



Charlotte Business INclusion Advisory Committee

Wednesday November 13th, 2024

10:00–11:30 a.m.

Meeting Summary and Action Items

- I. **Welcome:** Chairman Lilly welcomed everyone at 10:03 and called for a motion to approve the October 9th, 2024, meeting minutes. Pacino Mancillas made the motion and Lakesha Womack seconded it; thereafter, Chairman Lilly accept the meeting minutes.
- II. **CBI Staff Update:** Nyema gave the update on Steven's behalf.
 - Two new Staff Kayla Witherspoon CBI University and Milla Buckner Business Inclusion Specialist. We are moving forward with certifications and asking CBIAC to help with retention- We need to work on vendors renewing their certification. Vendors are getting notices and emails, but we need a more effective plan. We are looking at a variety of channels on what else is needed to be successful. We are looking for vendors MWS that can obtain invitations to bid on the most current projects- 15K and below. Compliance team is going well, they are gaining success with departments where they did not have success in the past. Compliance team is putting together processes to move forward along with official documentation. BOA and spectrum are moving forward- We will be starting site visits again; they were stopped during COVID. Lena James our attorney introduced herself.
 - Pacino offered a suggestion to get all hands-on deck with CBIAC team to help reach out to vendors on a 1:1. Ciara suggested Town Hall virtual or in person to share insight with vendors on why they are not recertifying. Meet and greet opportunities may be helpful to see revenue generation.
 - Jasmine gave an update on the legal advice from Lena on Vendor Presentations at CBIAC – We just need to make it clear that no business will be guaranteed based off these interactions. Jasmine also mentioned that messaging for speaking at council will be provided and an email with a interest/ skills questionnaire will be coming before our next meeting. Ciara Charged Outreach and engagement team to create some processes for how this can move forward. If we craft this the right way it can be seen as a value added to vendors which adds to reasons to stay certified.
- III. **Guest Speaker:** Queen City Women and Business
 - Please see presentation attached.
 - Questions: Pacino asked about the possibility of partnering as a nonprofit through philanthropic aspect. Interested in the research of women vs Men working styles. - how we can we partner together?
- IV. **Retreat Follow up:**
 - Ciara and Carolina will continue to go through High level discoveries around Threats and Opportunities. Ciara reviewed the Threats and Opportunities and requested that at the December meeting committee pick top 5 to use for strategic planning.
- V. **New Business:**
 - Welcoming Christina Jarrett and Erlan Martinez as the newest members of the CBIAC! There will be a meet and

greet in December. The onboarding process will take place before December meeting.

VI. Open discussion: N/A

VII. Agenda for next meeting: Action Items

VIII. Adjournment The meeting adjourned at 11:33. Monica Kweman made the motion, and it was 2nd by Pacino Mancillas.

Nov 13th, 2024, CBIAC Meeting Summary and Action Items submitted by:

Jasmine Timmons 11/13/2024