



Advisory Board Meeting Minutes

Wednesday, June 28, 2023

Attendees: Anita Light (Chair), Lesley Abashian, Martha Armstrong, Anne Chase, Taylor Geaghan, Manisha Maskay, Jennifer Rose, Tom Ross, Jason Scadron, Sigrid Schipper.

Remote: David Gundry

Absent: Janice Miller, Michelle Coon, Carolyn Sutterfield

Anita confirmed quorum and called the meeting to order at 7:05 pm.

Approval of Remote Attendance: In accordance with the Fairfax Village in the City Advisory Board policy adopted February 22, 2023 and as permitted by Virginia Code Section 2.2-3708.2, Anita moved to approve the remote participation request of David Gundry, which was properly submitted in writing prior to the meeting. The motion seconded by Jennifer passed unanimously.

Approval of Minutes: Anita asked for a vote to approve the minutes of the May 24, 2023 Advisory Board meeting. Motion forwarded by Tom, seconded by Jennifer, and passed unanimously.

Election of Vice Chair: Anita forwarded a motion to approve the nominee, Carolyn Sutterfield, for Vice Chair of the Fairfax Village in the City Advisory Board for a two-year period, as presented for consideration at the May 24, 2023 Board meeting. The motion was seconded by Jennifer and passed unanimously.

Standing Rule for Village Nominating Committee: Tom forwarded a motion to approve the Standing Rule for the Village Nominating Committee which would result in a change to the duties of the Vice-Chair as outlined by the by-laws; motion seconded by Jennifer and passed unanimously.

Committee Reports:

Volunteer Recruitment Committee – Taylor and Martha presented preliminary plans for the Volunteer Appreciation Event as follows:

- a) Ice-cream Social at Blenheim in Fall 2023: 10/4 or 10/18, depending on availability of space with a focus on socialization along with brief introductory remarks by Jason. It will be an open house format from 4:00 to 5:30 pm and will include opportunities to play

games such as corn-hole, bingo, etc. Swags such as baseball caps, etc. will be provided. Important that board members attend.

- b) Those assisting with the event would need to be available from 3:00 pm to 6:00 pm.
- c) The co-chairs are considering the possibility of approaching ice-cream vendors, such as Woody's.

Discussion: If Woody's does not agree, consider an Ice-Cream Truck, Milwaukee Custard from Chantilly or Sugar Mama. Invite Fairfax City Council members and the Mayor.

Decision(s): date - 10/18/2023 with a goal to hold the event at Blenheim.

Communications/Marketing Committee: Jason stated that the Village Voice Newsletter should be coming out soon. It needs some minor corrections but is otherwise ready. Suggestions are needed for future issues of the Newsletter.

Discussion: Suggestions for future issues include – Evolution of Pickle Ball and its Safety (consider interviewing Sigrid); Use of Local Libraries/Systems; Volunteer Opportunities.

Expo Update: Anita stated that she and Carolyn met with Jennifer, Jason, and others to discuss the 2024 Expo. She provided the following updates:

- a) The Sherwood Center is reserved for 4/12/2024. The performance space has room for 40 exhibitors with part of the space reserved for snacks, coffee, etc.; the Art room will be available from 10 am to 2 pm as a space for exhibitors and volunteers to have lunch; The Rehearsal Space will be available for presentations by 4 speakers and an introduction by the Mayor.
- b) Educational sessions will occur from 11 am to 1:45 pm.
- c) Volunteers are needed to get proposals for food for lunch and for snacks.
- d) We need sponsors based on different sponsorship packages and the following premises:
 - main overall sponsor will be included in all marketing materials;
 - lower-level sponsors will be asked to support smaller components;
 - a higher fee will be charged to exhibitors who are 'for profit' as opposed to those who are 'not for profit'.

Discussion: a) Consider whether sponsors should only be from Fairfax City or whether those from outside the city may also be included; it was agreed that sponsors from outside the city should also be allowed. b) Include facilities that serve aging populations but limit the number of exhibitors/sponsors per service category. c) Be thoughtful about the use of funds. d) Limit sponsorship to what is needed to support the event and/or other activities. e) Important to get a primary sponsor by or before the end of September 2023.

Updates by Advisory Board:

- Jennifer stated that she has been accepted into the Fairfax Leadership program.
- Manisha suggested that volunteers and members be surveyed again regarding service needs. The previous survey was conducted 2 years ago in Fall 2021 and sent to 1500 people by mail and by email (Survey Monkey). 500 people responded. Anita recommended that the previous survey and results be reviewed, and the next steps be considered at the July meeting.
- Anita participated in the Mental Health First Aid program for seniors and found it very helpful. Two Village volunteers attended.

- **Village Updates provided by Jason:**
- Anita presented the Village Annual Report and Strategic Plan to the City Council; her presentation was well received by council members.
- Jason is now a full-time employee.
- Membership status - 65 members, 36 volunteers (2023 goal 51).
- An AARP Session on Safe Driving for Older Adults will be presented on November 3, 2023, 9:30 to 11:30 am at Sherwood Center. Village members and volunteers, and Senior Center members will be invited; AARP will do the registration.
- One at-large Village Advisory Board position is open.
- Jason is conducting a Lunchtime Learning session about the Village at the Senior Center and hopes that board members will attend.
- The Village is represented at the Farmers Market and Funky Flea; volunteers are helping staff the table.
- Jason sent information about the Cooling Assistance Program to Village volunteers.
- George Mason student(s) would like to present information on the 'Wise Cities' platform developed by them, aimed at supporting 'aging in place'.
- Anita requested that board members inform Jason about the number of hours they spend on Village activities so that total time expended on Village activities can be included in the Annual Report. As a start it would be useful to submit this information for May and June 2023.

Senior Center Update by Anne and Sigrid:

- The Summer Picnic is to be held soon.
- Senior Center members will participate in the July 4th Parade.
- The Senior Center is soliciting new members to serve on the Advisory Board.
- The Senior Center Flea Market is scheduled for March 2024 at the Sherwood Center.
- Pickle ball continues to be popular with Bocce starting soon.
- Parking at the Senior Center is a problem and there is consideration of a developing a shuttle service.

The meeting was adjourned at 7:42 pm.

Minutes submitted by: Manisha H Maskay