsible for:

- Receiving and logging all submissions
- Conducting initial eligibility screening
- Coordinating review and approval
- Publishing approved events to the Commission Calendar

- Communicating decisions to submitters
- Maintaining records of submissions and decisions

5.2 Review Stages

All submissions proceed through the following review stages:

Stage 1: Completeness Check

The Calendar Administrator reviews the submission for completeness. Incomplete submissions will be returned to the submitter with a request to provide missing information.

Stage 2: Eligibility Review

The Calendar Administrator reviews the submission against the criteria in Section 3 to determine whether the event is eligible for listing. This review considers:

- Whether the event falls within an eligible category
- Whether the event has a genuine and articulable DEI connection
- Whether the submitting organization or individual has any known history of conduct contrary to DEI principles
- Whether any grounds for denial listed in Section 5.3 apply

Stage 3: Commissioner Review (as needed)

The Calendar Administrator may escalate any submission to a panel of two or more DEI Commissioners for review when:

- The eligibility determination is unclear or borderline
- The submission involves a sensitive topic or controversy
- A conflict of interest is identified involving the Calendar Administrator
- Any Commissioner requests review of a specific submission

Stage 4: Publication or Denial

Upon completion of review, the Calendar Administrator shall either publish the event to the Commission Calendar or issue a denial notice to the submitter. All decisions shall be communicated in writing to the submitter.

5.3 Grounds for Denial

A submission may be denied for any of the following reasons:

- The event does not fall within an eligible category (Section 3.2)
- The submission is incomplete and not corrected within 5 business days of notice
- The event or organizing entity has a documented history of conduct contrary to DEI principles
- The event promotes or includes content that is discriminatory, harassing, or harmful
- The submission contains materially false or misleading information
- The event is political in nature or primarily serves a partisan electoral purpose
- Insufficient time remains to complete review before the event date
- The Calendar Administrator or Commissioners determine the listing would create undue risk for the DEI Commission

SECTION 6 — CALENDAR MANAGEMENT & MAINTENANCE

6.1 Posting Standards

All calendar listings shall:

- Include the disclaimer language required by Section 2.3 in the calendar description
- Contain accurate and complete information as submitted and approved

6.2 Removal of Listings

The Calendar Administrator reserves the right to remove any listing at any time if:

- The event is cancelled or postponed indefinitely
- New information arises indicating the event or organizer does not meet eligibility criteria
- The listing is found to contain inaccurate or misleading information
- A complaint is received and substantiated that the listed event engaged in conduct contrary to DEI principles

SECTION 7 — POLICY ADMINISTRATION

7.1 Policy Review

This policy shall be reviewed annually by the DEI Commission and updated as needed. Any substantive amendments require approval by a majority vote of the Commission.

7.2 Interpretation

Questions of interpretation arising under this policy shall be resolved by the Calendar Administrator in the first instance, with escalation to the full DEI Commission as needed. The Commission's interpretation shall be final.

SECTION 8 — SUBMITTER ACKNOWLEDGMENT to be included in form

By submitting an event to the City of Staunton DEI Commission Calendar, the submitter acknowledges and agrees to the following:

1. I have read and understand the City of Staunton DEI Commission Public Calendar Policy.
2. The information provided in this submission is accurate and complete to the best of my knowledge.
3. I understand that listing on the Commission Calendar does not constitute endorsement by the City of Staunton or the DEI Commission.

4. I understand that the City of Staunton and the DEI Commission assume no liability for events listed on the Commission Calendar.
5. I agree to notify the Calendar Administrator of any material changes to the event and to comply with all requirements of this policy.
6. I understand that the DEI Commission reserves the right to decline or remove any listing at its discretion consistent with this policy.

This policy is a publication of the City of Staunton DEI Commission and does not constitute an official policy of the City of Staunton government.