

**Commission for Women, City of Fairfax**  
**Meeting Minutes for July 18, 2023**

Name	Present
Teresa (Presson) Byrne (Chair)	X
Lisa Whetzel (Vice Chair)	A
Simmy King	X
Mary Baker-Mezlo	A
Brenda Kuhlman	X
Johnelle Brown	X
Filomena Crawford	X
Taylor Geaghan	X
Hogai Aryoubi	A
Lesley Abashian	X

**Meeting Facilitator: Teresa Byrne, Chair.**

The meeting was called to order at 7:03 PM by Teresa.

**Approval of the March Meeting Minutes**

A motion was made by Teresa to approve the minutes. Johnelle seconded the motion.

**Open Topics**

- a) **Orientation for Mayor and City Council about Commission for Women.** Originally postponed to September to increase attendance. Motion was made to move the orientation to the October meeting instead. Mena approved motion: Taylor seconded and CFW approved the change. Lesley shared that CFW members should seek to understand CFW Areas of Focus prior to developing questions to ask Mayor and City Council members. Another thing to consider is the issue/topic something CFW members want to take on or within the CFW’s scope of focus. Will revisit at August meeting.
  
- b) **Student Representative Recruitment Update**  
Teresa reported that Marilena Bustamante will serve as the student representative for school year 2023-2024. She will be invited to attend the August or September CFW meeting. Marilena is an upcoming senior at Fairfax High School.

- c) **Fairfax Village in the City Update**
- d) Taylor reported that the Village Board is starting to plan for the 2024 Expo. Board members are also planning a volunteer appreciation ice cream social on October 18. That event will be held at Blenheim.
  
- e) **Social Media Plan for Fall**  
Deferred discussion until August.

### **New Business**

- a) **Vote: Virtual Participation Policy**  
Lesley requested that the members review and approve the virtual participation policy for CFW. Teresa requested the vote be postponed to the August meeting to ensure there is a quorum and that members have an opportunity to ask questions.
  
- b) **Update: Alexandria CFW Virtual Event June 8**  
Reported deferred with Mary's absence at this meeting.
  
- c) **Planning: Fall Festival Planning (event: 10/14/23)**  
Lesley asked for members to start planning for the fall festival, including considering activities to host at the table. Teresa mentioned the famous women survey from last fall festival and recommended doing that survey again. Members agreed to continue the discussion in the August meeting.
  
- d) **Discussion: November CFW Meeting**  
Teresa led discussion about either cancelling or rescheduling the November CFW meeting because it lands the week of Thanksgiving. Will finalize vote in August meeting.

### **Human Services Director Report**

- a) **Community Response Team (CRT)**  
Lesley reported that the City's CRT team is now fully staffed and operational. Team includes a licensed clinician, CIT trained police officer and a community paramedic. The team is available during the day Monday-Friday (40 hours/week). Based on the nature of the call, there are mental health calls that will be routed to the Regional Call Center/988 instead of initiating face-to-face interventions. CRT is designed to mitigate risk and improve behavioral health resource for City residents. CRT will not replace existing services.
  
- b) **Office for Children and Childcare**  
Based on discussion in the May meeting, Lesley provided members an overview of Fairfax County's Office for Children and childcare support available to eligible City

residents. Members discussed possible ways to increase awareness and community education on available childcare resources. This could include adding this information on the CFW webpage. A possibility of hosting a town hall around childcare was mentioned but members agreed CFW would need to better define who CFW would collaborate with to plan such an event along with identifying the audience.

**c) Roberts Rules**

Per Teresa's request, Lesley provided members a Robert's Rules cheat sheet. Discussed how Robert's Rules can provide structure and process to meetings, especially around decision-making. It was consensus that members don't believe the CFW meetings need to be overly formal. It was pointed out that the Vice Chair can assist by monitoring meeting time management and time allocation for agenda topics.

**d) Budget Report**

Lesley reported on the FY 23 CFW expenditures.

- CFW t-shirts \$683
- Other expenses included WOI trophies, food for WOI and Women's History Month events, fall festival items, member celebrations.
- Total budgeted for FY 23 was \$2350. Amount unspent in FY 23 was \$1230.
- Members discussed need to develop targeted budget for FY 24 to ensure total budget available is utilized. Budget items for FY 24 will include:
  - 1) Fall Festival
  - 2) Women of Influence Event
  - 3) Holiday Donation
  - 4) Women's History Month activities
  - 5) Member celebrations
  - 6) Miscellaneous

Members requested that Lesley provide a monthly report on expenditures.

**e) Agenda Items for August Meeting**

- Proposed budget for FY 24
- Questions for City Council orientation in October
- Robert's Rules follow-up
- CFW Picture Day- plan
- Vote on Virtual Participation Policy
- Fall Festival Planning
- Community Service events

**The next Commission for Women meeting is scheduled for August 15th.**

*Submitted by Simmy King, 7/18/2023.*