

**APPROVED MINUTES OF THE JUNE 27, 2016 MEETING OF THE  
FAIRFAX COUNTY SMALL BUSINESS COMMISSION**

**Location:** Fairfax County Government Center, 12000 Government Center Parkway, Fairfax, VA 22035, Conference Room 7

**Attending: SBC Members**

Tracey Wood, Ed Reniker, Cyrus Sobhani, April Tan, Eva Freund, Kelly Hebron, Marvin Powell

**Staff (Department of Procurement and Material Management)**

Cathy Muse, Art Quintana, George Monge

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The meeting was called to order at 7:05 p.m. by Chairwoman Wood

Minutes from the May 23, 2016 meeting were approved as amended unanimously.

**Committee Reports**

**Communications**

- Commissioner Reniker noted that the Commission needs to start publishing details of the October Vendor Forum, explaining how it will differ from previous events and using the speaker's list and topics to gain early interest

**Community Business Partnership**

- CBP meets in two weeks (7/13)
- Commissioner Hebron provided meeting minutes on CBP

**Economic Advisory Council** – No report

**Education and Outreach**

- Commissioner Powell provided meeting minutes on E&O
- 9 Steps to Professional Relationship Management

**Executive** – No report

**Legislative and Policy**

- Commissioner Sobhani provided meeting minutes on L&P
- Reviewed June Small Business News
- Distributed handout: Small Business Cybersecurity & Executive Order Advancing Cybersecurity

**Media Productions**

- Commissioner Wood is comfortable with committee topics (look over handouts distributed)
- Timeline discusses the inception of the ideas

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- Commissioner Wood inquired whether any commissioners have objections to where their committee was placed on the timeline
- Channel 16 has allotted time to provide for actors, scripts, and talking points for the studio productions
- One per quarter, DCCC will be auditioning a host for the series
- Action Item:
  - Provide finalized production schedule

### **Office of Emergency Management – No report**

### **Strategic Planning**

- Commissioner Tan provided meeting minutes on SP
- Meeting next month for soliciting more ideas for the committee

### **Transparency**

- Commissioner Freund provided meeting minutes for Transparency
- Disappointed in feedback from commission on her draft document
- Would like sub-committee to meet again before reporting and continuing effort
- Commissioner Reniker met with Juan Rengel from the Department of Tax Administration and has received confirmation that access to BPOL data to feed demographic profile of the County will be provided pending year-end work

### **Vendor Comments Board – No report**

### **Vendor Forum**

- Commissioner Powell is working to promote the Forum as an informational and networking experience
- The role of the commissioners should be one of ambassadors
- Speakers for the Forum will be ones that have leadership roles within their respective organizations
- The theme of the Forum this year will be “Networking Your Future”
- Projected speakers:
  - Sylvia Henderson: Networking Your Pitch
  - Dan Cunubis: Personal Branding
  - Greg Fellwood: Organizing Your Business to Generate Value
- More breakout sessions and less panels during the Forum where networking can be facilitated
- Action Items:
  - DPMM to reserve forum space for award ceremony
  - Vendor Forum Committee to confirm the participation of the projected speakers listed previously

### **Old Business**

- Action items unaddressed:
  - 4/23 – continue to check on streaming SBC meeting with OPA
  - 3/28 – status on VA initiative to change vendor registration from NIGP to NAICS
  - 3/28 – Additional outreach events by SBC – settled on media outreach

### **New Business**

- No new business

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**Staff Report**

- No new business

**Announcements** – No announcements

**Adjournment** – Chairwoman Tracey Wood adjourned the meeting at 8:20 PM