



Charlotte Business INCLUSION Advisory Committee

Wednesday, July 10, 2024

10:00 –11:30 a.m.

Meeting Summary and Action Items

- I. **Attendance:** Pacino Mancillas, Carolina Shoffner, Ciara Lilly, Zahn Patin, Monica Kweman, Marjory Brifil, Candice Gaddy, Lakesha Womack Absent: Joaquin Soria, Jason Deans, Kymberlyn (Kym) Gardner, Rebecca LaClaire, Sharon Walters, Gary Beal, Rochelle Stewart, Jerome Marez Staff: NaTasha Smith, Thomas Powers, Nyema Mathis, Steven Coker, Kimberly Tibbs, Venesia Draughn, Jasmine Timmons, and Loretta Mackey

Welcome: Chairman Ciara Lilly welcomed everyone at 10:06. Introduced the new CBIAC admin Jasmine Timmons and allowed for the newest committee members to introduce themselves: Zahn Patin, Metrolina Minority Contractors Association new representative, Monica Kweman, Carolinas Asian-American Chamber of Commerce new representative, Marjory Brifil, Charlotte Black Chamber of Commerce new representative, Candice Gaddy, At-Large member, and Lakesha Womack, At-Large member to the committee.
- II. To approve the May 08, 2024 meeting minutes Joaquin Soria made the motion and Pacino Mancillas seconded it. To approve the June 12th meeting minutes Jason Deans made the motion and Marjory Brifil seconded it.
- III. **CBI Staff Update:** In Steve Coker’s absence from attending a senior leadership meeting Nyema Mathis provided the update. Nyema reintroduced Jasmine. Spoke on Bank of America being approved at council and the focus not centering on outreach efforts. CBI will have a change of leadership as Reenie Askew is stepping down. CBI is hoping to have clarity on who they will report to soon. Regarding the Economic Impact Study an Annual Report they are completed and waiting to be presented. CBI has sent out a PR RFP to help better tell CBI’s story! CBI is also working with General services to put contracts in the hands of MWSBE Pilot started yesterday with 10 informal projects. We will need to capture metrics for this pilot & understand what their needs are. Hiring updates: 3 positions CBI Manager, Certification Specialist, CBI University. Jerome Marez requested CGR Reports to be reviewed and they can be found [here](#)
- IV. **New Business:** Ciara updated the committee on the absentee conversation which will be discussed more thoroughly at the retreat. A more formal onboarding process has been created – not just city process. Purpose is to provide a comprehensive overview. This new group of committee members was the first to experience this new onboarding process which focused on main priorities / expectations in preparation for the retreat. A part of onboarding requires headshots which can be sent to Jasmine. [Here](#) is where the headshots will be publicized. A vote was taken on in person vs Virtual meetings and a hybrid decision was finalized for every other month. The day and time will stay the same. The retreat will be September 18th and will be treated as refresher starting off with administrative task, reviewing subcommittee roles/objectives/ outstanding action items and High Level: Strategic goals and objectives for 2025 . A request to read reports was made to bring everyone up to speed. and then moving to a more strategic focus. We will also receive council on do’s and don’ts on how to navigate as a committee in /government. There will be diversity as it pertains to retreat food catered by LGBT Chamber of Commerce. A request for dietary restrictions was made to be sent to Ciara.
- V. **Outreach & Engagement:** Update that summer has been a bit inconsistent, but Pacino will have *support from Latino Chamber of commerce. Next meeting will be in 4 weeks. Ciara will send out Committee chairs for those interested in joining a committee.*

- VI. Open Discussion:** Status of SOP's – Review of onboarding conversation. 1:1 meeting, with deck that has a resource slide, policy / handbook/ meeting minutes up to that day, to get a feel for where we are. How do we measure our impact. In September for the retreat, look and identify 3 strategic goals & objectives – relevancy.

- VII. Plans for Next Meeting:** August 14th, 2024. Focus will be on reviewing retreat agenda, Master Utilization plan, New CBI Position Descriptions.

- VIII. Adjournment:** There being no additional business, Chairman Lilly called for a motion to adjourn. Pacino Mancillas made the motion, and Zahn Patin seconded it. The meeting adjourned at 11:15

July 10, 2024, CBIAC Meeting Summary submitted by:

Jasmine Timmons 07/10/2024