



**Charlotte Business INCLUSION Advisory Committee**  
**Wednesday, July 08, 2020**  
**WebEx-Virtual Meeting**  
**8:00 – 9:30 a.m.**  
**Meeting Summary and Action Items**

- I. **Attendance:** Johanna Suarez, Nicole Reina, Jamal Cook, Valerie Del, Vernetta Mitchell, Stephanie Kegley Adler, Jessie Jacobs, Edison P Cassels, Chyna Green, Michele Ho, Absent: William D. Stricker and Nigel Long, Staff: Shaunne Thomas, Eric Nelson, NaTasha Smith, and Thomas Powers
- II. **Welcome:** Chairman Edison welcomed everyone and called for a motion to approve the June 10, 2020 meeting minutes. After some discussion, Chyna Green made the motion, and Stephanie Kegley Adler seconds it.
- III. **CBIAC Outreach efforts to City Certified Businesses:** Chairman Edison shared the response received from the City's Marketing & Communications staff to the request to assist with crafting an open letter of understanding on behalf of the committee to MWSBEs. After much discussion, Thomas Powers, City Legal, agreed to follow-up with M&C staff to determine what if anything CBIAC advisory members can communicate to MWSBEs.
- IV. **Committee Bylaws & Responsibilities:** Staff provided an overview of the committee's Bylaws, meeting attendance requirements & responsibilities.
- V. **CBI Program Update Staff Update:** Staff provided an update on the status of the city's newly adopted CBI Policy Amendments. Staff also provided a brief overview of its efforts to solicit and encourage HUB certified companies to become City Certified MWBEs.
- VI. **Open Discussion:** Chairman Edison discussed the importance of the three sub-committee functions, its scope and committee members review, and familiarity of it. Nicole Reina and Stephanie Kegley Adler provided updates on the Sustainability and Integrated Development sub-committees, respectively.
- VII. **Old Business:** There was no old business.
- VIII. **Plans for Next Meeting:** August 12, 2020
- IX. **Adjournment:** there being no additional business, Chairman Cassell called for a motion to adjourn. Chyna Green made the motion, and Vernetta Mitchell seconds it.
- X. The meeting adjourned at 9:27 AM.

The action items captured from July 8, 2020, CBIAC Committee Meeting are as follows:

Action Items-CBIAC Meeting July 08, 2020				
	TASKS	RESP.	DUE	Completed
1.	Share a copy of the culture of Care link provided by Bill Stricker to CBIAC Committee Members.' roles and responsibilities and committee descriptions with Edison Cassells.	Eric Nelson	07/10/2020	Complete
2.	Share a copy of the description of the three sub-committees with CBIAC Committee Members.	Eric Nelson	07/10/2020	Complete
3.	Follow-up with Marketing & Communications staff to learn what information CBIAC advisory members can communicate to MWSBEs.	Thomas Powers	07/15/2020	
4.	Provide a copy of sub-committee written status reports to Eric Nelson to distribute with the August 12, 2020, meeting agenda.	Sub-committee Chairs	07/29/2020	
5.	Share a copy of the CBIAC Advisory Committee FY20 Annual report to committee members.	Eric Nelson	07/10/2020	Complete
6.	Committee members are to familiarize themselves with the description of the three subcommittees and their respective strategic objectives and be prepared to discuss during next month's meeting.	All Committee Members	08/12/2020	
7.	New Committee Assignments at the August meeting	Cassells	08/12/2020	

July 08, 2020, CBIAC Meeting Summary and Action Items submitted by:

Eric B. Nelson 7-08-2020