



Village Advisory Board Meeting Minutes

Wednesday, October 25, 2023

Attendees: Anita Light (Chair), Martha Armstrong, Anne Chase, Michelle Coon, Jennifer Denk, Taylor Geaghan, Manisha Maskay, Janice Miller, Jennifer Rose, Jason Scadron, Sigrid Schipper Carolyn Sutterfield.

Remote attendance: None

Absent: Lesley Abashian, David Gundry, Tom Ross.

Anita confirmed quorum and called the meeting to order at 6:01 pm.

Approval of Minutes: Anita asked for a vote to approve the minutes of September 27, 2023 Advisory Board meeting. Janice forwarded the motion, Carolyn seconded and the motion was approved unanimously.

Discussion of Future Surveys: Manisha provided a brief overview of previous surveys conducted by Fairfax County and Fairfax City including the Fairfax County Community Assessment of Older Adults (2019 and 2022) and the Fairfax Village in the City (2021). She indicated that given that the Fairfax Village in the City model is unique, it would be meaningful to present survey results at relevant regional/national meetings including the Village-to-Village Network Conference, the Age-Friendly Ecosystem Summit, etc. She asked that the Advisory Board decide about which or any of the following options they would like to consider as next steps:

- a) Conduct future surveys?
- b) If yes, focus on '*Evaluation* (process and outcomes)', '*Needs Assessment*', or both?
- c) Frequency?
- d) Other options?

Members discussed the pros and cons of the three primary options and finally agreed that an annual evaluation survey would be the best first step. They also agreed that the evaluation survey should be conducted with members, volunteers, and Advisory Board members, and should be completed by May 2024. Next steps include the following: a) Surveys must be developed and reviewed at the January 2024 Advisory Board meeting; b) They will be administered in February and March; c) Results will be compiled and presented at the May Advisory Board meeting.

Anita asked for volunteers to help develop the survey. Manisha and Anita agreed to work on the effort with Jason's assistance and stated that they would ask Eric Foreman from the City for assistance.

Carolyn forwarded a motion to approve that an evaluation survey be conducted with Village members, volunteers, and advisory board members in 2024, Janice seconded, and the motion was approved unanimously,

Committee Reports

Volunteer Committee - After-Action Review of the Volunteer Appreciation Ice Cream Social: Martha and Taylor provided the review, stating that it was a great event; 40 people attended, Jason gave a good presentation and the swag was well received. Board members stated that planning and execution were excellent, and having the Mayor and key staff from Fairfax City attend was positive. The primary goal of the event was to have volunteers and others connect. Carolyn suggested that in the future, it may be a good idea to recognize volunteers who have been the most active.

Communications/Marketing Committee: Carolyn shared that the City of Fairfax Attorney has recommended that the current name of the newsletter be changed because the name is copyrighted by another organization that has sued other organizations for using it. She stated that a new name of 'View from the Village' has been suggested by a board member. Advisory Board members agreed to adopt this.

She indicated that information on getting vaccinated and Caregiver month will be included in the November newsletter. Janice suggested that it would be meaningful to supplement the newsletter writeup with a City Council proclamation recognizing the work of Caregivers.

Bylaws Committee: Anita stated that it was time to review the current bylaws which had been instituted at the time that Fairfax Village in the City was first established. She asked for volunteers to serve on the committee. Michelle agreed to serve and asked that Advisory Board members send her comments and suggestions regarding changes to the Bylaws by 12/1/2023. She also stated that she would set up a dedicated email address to receive suggestions regarding bylaws and will share the address with members through Jason. New bylaws must be finalized in February, 2024. Advisory Board members agreed that new bylaws would need to be presented to the Board in January 2024, and voted on/finalized at the February meeting. Jason agreed to ask the Fairfax City Attorney about whether s/he needed to review the revised bylaws.

Expo Update: Anita, Carolyn, Jason, Jennifer Denk and Jennifer Rose provided updates regarding progress on obtaining sponsors and suggested speakers. They stated that we currently have sponsors at the platinum, gold, silver, and bronze levels for a total of \$4250. Jason is now collecting logos etc. to send to exhibitors as part of the invitation letter to exhibitors that will be sent in November.

Carolyn and Jennifer Denk provided information about the three speakers for the Friday Morning Speaker Series and the 2024 Expo. They are coordinating the Friday Morning Speaker series

with the Senior Center to prevent duplication/overlap. The Friday Morning Speaker Series will be available to both Fairfax City and Fairfax County residents.

General Village Information: Jason gave the following updates:

- We have 76 members and 40 volunteers to date.
- The Smart DriverTEK workshop to be held at Sherwood Center by AARP on November 3, will be presented as the first in the Friday Morning Speaker Series
- The Village-to-Village Network Summit and GW Age Friendly Eco-Summit attended by Jason and Advisory Board members provided meaningful information. Presentations are now available online. Jason encouraged the Advisory Board to review the presentations.
- Steve Gurney has reached out about providing a presentation on Frontal Temporal Dementia on 12/4/2023 at the Sherwood Center and invited the FVIC to be a partner.
- The Parks and Rec Connected Magazine is to be published soon; FVIC has been given one page to provide content.
- The Northern Virginia Dementia Care Consortium is Friday, November 10th.
- If Advisory Board members would like their photographs included on the FVIC website, they should let him know.

Senior Center Update: Anne provided the following updates:

- The upcoming period is going to be busy with several scheduled events and activities.
- Openings for Senior Council members continue to be available.

Miscellaneous and Next Steps:

- Jennifer Rose suggested that it may be beneficial for the FVIC to participate in the Interservice Club Council.
- Jennifer Denk and Jennifer Rose shared information about upcoming events in Fairfax City.
- Carolyn stated that Fairfax County provides regular sessions on Dementia caregiving.
- Anita asked that Advisory Board members send Jason their volunteer hours by the end of the week.
- The next advisory board meeting is on November 29, 2023.
- The Parks and Recreation director Stacey Sommerfield would like to give a presentation about the Sherwood-Willard project at our January 2024 meeting.

Anita thanked members for their contributions and adjourned the meeting at 7:43 p.m.

Minutes submitted by Manisha H Maskay.