



Village Advisory Board Meeting Minutes

Wednesday, January 24, 2024

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

Absent: Anne Chase, Taylor Geaghan, Janice Miller, Sigrid Schipper.

Anita confirmed quorum and called the meeting to order at 6:03 pm. She welcomed Stacey Sommerfield, Director of Parks and Recreation and asked her to introduce herself to the Board.

Approval of Minutes: Anita asked for a vote to approve the minutes of November 29, 2023 Advisory Board meeting. Carolyn forwarded the motion, David seconded and the motion was approved unanimously.

Presentation on Willard-Sherwood Health and Community Center: Stacey Sommerfield provided an overview of the proposed center and distributed the slide deck describing the various components designed to make it a unique facility shared by and supported with resources from both Fairfax City and Fairfax County. The center will be located at the site of the current Joseph Willard Health Center which is to be demolished. The building that houses the Fairfax County laboratory is staying. Significant input has been solicited and received from the public regarding the design and other aspects of the center. The new center will house programs and services from the County's Health Department and Office of Children as well as the City's Parks and Recreation Department and Senior Center, fully replacing the current Senior Center at Green Acres. It is to be a sustainable building with many amenities and features and will be connected to the current Sherwood Center with a covered walkway. Parking will be underground. Construction is estimated to start in the third quarter of 2025 with an expected move-in date of 2027. Ms. Sommerfield encouraged advisory board members to review the handouts that she shared as well as the design boards and to reach out to her if they had questions.

She responded to board member questions and various concerns as follows:

- Safety and security: A variety of options including cameras and access control are under consideration and review.

- Parking options limited to an underground garage: This was found to be most feasible and was most favored, based on public input for the space. Those wanting surface parking may park at Sherwood Center which will be connected to the new center by a covered walkway.
- ADA access for those using public transportation: Various access points are under consideration to ensure best access and alignment with ADA requirements regarding placement of a wheel chair ramp.
- Question about whether the amount of space assigned for senior center activities is the same as at Green Acres: Effectively yes; much of the space at Green Acres cannot be utilized because it is not ADA compliant.
- Question about whether the Village Coordinator is to be housed at the Center: She does not know but will find out.
- Question about whether county residents will be asked to pay for the use of senior center facilities: This is not under consideration. Tom stated that this was not a point of contention and reminded members that the city benefits a great deal from county support and the proposed center is cost effective because the county is paying a significant share.

Review of Bylaws: Anita provided the framework regarding proposed changes to the Bylaws. She recommended that we review and agree to changes at this meeting, make and share requisite changes with members and vote on them at the February 2024 meeting.

Item 1. Is the position of treasurer necessary? Anita indicated that the City's Chief Financial Officer has recommended that this position is not needed at this time since the Village does not receive funds and donations from outside of the City.

Discussion: David asked who decides about money that comes in from events such as the Expo, and whether there is a point person monitoring incoming and outgoing funds. Leslie stated that this is currently under her purview and if there is proper documentation regarding needed expenses there should not be any problems. Anita asked whether incoming funds may be carried over from year to year. Leslie and Tom stated that this is not a problem provided that we follow City guidelines. Anita asked that the advisory board be given a quarterly report.

Decision: At this time, we do not need to have a treasurer.

Item 2: Is the position of secretary necessary?

Discussion: Leslie and Jennifer stated that this is a needed position, Carolyn stated that this position is difficult to fill. David stated that there should be a recording secretary as well as a communication secretary. Anita reminded members that Jason is responsible for both internal and external communications.

Decision: Keep the secretary position but change the title to 'recording' secretary.

Item 3: Should terms for officers be for one or two years and should terms be staggered?

Discussion: Carolyn indicated that she is concerned that a person serving a term in a specific board position is unable to run or be nominated for another position. Michelle stated that the By-laws do not specify that a serving officer cannot run for another position and that one-year terms cause a lot of disruption. Jennifer shared that a past Chair can help the new Chair. Anita stated that having served as a chair, found that the 2-year term to be helpful. Jennifer agreed that a 2-year term for the Chair is appropriate. Members discussed various models used by other Boards.

Decision: a) The Chair should serve for two years and be elected every ‘even’ year; b) the Vice-chair and Secretary should serve for one year; and c) each officer may serve for 2 consecutive terms.

