



Meeting Minutes

Thursday, August 27, 2026, 5:30 P.M. Virtual

Members Present

David Poole, Chair
Angela Fontaine
Shawn Singleton

Others Present

Joseph Lowery, Civilian Review Board Manager

Call to Order

The meeting was called to order by the Chair at 5:30 PM.

Discuss Purpose and Audience for Annual Report

- The Subcommittee discussed the purpose of the Board's annual report and identified the intended audience for the report.
- The Subcommittee discussed the importance of providing a clear and professional overview of the Board's activities, work, and accomplishments during the reporting period.

Consider Content Matrix from Annual Reports from Other Jurisdictions

- The Subcommittee reviewed and discussed a content matrix based on annual reports from civilian review boards in other jurisdictions.
- The Subcommittee considered potential content areas and report components that may be appropriate for inclusion in the Richmond Civilian Review Board's annual report.

Discuss Size and Scope of Content

- The Subcommittee discussed the anticipated size and scope of the annual report, including the amount and type of information to be included.
- The Subcommittee agreed to develop a concise, professional report that effectively communicates the Board's work and activities.

Establish Timeline for Release to City Council

- The Subcommittee discussed the timeline for completing the annual report to present the report to City Council on or about October 5, 2026.

Other Business

- No additional business was discussed.

Adjournment

- The meeting was adjourned at 6:00 p.m.