



Village Advisory Board Meeting

January 25, 2023

Minutes

Meeting called to order at 6:00pm

In attendance: Anita Light (Chair), Carolyn Sutterfield (Vice Chair), Lesley Abashian, Martha Armstrong, Anne Chase (Senior Center), David Gundry, Manisha Maskay, Jennifer Rose, Tom Ross, Jason Scadron, Sigrid Schipper

Visitors: Stacey Sommerfield

Welcome to New Board Member: Tom Ross

- Tom Ross introduced himself and expressed his excitement in serving on the advisory board as the representative to the City Council. Tom noted that the Village is one of the City's most important programs.
- Anita noted that Janice Miller graciously accepted serving as a Village advisory board member representative from the Senior Center.
- Anita welcomed Manisha Maskay, our new at-large member, to her first official meeting.

Welcome to Stacey Sommerfield

- Stacey Sommerfield, director of Parks and Recreation, introduced herself and is happy to attend her first FVIC Advisory Board meeting since becoming the new director of Parks and Recreation in September.
- Stacey is supportive of the Village and the growing relationship between the Village and Parks and Recreation.

Vote to Approve Minutes from October 26, 2022 and November 30, 2022:

- Jennifer moved to approve the October Meeting Minutes. Carolyn seconded the motion.
- The Chair called for a vote on the motion, which carried unanimously by voice vote.
- David moved to approve the November Meeting Minutes. Martha seconded the motion.
- The Chair called for a vote on the motion, which carried unanimously by voice vote.

Village Remote Participation

- A Remote Participation at Advisory Board Meetings Standing Rule is proposed. This rule is based on City Council’s approved policy from November 29, 2022, allowing remote participation in City Council meetings. The Board needs to vote on this standing rule to enable remote participation at Board meetings when the request meets the requirements as stated.
- It was moved and seconded to approve the Remote Participation Standing Rule.
- The Chair called for a vote on the motion, which carried unanimously by voice vote.

Strategic Plan Document

- This is a DRAFT plan to be reviewed by the Board for discussion, and/or revision, and approval during the March or April Board meeting. NO discussion at this time, only a request for a review prior to the discussion.

Manisha asked what would happen if a member is upset with a volunteer’s work performed in their house?

- Jason mentioned the member application includes a waiver.
- Lesley mentioned we can check with our risk manager or perhaps our risk manager could attend a Village meeting.
- Tom suggested we could ask the City attorney for guidance.
- Stacey suggested maybe the City’s risk manager or City attorney could talk to the group.

Expo Planning

- Jennifer provided a task list and further instructions for the Expo planning focused on Exhibitors, Speakers, Marketing, Invitation to the City Council, Staffing the Expo, and Food.

Exhibitors

- Jennifer informed the group that electronic invitations have been sent to the list of exhibitors created by Carolyn and Jennifer.
- Jennifer and Jason have been receiving emails and phone calls about the expo.
- Jennifer and Jason have been receiving registration forms and checks.

Speakers

- Anita, Manisha, and Jason have received commitments from six presenters.
- Anita explained that the topics have been designed to flow one into the other. The order of the six topics are: Social Connections/Mental Health, Fall Prevention (focused on physical strength, flexibility and nutrition), Home and Fire Safety, Home Improvements, Technology, and Transportation.
- Anita explained that the presentations will be a total of thirty minutes, a twenty-minute presentation and 10 minutes for questions and answers.
- Each topic will have a catchy title and a description.
- There will be an emphasis on the speakers making the presentations interactive.
- Audio/video equipment will be incorporated in the presentation.
- Anita confirmed the speaker for the topic about mental health. The speaker is Orlene Grant. Orlene is the President and CEO of the Juanita C. Grant Foundation.
- Anita confirmed the speaker for the topic about home improvements. The speaker is Patti Klein. Patti is the Executive Director of Rebuilding Together.
- Manisha confirmed the speaker for the topic about technology. The speaker is Anthony Nunez. Anthony is the CEO of INF Care. Manisha mentioned that Jason and Manisha interviewed Anthony via zoom.
- Manisha confirmed the speaker for the topic about fall prevention. The speaker is Jane Summers. Jane is a physical therapist, doctor of physical therapy, and an orthopedic clinical specialist.
- Jason confirmed the speaker for the topic about home safety. The speaker is David Arrington. David is a Lieutenant with the Fairfax City Fire Department and is the new Community Paramedic.
- Jason explained that he met David in December and learned more about his new position. The community paramedic will focus on educational outreach, including home safety inspections and fall prevention, and follow

up visits among other things. David has FVIC Member Handbooks and FVIC Member applications to share with City residents.

