Meeting Agenda
July 15, 2026
Diversity, Equity, and Inclusion Commission
Caucus Room
1st Floor City Hall
116 West Beverley St.
6:00 p.m.

Call to Order

Proposed Agenda:

1. **Approval of Minutes**
    a. DEI Commission Meeting – June 17, 2026

2. **Election of Chair and Vice Chair**

3. **DEI Commission By Laws Discussion**

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
June 17, 2026
6:00 p.m.
School Board Conference Room
City Hall, 2nd Floor

PRESENT:	Raven Bruno
	Sabrina Burress (remote participant)
	Ian Callahan
	Cecilia Carpenter
	Mark Jeter, Vice Chair
	Charles Lawson
	AnhThu Nguyen, Chair
	Belinda Osario Polgar
	Antwhon Suiter
	Jordan Zipser
ABSENT:	Natalie Slater
	Alice Woods, Council Liaison
ALSO PRESENT:	Leslie Beauregard, City Manager
	Morgan Smith, City Manager's Office

AnhThu Nguyen called the meeting open at 6:03 p.m.

AnhThu stated "we received a request from Sabrina Burress to participate remotely in the June 17, 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 Lawson moved to allow Sabrina to remotely participate in the June 17, 2026 DEI Commission meeting. The motion carried unanimously.

AnhThu asked Sabrina to state the location from which she was participating. Sabrina responded that she was at 40 Lambert St, Staunton. AnhThu asked the commission and the audience if they could hear Sabrina. The response was affirmative.

As this was Sabrina's last meeting on the DEI Commission, AnhThu thanked Sabrina for her service to the city and the commission and Sabrina shared the following when asked if she had any words for the Commission:

> "Wisdom, hope. I feel like those are two different things, but no, I mean, you know, so, so one of the things I think that I would say is continue to work with our, our city members, so that's something that feels that has been really resonant across my time, is that if we show up and say this is what we need, that our city officials have shown up for us, so I would say continue to do that, and trust that we have a good city council, we have good city managers, we have good city staff, and that may not always be the case, but it feels important to note that as I'm sort of transitioning out, and then the other thing I think in terms. Of just like the reminder of the mountain will always look really big, so we need to

> be taking small and intentional steps, and not trying to get to the top of the mountain in like two seconds. That would be what I would share."

City Manager Leslie Beauregard also thanked Sabrina for her service and for being such a strong partner.

1. Approval of Minutes

Cecilia Carpenter moved to approve the minutes of the May 20, 2026 DEI Commission meeting as presented. The motion was seconded by Charles and carried unanimously.

2. Discuss Roles of Chair and Vice Chair

Leslie noted that the updated Commission bylaws had not been officially signed, so a digital copy will be shared with the members so that any changes can be made and staff will make sure they get fully executed.

AnhThu shared that she no longer wished to be chair, so a discussion ensued regarding the roles of chair and vice chair.

- Subcommittees – should the chair and vice chair be on the separate committees, but not serve as chair of either? Chair and Vice Chair cannot serve on the same subcommittee will be added to the bylaws.
- Nominations are to be sent to AnhThu for the positions of chair/vice char and she can bring them forward to the July meeting for vote.

3. Draft Policy about DEI Calendar of Events

AnhThu presented a draft policy for a public DEI calendar of events. Commission members discussed language changes to 4.1 and 5.1, and that there would be a co-administrator, so the work was not on just one person, also that a template would be created for approval or denial of events.

Charles moved to approved the calendar policy with the additional language to 4.1 and 5.1. The motion was seconded by Cecilia and carried unanimously.

4. Subcommittee Report Outs

   a. Community Connections – The subcommittee shared that Belinda would be putting together the official proposal for the Belonging event. They also shared that they would be reaching out to the Library Advisory Board, the Housing Commission, and the Tourism Advisory Board.

   b. Data and Research – AnhThu and Charles shared that they had a strong session with the City's management team and that they needed to talk next steps with Leslie.

5. Sharing Community Concerns

A brief discussion ensued regarding the pilot program on Beverley Street.

AnhThu shared that she will be meeting with Aaron Barmer, at the request of City Council, to help identify his concerns. She also shared that 16 neighbors were detained in Luray and Page County.

6. Going ‘Round the Circle!

- Ian reminded everyone about Yoga in the Park, near the bandstand on Saturdays

- Make sure to check out the LGBTQ Center website or on Facebook for PRIDE events throughout June.

- Juneteenth celebration on Saturday, June 20 at Montgomery Hall Park from 11 a.m. to 6 p.m.

7. Other Business

There was no other business.

Adjournment

The meeting was adjourned at 6:58 p.m.

DIVERSITY, EQUITY, AND INCLUSION COMMISSION BY-LAWS AND RULES OF PROCEDURE

I. **Purpose.**

The following By-laws and rules of procedure are adopted by the Diversity, Equity, and Inclusion Commission ("the Commission") to facilitate the performance of its duties and the exercise of its powers as set forth in Staunton City Council Resolution, adopted February 24, 2022, as amended by City Council Resolutions, adopted on June 23, 2022 and April 25, 2024, respectively.

