



**Village Advisory Board Meeting
May 24, 2023
Minutes**

Attendees: Anita Light (Chair), Carolyn Sutterfield (Vice Chair), Lesley Abashian, Martha Armstrong, Anne Chase (Senior Center), Michelle Coon, Taylor Geaghan, Manisha Maskay, Jennifer Rose, Tom Ross, Jason Scadron, Sigrid Schipper.
Remote: David Gundry
Absent: Janice Miller

Chairperson, Anita Light, stated that quorum was established and called the meeting to order at 6:05 pm.

Anita forwarded a motion for approval of David Gundry's request for remote participation in the meeting based on the City Council's approved policy from November 29, 2022, that allowed remote participation in City Council meetings.

Motion seconded by Jennifer; approved unanimously.

Anita asked for a motion for Approval of Minutes from April 26, 2023. Carolyn stated that the minutes needed a correction; specifically, that the agreed upon date for the 2024 Village in the City Expo was April 12, 2024, not April 10, 2024. David stated that the date for 'approval of minutes' needed to be changed from April 26, 2023 to March 22, 2023. Anita asked for a motion to approve the minutes with requisite corrections. Motion forwarded by Jennifer, seconded by Carolyn, and approved by all members present.

Village Advisory Board Elections for Officers: Anita stated that whereas she had asked that David chair the nominating committee, the Village by-laws specify that the Vice Chair be the chair of the nominating committee. Carolyn stated that a slate of officers was to have been presented with a vote to follow at the June 2023 Advisory Board meeting for Vice-Chair and Treasurer however, no one had stepped forward for either position. Carolyn stated that she would like to nominate herself to be on the slate for the vice-chair position. Anita stated that the City Clerk's office has indicated that it is not necessary to fill the position of Treasurer at this time.

Anita asked for a motion to approve the slate of candidates to fill the vacant positions, specifically Carolyn as vice-chair. Tom stated that as the City Council representative he did not believe that he should vote for officer positions.

Martha forwarded a motion to approve the slate of candidates, seconded by Jennifer; approved by all present except Tom who abstained.

Standing Rule for Nominating Committee: Anita stated that the need to set up rules for a nominating committee was discussed at a previous meeting. She asked that members review the draft Standing Rule for the Nominating Committee for future elections sent to Advisory Board members by Jason and recommended that members pay specific attention to the first two and last paragraphs. A final vote on the Standing Rule will take place at the June 2023 Advisory Board Meeting.

Expo Co-Chairs, Roles, and next steps: Anita asked for volunteers to serve as Co-Chairs for the 2024 Expo. Carolyn stated that in reviewing the draft list of roles and responsibilities, the Advisory Board Chair and Vice-Chair serve as the Co-Chairs. She also stated that this could be added to the by-laws. Jennifer, Leslie, and Manisha stated that it was not necessary to add this to the by-laws. All members agreed that the Chair and Vice-Chair serve as co-chairs for the Expo. Anita and Jennifer stated that it was important to decide on event sponsors soon.

Future Village Programming: Anita asked for programming ideas for the period of May 2023 through May 2024 and recommended that we coordinate events with the Senior Center. Suggestions included the following:

- Michelle – meet with each city civic association to market the Village and its offerings.
- Tom – a) approach all neighborhood associations to provide presentations about the Village. b) consider having one or two community meetings annually. c) develop and post a master calendar with all relevant offerings in the community.
- Jennifer – make presentations to large community and business groups and leverage current events.
- Leslie – hold events that help people to socialize and connect.
- Martha – more social events such as provided by other Villages.
- Carolyn – events held at the Senior Center are open to all Fairfax County residents.
- Jason – a volunteer appreciation event.
- Taylor – a private Facebook group for Village members and volunteers.
- David – a meeting for volunteers.
- Manisha – a volunteer appreciation event and events which promote socialization would be meaningful.
- Anne – the Senior Center is happy to collaborate and support Village events held there; include food to increase participation.
- Carolyn – include programs from Home Fit, presentations on insurance, develop an intentional partnership with Young at Heart, and ask volunteers to drive members to events.
- Leslie – provide information on county/city services.
- Everyone – include food at events.
- Tom – name/celebrate a volunteer of the month.

Village Updates: Jason shared the following:

- Status on Membership – 60 members; 34 volunteers (soon to be 35).
- Thank you to those who attended the Open House at Senior Center.
- He attended the Vienna Wellness and Safety event. They had 40+ vendors and one speaker, Mathew Quinn.

- He has created a calendar of future events and will email it to the Board; he welcomes assistance from board members at events.
- He emailed information about Mental Health First Aid training to Village volunteers but does not know if anyone registered. Leslie may also be able to set a training up in the City if there is interest.
- A Safe Driving course for Older Adults (presentation on using the technology offered by new cars) is available – he would work with Anne to set this up. He shared that a Volunteer has offered to do free photo restoration for members.
- He has purchased a tent and a table for Village events.

Senior Center Update:

Anne stated that 200 people attended the Open House; parking was a problem. Sunrise sponsored the food, and the Senior Council sponsored a passport book with prizes.

Miscellaneous:

- As per Carolyn's suggestion at the April 2023 meeting regarding Village volunteers serving on the Board, Anita stated that she will work with Jason to develop a job description and share it at the next meeting. Leslie recommended that we limit Advisory Board members to 15 as per the By- Laws.
- Carolyn asked for newsletter ideas, whether she could request help from volunteers, and if 6 issues per year would be adequate. Members agreed that Village volunteers could contribute to the newsletter and that 6 issues per year were sufficient.
- Jason stated that it is now the Farmers' Market season, and he will ask volunteers to help staff the Village table.
- Jennifer stated that she would be able to have businesses provide prizes for the Expo.
- Anita asked if we would want to consider a Volunteer Appreciation event in the Fall. Various venues were discussed.
- Anita asked if SHAPE the Future of Aging strategic plan for Fairfax County will be completed and ready to share next month; Carolyn said that it will not be ready.
- Tom thanked the Advisory Board for its leadership and congratulated Jason on becoming full-time.

The meeting was adjourned at 7:30 pm.