

**Charlottesville Area Association of REALTORS®**  
**Diversity & Inclusion Project Team**  
**Friday, February 19, 2021 via webinar**  
**Minutes**

Members in Attendance: Tom Woolfolk (Chair), Quinton Beckham (President), Roxy Carter-Johnston, S. Lisa Herndon, Janice O'Hara, Ben Reeves, and Shannon Thomas. Excused: Angus Arrington, Zenas Choi, Garwin DeBerry. Staff: Abby Tammen

Chair Woolfolk called the meeting to order at 10:05 a.m.

Approval of Minutes

The minutes from the August 5, 2020 meeting were accepted as presented.

New Business

**Creation of a Council**

Chair Woolfolk thanked the Team for their continued service in 2021 and requested that we formalize the Association's initiatives to promote diversity, equity, and inclusion. Following the Team's discussion, a **MOTION**, was **MADE, SECONDED** and **APPROVED** to establish a Diversity, Equity, and Inclusion (DEI) Council to review, advise, and recommend to the Board and Master Groups on motions and policies affecting this topic.

Name: Diversity, Equity, & Inclusion Council

Number of Council Members: 10-12 members including the Chair/Vice Chair

Scope:

1. Provide educational opportunities for members on fair housing and diversity issues in 2021 and beyond.
2. Review and implement policies and procedures that will promote diversity and inclusion in the Association.
3. Participate in the Association's Strategic Planning process.

Appointment process

1. Presidentially appointed.
2. Further discussion required at future Project Team meeting.

**Selecting New Chair/Vice Chair**

Chair Woolfolk invited other members of the Project Team to consider leading the Project Team in 2021. The following members have stepped forward to serve:

- Chair, Roxanne Carter-Johnston
- Vice Chair, Ben Reeves
- Board Liaison, S. Lisa Herndon
- Board Liaison, Tom Woolfolk

Future Meetings

Staff will notify the Team once the Board of Directors has considered the motion for the creation of the Council.

Topics to be addressed include:

- Outline the appointment process for service on the DEI Council
- Metrics for success of CAAR's DEI initiatives

Adjourn

With no further business, the meeting adjourned at 11:02 a.m.

Respectfully submitted, Abby Tammen, Staff Liaison