- Jason confirmed the speaker for the topic about transportation. The speaker is Emily Braley. Emily is the NV Rides Manager.

Marketing

- Anita, Jennifer, and Jason met to start planning on marketing the expo.
- Jennifer will use social media to promote the event.
- CityClips will also be used.
- We will formally invite the Mayor and City Council to the expo.
- Jennifer suggested inviting VIP individuals with COA.
- We can advertise the expo on Nextdoor.
- Carolyn suggested having an article written for the Patch, writer Michael O'Connell.
- Jennifer suggested we have a press release available.
- Carolyn suggested having an article in the CityScene.
- Jason submitted information for the March issue of the CityScene, deadline was January 24th.
- Jennifer suggested Bonnie with the Connector write an article.
- Jason will have signs created to promote the expo. The signs will be placed in City Hall, Green Acres, Sherwood Center and perhaps the Library. Jason will check with the Library for permission.
- Jason would like to create a banner to hang on the fence at the entrance to the Sherwood Center.

Staffing the Expo

- Jennifer suggested we will need staff to work the event; including, at the Village table, the speaker side, a/v support, an MC, exhibitor help, and lunch setup.
- Carolyn mentioned that Janice will be helping with volunteers.
- Jason suggested including Village volunteers.
- Manisha suggested sharing the survey comments.
- Jennifer suggested using table tents with survey comments.
- Carolyn has been researching village newsletters.
- Anita suggested adding the newsletter to the February meeting agenda.
- Manisha suggested looping a power point presentation on the a/v screen and Jennifer agreed.
- Tom suggested including a welcome table to greet patrons.

- Tom noted that the Mayor would like to help and could possibly speak to the audience.
- Jennifer's intern is working on a program/resource guide and a schedule of speakers.

Food

- Jennifer suggests having box lunches for the exhibitors and volunteers who are working the entire expo.
- Jennifer suggests having a variety of free snacks available for patrons.
- Stacey recommended Costco as a sponsor for donating snacks and water bottles.
- Martha inquired if we have funds for printing materials.
- Lesley noted we can have some signs produced by the City.
- Martha asked if we will have enough parking for the event.
- Tom suggested contacting neighborhood associations and community groups to promote the Village.

General Village Information

- Jason reported that we have 37 Village members and 29 Village volunteers.
- The FVIC Advisory Board Representative application form has been created and David Gundry is our first representative to submit the form.
- In December, Jason emailed Village members informing them about holiday scams and included AARP documents.
- Jason mailed Holiday/Happy New Year cards to Village members and volunteers.
- Jason mailed survey/comment cards to Village members requesting feedback about their volunteer and experience and shared it with the board.
- Bobby Thoensen is a Village volunteer and a Fairfax City Volunteer Fire Department member who has been promoting the Village at their monthly meetings to recruit new volunteers. So far, he has recruited one new volunteer.
- Snow removal plans are being finalized.
- The Village Advisory Board is in need of a Secretary as Roxann Morgan stepped down as a board member.
- FVIC has joined Washington Area Villages Exchange (WAVE) and Jason attended his first meeting this week with over 70 participants. WAVE meets quarterly.
- Jason attended the Fairfax Village Leaders meeting and the NV Rides Partners meeting this month.

Senior Center Update

- The Senior Center newsletter is available.
- There is a new program called First Fridays at noon.
- There are 34 new Senior Center members.
- The new pickle ball courts are very popular.
- The Senior Center is having a Valentine's Party and a Flea Market at the Sherwood Center on Saturday, March 4th from 9am to 2pm.

Next Steps

- Carolyn noted that we have a Communication Committee in our bylaws and Manisha is a part of this team.
- Carolyn also noted that we have a Volunteer Committee in our bylaws and Martha and Kim are a part of this team.
- Carolyn would like to include a discussion about these two committees on our agenda for next month.

Meeting adjourned at 7:30pm