

**APPROVED MINUTES OF THE SEPTEMBER 26, 2011 MEETING OF THE
FAIRFAX COUNTY SMALL BUSINESS COMMISSION**

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

Attending: **SBC Members**
Marsha Senack, Braddock, Chair
Kelly Pride-Hebron, Lee
Marvin Powell, Sully
Cyrus Sobhani, Dranesville, Vice-Chair
Beatrice Malone, Hunter Mill
John Pellegrin, At-Large
Margaret Schottler, At-Large
Elizabeth Novak, Mason
Brett Coffee, Springfield
Katy Fike, Mt. Vernon

Staff (Department of Purchasing and Supply Management)
Steve Pierson
Michael Estelle

Absent: Joe Brooks, Providence

Guests: Nolan from Scout Troop 682 as an observer

Chair Senack called the meeting to order at 7:06 p.m.

The minutes from the July 26, 2011 meeting were reviewed by the Commission. Commissioner Powell motioned to approve the minutes seconded by Commissioner Pellegrin. A vote ensued and the motion carried.

Staff Report

Michael Estelle reported the data disc that is distributed at workshops has been through several “scale downs” to mainly focus on doing business with Fairfax County. He also reported that he was able to reserve two dates to host the Vendor Forum; March 22nd and May 24th. It was also reported that having a separate email address for the Commission was something that was done in the past and can be duplicated at the Commissions direction. He also reported DPSM’s attendance at the VAGP/CAPA reverse trade show and that he would like to connect more vendors with the commissioners when appropriate for introduction to community resources. A flyer for disaster recovery preparedness was circulated as well as a contract award report for September. Mr. Estelle reminded the Commission that the Women Entrepreneurs’ Expo is coming up next month. Mr. Pierson reported that the county FOCUS project launch date was pushed back to November 7th and to be aware that there will be an acclimation period for the county and its vendors. Commissioner Fike suggested that there be an option for vendors upon registration to sign up for LISTSERV’s.

Vendor Forum Committee

Commissioner Powell took a vote to move the Vendor Forum to May 24, 2011 to coincide with National Small Business Week as part of the EDA's planned activities for the week. A vote ensued and the motion carried with Commissioner Novak in opposition.

Education and Outreach Committee

Commissioner Powell also reported that he will be speaking at the Asian Chamber on October 12th, presenting a free webinar on October 27th, and presenting a workshop on networking November 13th. He also reported that in addition, his individual outreach on behalf of the SBC is a weekly small business owners gathering to discuss resources such as the SBC but more so the assist small business with growth and development.

- Commissioner Novak committed to bringing the DPSM workshop Selling to Fairfax County to the Annandale chamber on a regular basis.
- Commissioner Pellegrin committed to writing short pieces on the legal side Social Media. He also commented that a follow up to Lara Coffee's workshop at the Vendor Forum was necessary.
- Vice Chair Sobhani committed to writing short pieces on legislative actions that effect small business.
- Commissioner Fike stated that she will continue to notify small business owners of a contracting class offered at her chamber
- Chair Senack stated that she will continue to serve as a panelist on government contracting panels.

Legislative and Policy Committee

Commissioner Schottler inquired about placing a resource guide on the SBC homepage. Commissioner Pellegrin reported that he attended the second Small Business Summit and was impressed that the event will result in policy papers to be sent to the Governor's office.

Ombuds Committee

Commissioner Pellegrin reported the Ombuds Committee has not received any new news or issues to address at this time.

Strategic Planning Committee

Commissioner Novak stated that she needs the input of the commission to assist with increasing the Public Relations. She also reported that she would like the see the commission work on establishing a policy regarding SWaM business within the county.

Communications Committee

Commissioner Schottler agreed to chair the communications committee and will meet with OPA.

Community Business Partnership Committee

Commissioner Hebron reported that the CBP is still seeking candidates for its Board of directors and invited Commissioners to attend the next meeting on October 5th.

Vendor Comments Board

Language to be included on the SBC webpage was modified and will be sent electronically to be voted on.

Old Business

Chair Senack reported that the vacant seat on the Commission is appointed at the discretion of the Supervisor who appointed the position previously.

Chamber dues will be gathered as a list and submitted to DPSM for approval and payment. A motion to approve Annandale membership dues invoice was approved unanimously.

SBC letterhead can be sent electronically to commissioners, however anything sent on SBC letterhead must be submitted to DPSM for approval.

Adjournment

Chair Senack adjourned the meeting at 8:51 pm. The next meeting will be held on October 24, 2011 7:00-9:00PM Conference Room 10.