



Village Advisory Board Meeting Minutes

Wednesday, November 29, 2023

Attendees: Anita Light (Chair), Lesley Abashian, Martha Armstrong, Anne Chase, Michelle Coon, Jennifer Denk, Jennifer Rose, Taylor Geaghan, David Gundry, Manisha Maskay, Tom Ross, Jason Scadron, Carolyn Sutterfield.

Absent: Janice Miller, Sigrid Schipper.

Anita confirmed quorum and called the meeting to order at 6:05 pm.

Approval of Minutes: Anita asked for a vote to approve the minutes of October 25, 2023 Advisory Board meeting. Carolyn forwarded the motion, Tom seconded and the motion was approved unanimously.

Managing Requests for Help from People with Disabilities: Leslie recommended that to ensure clarity, the Advisory Board should consider reviewing language regarding providing services for people with disabilities. She shared that as the Fairfax Village in the City was being developed, the intention to serve people with disabilities was clearly stated, but there was inadequate specificity regarding the scope and level of service that can be provided. She explained that volunteers may not be adequately equipped to safely help those with disabilities and recommended that we review how we would like to assist and set parameters. Leslie gave an example of a recent request for ongoing transportation for a person with a disability to attend school. Anita stated that in alignment with our current mission we have been providing transportation on a regular basis to one person with a disability. Jason stated that other Fairfax County Villages do not provide services for adults with disabilities. After discussing various concerns regarding providing meaningful and appropriate services for those with disabilities safely, members agreed that this is part of the mission. It is however necessary to be more explicit and clarify language on the website and other documents regarding what services are available. In addition, it is important that the Village language, website, strategic plan, and Bylaws reflect that we can connect people to resources even when we cannot provide a requested service. Members also emphasized the importance of exercising sound judgement based on the member's level of independence and functionality when considering fulfillment of service requests.

Member/Volunteer Engagement: Anita and Jason reviewed a proposal regarding outreach by volunteers to the Village members through phone calls and holiday cards based on a scripted format and guide. Jason indicated that 10 volunteers had already agreed to make the phone calls and address letters.

Decision – This is an excellent idea and we should move forward with it.

Help with Snow Shoveling: Members recommended that Jason may consider reaching out to Neighborhood Associations to request help with assisting members who live in their respective neighborhoods. Jason stated that in 2023, several volunteers had offered to help with snow removal. He also shared that other Villages such as the ‘Arlington Village’ do not provide snow removal.

Committee Reports:

Volunteer Recruitment Committee Report: None

Communications/Marketing Committee Report: Carolyn shared ideas for the January 2024 newsletter.

Bylaws Committee: Anita shared a worksheet for Advisory Board members to use as a template to discuss the Bylaws. Members asked whether the City Attorney will need to weigh in regarding changes and if he had reviewed the current bylaws. Anita stated that she was under the impression that the current bylaws had been reviewed but would have this verified. An additional question was whether the Village should have a ‘Charter’ or ‘Bylaws’ since it is supported by the City.

Decision – a) Anita will send members the worksheet/guidance electronically. b) Members should send the Bylaws document with ‘track changes’ and/or the completed work sheet to Michelle. c) Jason will check with the City Attorney regarding whether the Village should have Bylaws or a Charter and what he will need to review.

Expo Update: Anita, Jason, Jennifer R, Carolyn, and Jennifer D shared the following-

- Confirmed - all 4 speakers and sponsors.
- Jason is working with the City Communications Office to advertise the Expo and the Friday morning speaker series.
- Jason will reach out to exhibitors in December. There are 35 tables, of which some are already taken. Lunch will be provided for all exhibitors and volunteers. Cost: For-Profit exhibitors-\$100; Not-for-Profit exhibitors-\$50.
- A Café will be set up for use by all participants.
- The 2023 evaluation template will be used to evaluate the program.

General Village Information: Jason provided the following information-

- Membership status - Members 78; Volunteers 40.
- Ambassadors Program – The ‘Engaging Villages as Key Partners for Healthy Aging Research Project’ is seeking data on how Villages help with Healthy Aging. Anita has offered to be an ambassador. Our model may be of interest since we may be the first City supported Village.
- Jason attended the Caregivers Conference.
- The City Council issued a Proclamation in support of the National Family Caregivers Month.

- The first Friday Morning Speaker Series event was held on November 1, 2023; it was well-received with 26 people attending.
- Jason promoted the upcoming Frontotemporal Dementia Conference at the Sherwood Center.
- Bags featuring the Village are available for distribution.
- The WISE cities project is moving forward.
- Several leaf raking requests have been fulfilled to date; fulfilling some of these requests required many hours of volunteer time.
- A volunteer set up a rain-barrel for a member's home.

Senior Center Update: Anne shared the following information-

- The revised Senior Center brochure has been distributed.
- The Thanksgiving party was successful; videos are available on YouTube.
- The next Senior Center party is to be held at Green Acres in December 2023.

Next Steps and Adjourn:

- Jason requested that advisory board members provide their photographs for the website and submit the number of hours they have spent on Village activities.
- Anita stated that the next Advisory Board meeting is on January 24, 2024. Stacey Sommerfield will present and the rest of the meeting will focus on the Bylaws

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

Minutes submitted by Manisha H Maskay.