Item 4: Should ‘programs’ become part of the Vice-Chair person’s responsibilities?

Discussion: Carolyn indicated that the Vice-Chair does not have any significant responsibilities at this time. Members shared that the Vice-Chair role in most organizations is as a support to the Chair and to serve in the event of the Chair’s absence.

Decision: No change to the Vice-Chair responsibilities with respect to programs.

Item 5: Should there be additional committees and chairs in addition to the current standing committees, ‘Communications’ and ‘Volunteer Recruitment’?

Discussion:

Anita suggested that since the Expo is an annual event, it may help to have an Expo Committee and a Program Committee. Conversely, it may be appropriate to have the program committee manage the annual Expo. Tom stated that he does not recommend becoming too granular regarding the number of committees and their roles.

Decision: No additional committees will be appointed at this time but the Chair will have the authority to appoint ad hoc committees.

Additional Items and Decisions: a) delete the clause regarding holding annual meetings; b) delete article 8, ‘Dissolution’; c) move “Track Board membership rotation and report to the Chairman annually”, from Secretary to Vice-Chair duties; and d) clarify language regarding membership and residency in Fairfax City, specifically related to representatives from other organizations.

Carolyn will update the By-Laws based on the discussion and work with Jason and Anita to send the document to members.

General Village Information: Jason gave the following updates:

- Current membership - 82 members; gain of six new and loss of two members due to deaths.
- Volunteers – 44; gain of five new volunteers and loss of one volunteer who graduated and got a job in DC.
- Two of the new volunteers, a mother and son, raked leaves and shoveled snow at four properties.
- He facilitated the first match of a member who is turning 90 years old in July 2024 and requested a social visitor with a volunteer who recently retired after 23 years at the county adult and aging department as a social services specialist.
- Holiday Cards were sent to members and volunteers in December 2023. Some members reached out to let him know that the cards were appreciated, and one volunteer and members sent him cards.
- The December 2023 check-in phone calls were popular with volunteers and members. Members were very appreciative of the calls and informed volunteers that they would contact Jason if they needed assistance. Phone messages were left for those members who did not answer their phones.
- CityScene, January edition – Mayor Read mentioned the Village in her 2023 Reflections; and, the Friday Morning Speaker Series is advertised.

- The Parks and Rec Connected Magazine Winter edition has a full-page advertisement of the Village Expo, as well as FMMS and how to join.
- Snow Shoveling - there were 14 requests fulfilled by 5 volunteers over two snow storms.
- AARP will be holding the Staying Safe and Spotting Scams workshop on Friday, June 28, 2024 from 11:30 am to 1:00 pm at the Sherwood Center; there is room for 40 guests all of whom will be provided tablets and supplies to help them engage and participate.
- Advisory board members are requested to send him the number of hours that they have spent on Village activities.

Update on Exhibitors for the Expo: Jason shared that there will be 35 Exhibitors, 10 of whom are partners, 6 are sponsors, 2 are speakers; 4 are from the Frontal Temporal Dementia event; 10 are from last year's expo and word of mouth; 3 tables are currently available. Sponsors have pledged \$4,250.

Senior Center Update: Anne was not present to provide an update, however Jason shared that an Aging in Place session by Sinta Rogers-Rickert will be held at the Senior Center on January 26th.

Additional Updates:

- Carolyn stated that she will not be running for another term as representative of Fairfax City on the Coordinating Council for the Aging and Adults with Disabilities (CCAAD) and asked that advisory board members interested in serving should let her know and/or apply.
- Carolyn informed the group that she applied for the FVIC Advisory Board At-Large position.
- Tom acknowledged and thanked Carolyn for her service on the CCAAD. He also shared that:
 - a) the time for the next City budget is coming up;
 - b) the City Manager is retiring and an active recruitment process is ongoing;
 - c) the City Council will be meeting with the School Board to discuss the school bond;
 - d) a zoning ordinance change was passed to allow social services to provide services as needed in various parts of the City. Lesley and other City staff were involved in the process.
- Jennifer reminded members about the Chocolate Lover's festival and Restaurant Week.
- Martha requested a list of Advisory Board members along with phone numbers and email addresses.

Anita thanked members for their contributions and adjourned the meeting at 7:58 p.m.

Minutes submitted by Manisha H Maskay.