II. **Members, Officers and Duties.**

A. General. The Commission shall consist of nine (9) to eleven (11) members appointed by City Council, one of whom will be named by the constituent members as the Chair and another of whom as the Vice Chair to help lead the Commission. The Commission will be a public body subject to the applicable requirements of the Virginia Freedom of Information Act and members of the Commission should be aware of those requirements.

Members of the Commission shall serve staggered terms of three (3) years commencing upon the date of their appointment by Council.

B. Chair. The Commission shall elect a Chair by majority vote from among its members. The term of the Chair shall be for two (2) years beginning as of the first meeting in July of each year and ending as of June 30 two years after assuming the office, or until a successor is elected, and the Chair shall be eligible for re-election. The Chair shall preside at meetings of the Commission, decide all matters of order and procedure, subject to the rules and by-laws of the Commission, unless directed otherwise by a majority of the Commission in session at the time, and in the case of petitions brought before the full Commission, the Chair shall execute all rulings issued on behalf of the full Commission. The Chair shall have full signatory authority for official correspondence or documents requiring a signature from a Commission official. In the event the Chair resigns or is removed from office, the Vice-Chair shall become the Chair for the remainder of the Chair's term.

C. Vice-Chair. A Vice-Chair shall be elected by the Commission from among its members in the same manner as the Chair. The term of the Vice-Chair shall be for two (2) years beginning as of the first meeting in July of each year, and ending as of June 30 two years after assuming office or until a successor is elected, and the Vice-Chair shall be eligible for re-election. The Vice-Chair shall act for the Chair in the Chair's absence. In the event the Chair is not available to execute any rulings issued on behalf of the full Commission pertaining to matters decided by the Commission and presided over by the Chair, the Vice-Chair may execute the same if the Vice-Chair was present at the Commission's meeting at which such matters were decided. In the event that the Vice-Chair becomes Chair, resigns, or is removed, the Commission shall hold a special election to select a new Vice-

Chair for the remainder of the Vice-Chair's term.

III. **Meetings.**

A. Regular Meetings. The Commission shall develop a schedule for regular meetings on a monthly basis for each calendar year. Such schedule for each ensuing year shall be set no later than June 30 of each year. The Chair may cancel a regular meeting with a majority vote of the existing membership by electronic means. The annual meeting for the election of officers of the Commission shall be held at the regular meeting in the month of June each year, or as soon thereafter as is possible.

B. Attendance. Members absent from three (3) regular meetings within a twelve (12) month period may be considered for removal from the Commission. Upon a three-fourths affirmative vote of the entire Commission membership a recommendation to City Council may be made to remove the member.

C. Special Meetings. Special meetings of the Commission may be called at any time by the Chair by written notice given personally to each member or left at their place of residence not less than twenty-four (24) hours prior to the time fixed for the meeting. If all members of the Commission are present at the special meeting, then the requirements as to prior notice shall be deemed to be waived.

D. Quorum and Vote. Six (6) members of the Commission membership present shall constitute a quorum, and no action of the Commission shall be valid unless authorized by a majority of those present and eligible to vote, except with regard to amendments to these By-laws as set forth in Article VIII hereof. A tie vote is to be construed as a denial of the requested action. No member's vote on any matter may be cast by proxy.

E. Conduct of Meetings. All meetings shall be open to the public; provided, however, that closed meetings may be held in compliance with the Virginia Freedom of Information Act. The order of business at regular meetings may follow the format outlined below:

1. Call to Order
2. Reading and Approval of Minutes
3. Current Business
4. Other Business
5. Adjournment

IV. **General responsibilities of the Commission.**

The Commission shall assume and perform the following duties and responsibilities per the City Council resolution passed on April, 25, 2024:

1. Partner with the City's efforts to move the Commission Report recommendations and strategies forward.
2. Provide expertise and guidance to the City Council and city leaders on the ways in which the City engages with the community.
3. Create a sense of DEI permanence by partnering with the City to better incorporate DEI within City events, language, and interactions.

4. Advise City Council and city leadership about points of impact affecting current and future Commission recommendations and suggest accountability measures to achieve those recommendations.
5. For those recommendations that are outside the role of city government provided services, advise City Council and city leadership about the best path for acting on the recommendations, including ways to coordinate with small businesses, corporations, nonprofit leaders and citizens.
6. Communicate concerns of community members related to Diversity, Equity, and Inclusion to the City Council and city leadership.
7. Conduct periodic reviews of relevant DEI strategies and recommendations based on current research and potential changes in the Staunton community.
8. Provide (at a minimum) an annual written report to City Council.
9. To perform such additional functions or duties as may be so identified as to specific matters by the City Council or City Manager or designee.

VI. **Update and Report to City Council.**

The Commission shall provide an update to City Council once a year.

VIII. **Parliamentary Authority.**

All meetings of the Commission will be conducted in accordance with Robert's Rules of Order and in accordance with these By-laws.

IX. **Amendments.**

These rules may, within the limits allowed by law, be amended at any time by an affirmative vote of not less than six (6) members of the total Commission membership. Any proposed amendment to the by-laws will be presented, in writing, at a regular meeting of the Commission and be acted upon at the next regular meeting of the Commission.

Date: __________________ ___________________________________
Chair
Printed name:_______________________

Date: __________________ ___________________________________
Vice Chair
Printed name:_______________________

Original adoption: ___________________

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