



## **Village Advisory Board Meeting Minutes**

**Wednesday, February 28, 2024**

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

**Absent:** Michelle Coon, Jennifer Denk, Janice Miller, Tom Ross, Sigrid Schipper.

Anita confirmed quorum and called the meeting to order at 6:00 pm.

**Approval of Minutes:** Anita asked for a vote to approve the minutes of the January 24, 2024 Advisory Board meeting. Carolyn forwarded the motion, David seconded, and the motion was approved unanimously.

**Bylaws Discussion:** Anita introduced the revised Bylaws with changes recommended by the City Attorney. She stated that he was satisfied by Lesley's responses to all but one of his concerns. Related to the specific concern, he recommended that the last sentence in Article 5, Quorum and Voting, "The Village Advisory Board may receive information even if a quorum is not present", does not align with the City's rules and should be deleted. Board members agreed that the sentence should be deleted. David asked for clarification regarding remote attendance. Anita explained the current process; David responded that it is very restrictive. Leslie explained that the requirement is based on the Commonwealth of Virginia code related to the conditions under which remote participation can take place.

Anita asked for a motion to approve the revised Bylaws as amended with one technical edit and two deletions that had been discussed. Manisha forwarded the motion to accept, and David seconded. The motion was passed unanimously.

**Member Satisfaction Survey Review:** Anita reminded members about the Member Satisfaction Survey that had been discussed at previous meetings and asked Manisha to provide an update. Manisha reviewed the process followed by the Survey Committee members to develop and test the survey as well as next steps related to administration, data entry, analysis, and compilation, and reporting of results. In response to her request for feedback, members recommended that the survey should also:

- a) seek feedback regarding members' preferred methods of communication
- b) ask about how easy it is to get services

- c) be offered in Spanish

Manisha thanked board members for the feedback. She stated that she will include additional questions to address the suggested areas and will send the updated survey to the Board. She agreed that the survey should be translated to Spanish. Leslie stated that the City has resources to have the survey translated. Anita indicated that that the current schedule is not aligned with the previously agreed upon timeline for survey dissemination. Manisha and Jason stated that with the upcoming Expo, it would be reasonable to delay sending out the surveys till after the Expo. Anita asked Manisha to correct the timeline and send it to the Board and the Survey Committee.

**Expo Update:** Anita, Jennifer, and Jason shared the following:

The Expo plans are moving forward.

- 32 of 35 tables are currently assigned to exhibitors and money is being collected.
- The Fire Department will have its new Fire Trailer on site outside the building.
- Jason is in the process of getting 300 pill boxes which will have the platinum sponsor's name and will be included in the give-away bags for attendees.
- Jennifer is responsible for getting eight door prizes; two prizes will be announced at the beginning of each presentation. Where the announcement is made and whether the person must be present to win is to be decided. Carolyn said that the process should not eat into 'speaker time.'
- Speakers have been confirmed. They will send their PowerPoint presentations to Jason. The Platinum Sponsor representative will introduce speakers.
- Anita will welcome attendees after which she will invite Mayor Reed to speak. The Platinum Sponsor representative will then make a presentation.
- Martha and Leslie agreed to coordinate food for the event.
- Taylor agreed to coordinate volunteers. Jason said that Village volunteers are willing to help. Manisha said that she is willing be at the Welcome Table and help coordinate the volunteers, as necessary.
- Jason and Jennifer will be floaters.
- Carolyn will do the writing for the brochure, etc. and Jennifer will be responsible for printing.

**Village Update:** Jason provided the following information -

- We now have 85 Members and 46 Volunteers.
- Friday Morning Speaker Series – Steve Gurney with Positive Aging Community and Positive Aging Sourcebook presented. He spoke for one hour and fifteen minutes and received many questions. The PowerPoint presentation will be available on the Village webpage. 65 people attended; half were from the City and half were from the County and comprised of both older adults and professionals.
- Steve Gurney told Jason that the New Sourcebook will be published soon. He also shared that most Villages have approximately 100 members.
- Two coffee urns will be purchased for the event.
- Jason has marketed the Expo through:
  - CityScene

- Connected Magazine
- Golden Gazette
- Signage
- The City webpage
- Flyers
- Bonny Hobbs with the Connection Newspaper

**Senior Center Update:** Anne shared the following-

- The Craft and Vendor market will be held at Sherwood on March 9, 2024.
- The Center is holding a St Patrick's Day event.
- The Center has several new members.
- Programming for the summer is being completed.
- Village information can be placed in the Senior Center newsletter.

Carolyn asked whether we need another Senior Center member representative and whether Sigrid will continue to participate.

**Additional Updates:**

- Anita stated that we need to select a Nominating Committee Chair at the next meeting.
- Jason shared that Anita has been selected to be an Ambassador for the Healthy Aging Research Group.
- Jennifer reminded the Board that it is restaurant week. Several restaurants are participating and giving good deals to customers.

Anita thanked members for their contributions and adjourned the meeting at 7:45 p.m.

Minutes submitted by Manisha H Maskay.