

Citizens' Unity Commission Annual Retreat Meeting Minutes

Saturday, September 28, 2019 ~ 10:00 am-2:00pm
Northampton Community Center, 1435-A Todd's Lane, Hampton, VA.

Attendance: Alice Capehart, Milton McDonald, Joiecel Riviera, Loretta Ray, Chris Grady, Mei Stukes, Justin Carolina, Mary Wallace, Jennifer Evans, Darius Swift, Willie C. Anderson, Trevor Hutson, Tamika Lett, Michael Harper, Katrina Bailey, Ellen Shackelford (Community Liaison), (16)

Absent: Kristi Jackson, Devinn Smart, Deena Franklin (Community Liaison), Burley Gardner (Community Liaison), (4)

Staff: Latiesha Handie (Executive Director), Imara Gabe Diaz (Program Coordinator), Steven D. Bond (Assistant City Manager)

Call to Order – Latiesha Handie, Executive Director, 10:00 am

Roll Call – Latiesha Handie

Action Items

Item 1: Welcome and Agenda Review

- Latiesha Handie, Executive Director, welcomed newly appointed and returning commissioners to the CUC Annual Retreat.
- She announced that on July 10, 2019, the Hampton City Council appointed Chris Grady, Joiecel Riviera, and Katrina Bailey to the commission and expressed appreciation of their voluntary commitment to joining the group.
- In addition to new appointments, Latiesha shared, CUC hired Gabe Diaz as the Program Coordinator for the office. Due to his promotion, he has submitted his resignation as a commissioner, leaving three vacancies with hopes to be filled by the November 2019 meeting.
- After this, she explained the retreat agenda and opened the floor for comments and questions.

Item 2: Icebreakers

- Finding Common Ground - Commissioners were tasked to pair with a neighbor to list commonalities across cultural lines to display how similarities can establish rapport and connection.
- The Origin of your Name- Commissioner Tamika Lett led commissioners in a getting to know your neighbor exercise where members shared their full name origin, nickname, and preferred name.

Item 3: FOIA Training Freedom of Information Act- Presented by Hampton City Attorney's Office

- FOIA - Virginia's Freedom of Information Act "ensures the people of the Commonwealth ready access to public records in the custody of a public body or its officers and employees, and free entry to meetings of public bodies wherein the business of the people is being conducted.
- Senior Deputy City Attorney Lola Perkins trained commissioners on FOIA requests, holding public and closed meetings, public records, and creating meeting minutes.
- Training provided the following information:
 - It is recommended that no meeting be conducted through telephonic, video, electronic, or other electronic communication means where the members are not physically assembled to discuss or transact public business.
 - Records are available to the public in less there is a restriction that is designated by law.
 - A meeting is considered when at least three members of a public body meet to discuss public business via face to face conference call, video, email that is simultaneously transacting public business.
 - Example: If several members of a body attend a Banquet, it will not be considered a public meeting because they should not be discussing public business.
 - Notice of meetings shall include notifying the member of the date, time, and place, if any, of each annual and special meeting. The notice should state the purpose or purposes for which the meeting is called.
 - At any public meeting, minutes should be drafted and recorded for open meetings, including audio or audiovisual records, sub-committee meetings, and shall be deemed public records and subject to an FOIA request.
 - Minutes shall be in writing and shall include the date, time, and location of the meeting, members of the public body recorded present/absent, a summary of the discussion on matters proposed, deliberated or decided actions, and a record of any votes taken.
 - After FOIA training, commissioners received the web link to request records and to review additional information about the freedom of information act.
<https://hampton.gov/1957/Freedom-of-Information-Act>

Item 4: Team Building Exercise – PB&J

- This was a collaborative activity used to show the importance of working together and establishing effective communication while functioning in committees. Gabe Diaz, the CUC Program Coordinator, separated commissioners into two groups and tasked them to instruct a committee volunteer on how to make a peanut butter and jelly sandwich while blindfolded.

New Business

Item 1: Review of CUC Success Pack

- Each year CUC Commissioners receive information packets to include CUC Commissioner charter, recruitment methodology, terms & contact information, CUC By-laws, program & event annual activity reports, and details relative to committee work and sub-committee sign-ups.
- Commissioners read by-laws aloud and signed up for committees. Commissioners are eligible to participate in up to two sub-committee and act as a lead for up to one.
 - Please see the following list of Sub-Committees & members:
 - i. **Movie Talks** – Loretta Ray, Michael Harper, Ellen Shackelford, Chris Grady, Mei Stukes, Alice Capehart
 - ii. **One City One Book** – Alice Capehart, Darius Swift, Jennifer Evans
 - iii. **Unity Through Art**- Ellen Shackelford, Katrina Bailey, Willie C. Anderson
 - iv. **Unity Awards** - Milton McDonald, Alice Capehart, Mary K. Wallace, Loretta Ray, Justin Carolina
 - v. **Hampton Diversity College** – Jennifer Evans
 - vi. **Circles of Diversity** - Milton McDonald, Willie C. Anderson, Mary K. Wallace
 - vii. **LGBTQ Awareness** - Katrina Bailey
 - viii. **Hot Button Topics** – Joiecel Riviera, Justin Carolina
 - ix. **Youth Advisory Group** - Darius Swift, Mei Stukes, Trevor Hutson, Devinn Smart
 - Commissioners will determine sub-committee leads during the November meeting.

Item 2: Nominations and Election of Officers

- Nominations for Vice-Chair were made as followed:
 - Commissioners Mei Stukes, Mary Wallace, Milton McDonald, and Tamika Lett were nominated for Vice-Chair. Both Mary Wallace and Milton McDonald declined their nominations leaving Mei Stukes and Tamika Lett as candidates.
 - Votes were cast by ballot resulting in the appointment of Mei Stukes as Vice-Chair.
- Nominations for Chair were made as followed:
 - Commissioners Darius Swift, Mary Wallace, Alice Capehart, Joiecel Riviera, and Jennifer Evans were nominated for Chair. Darius Swift, Mary Wallace, and Alice Capehart declined their nominations leaving Joiecel Riviera and Jennifer Evans as candidates.
 - Votes were cast by ballot resulting in the appointment of Jennifer Evans as Chair.
 - The term of office will be for one (1) year.
 - Officers may succeed themselves one (1) time, after which they must step down. They may be re-elected subsequent to completion of a term in office by their successor.

Go-Backs: *Review and approval of May 2019 minutes deferred to November 14, 2019 meeting.*

Announcements

- **Next Meeting:** Commissioners received notification that the next meeting on October 10, 2019, will be in conjunction with a Hampton Diversity College session. Commissioners will participate in an LGBTQ panel discussion to learn about different personal experiences of the panelist in their local community who identify as lesbian, gay, bisexual, or transgender.
- *Attendance will count for monthly meeting participation.*
- Latiesha Handie shared that CUC is hosting a World Religion conversation in partnership with the Baha'is of the Virginia Peninsula on October 21, 2019, at Northampton Community Center from 6 pm – 8 pm. She encouraged all commissioners to be a part of the conversation and to share the opportunity with others.

Adjourned 1:30 pm

Next Meeting Date and Time: **October 10, 2019, 5:30 pm – 7:30 pm**