

**Charlottesville Area Association of REALTORS®**  
**Diversity & Inclusion Project Team / Diversity, Equity, & Inclusion Council**  
**April 1, 2021 via webinar**  
**Minutes**

Members in Attendance: Roxanne Carter-Johnston (Chair), Ben Reeves (Vice Chair), S. Lisa Herndon, Janice O'Hara, Shannon Thomas, Tom Woolfolk. Unexcused: Angus Arrington, Zenas Choi. Staff: Abby Tammen.

Chair Carter-Johnston called the meeting to order at 10:01 a.m.

Approval of Minutes

The minutes from the March 17, 2021 meeting were accepted as presented.

Old Business

**Project Team Members to become the Diversity, Equity, & Inclusion Council**

President Beckham invited the Diversity & Inclusion Project Team members (via Chair Carter-Johnston) to serve as the Diversity, Equity & Inclusion (DEI) Council in 2021. The Team members present agreed to serve on the Council. Future meetings of this group of members will be considered DEI Council meetings. Additionally, the new Council members were tasked with determining the qualifications and nominations process for service on future DEI Councils.

**Review Council Goals**

Chair Carter-Johnston indicated a recent conversation with Staff and President Beckham had clarified the Councils goals; defined below.

The DEI Council will develop & recommend:

1. policies and procedures that will promote diversity and inclusion in the Association
2. Association's mission and vision statement to be considered during 2021 Strategic Plan review
3. the structure and focus of a CAAR Diversity Council to advise the President and Board of Directors

Chair Carter-Johnston asked the Council to review the Association's policy documents in two small subgroups between the Team's regular meetings.

Bylaws review:

- Shannon
- Roxanne
- Tom

Policy Manual Review:

- Janice
- Ben
- Lisa

Chair Carter-Johnston reminded the Council that a separate project team would also be examining the nominations procedures for all volunteer positions within CAAR. The DEI Council would be asked to review their recommendations and provide feedback prior to review and approval by the Board of Directors.

**Mission & Vision**

After much discussion, the Council members agreed that they would develop a mission and vision for the DEI Council, separate from the Association's mission and vision, so that the focus on their efforts would not be lost in future years.

Vice Chair Reeves reviewed a sample statement to provide a starting point for discussions; see below. Discussion on the statement was tabled to the next meeting. The Council agreed to review and suggest edits to the statement when they met in their small subgroups reviewing policy documents.

“Diversity is a central part of our culture and community. It is key to our commitment to serve our community as well as our own organization of Realtors. Furthermore, our commitment to diversity and inclusion is deeply rooted in our collective values as an organization and community of real estate professionals. We recognize that differences in age, race, gender, nationality, sexual orientation, and physical ability are a requirement of including all members of our community in which we serve. As an organization of Realtors, we are committed to diversity, inclusion and equity and understand that the presence of visible diversity does not equate to being diverse and inclusive alone. We believe that a meaningful commitment to diversity, inclusion and equity requires dual and concurrent focuses on individual behaviors and organizational systems. “

Member Herndon implored the newly formed Council to come prepared at future meetings to embrace change and view CAAR activities through a different lens. She asked the Council to do their homework on DEI issues so that everyone was better prepared to embrace and propose changes.

Future Meetings

Staff will poll the Council to determine the next best meeting time.

Adjourn

With no further business, the meeting adjourned at 10:41 a.m.

Respectfully submitted, Abby Tammen, Staff Liaison