

**APPROVED MINUTES OF THE OCTOBER 26, 2015 MEETING OF THE FAIRFAX COUNTY
SMALL BUSINESS COMMISSION**

Location: Fairfax County Government Center, 12000 Government Center Parkway, Fairfax, Virginia, Conference Room 9/10.

Attending: **SBC Members:** John Pellegrin, Tracey Wood, Ed Reniker, Koorosh Cyrus Sobhani, Kelly Pride-Hebron, Eva Freund, Marvin Powell

Staff (Department of Purchasing and Supply Management)
Cathy A. Muse, Jason Im

The meeting was called to order at 7:09 p.m. by Vice-Chair Wood.

Minutes from the September 21, 2015 meeting were approved unanimously, as amended.

Committee Reports

Communications – Commissioner Reniker will collect committee reports for the Small Business Commission Annual Report. Commissioner Freund raised the idea of broadcasting SBC information on Fairfax County public access channels (Channel 16). Commissioner Reniker volunteered to initiate inquiry on the matter

Vendor Forum – A full report of the discussion is below

Ombuds - No report

Legislative and Policy – No report

Community Business Partnership – Kathy Wheeler and Robert P. Rogers, Jr. represented Community Business Partnership and provided a report on its history, mission and ongoing projects.

- A high level introduction of CBP outlined its history, list of programs (250 training classes with 4,000+ students), and funding sources.
- The CDFI Fund program has been identified as a potential source of funding that can greatly increase the scope and reach of CBP programs that may help establish new programs and expand space.
- The Department of Purchasing and Supply Management and SBC can help by publicizing CBP on its websites and other opportunities as they arise (i.e. Vendor Forum)

Office of Emergency Management – No report

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Strategic Planning - No report

Economic Advisory Committee - No report

Executive – No report

Vendor Comments -No report

Education and Outreach – Commissioner Powell expressed the need for more organizations like the Community Business Partnership in areas other than Springfield

New Business - No new business

Vendor Forum – Discussion of the concluded Vendor Forum held on 10/8/2015

- 286 total attendees; 58 exhibitors; 25 Fairfax County Departments
- An explanation of the Contract Expiration Reports was provided by Cathy Muse. The purpose of the reports is for attendees to use them as planning tools that give vendors an idea of when certain County requirements will open for bid
- Reviews of panels
 - Capability Statements That Work – Should this panel be offered in 2016, panelists must be more experienced with capability statements as they did not appear to be experts on the topic
 - A PowerPoint presentation with examples of capability statements is crucial and should be required next year
 - Commissioner Wood volunteered to be a part of the panel in 2016
 - Alternative Financial Strategies – Attendance and demand for this panel was low and could be a candidate to be replaced in 2016
 - Feedback for Marketing Your Business and Powerful Networking Tips were positive
- Keynote Session – The session ran longer than expected and led to less time available for the Session 1 panels; The theme of the plenary speech (education) did not fit with the event and will require guidance from the SBC in the future
- More signage directing attendees to both sides of Government Center will be added to ensure guests are properly aware of where certain exhibitors are located in 2016
- The use of the breakfast time to include better networking opportunities was discussed. Ideas included extending the breakfast and registration time and more formalized mixing with the SBC
- A need for healthier breakfast items (i.e. yogurt and fruit) was raised and may be accommodated based on availability and budget in 2016

Staff Report – No report

Old Business – No old business

Announcements – Commissioner Powell is looking for volunteer coaches to partner with

Adjournment

Vice-Chair Wood adjourned the meeting at 8:31 p.m.