

**APPROVED MINUTES OF THE APRIL 25, 2022 MEETING OF THE
FAIRFAX COUNTY SMALL BUSINESS COMMISSION**

Location: Electronic: conference call and zoom to provide video options

Attending: **SBC Members**

Joseph Underwood (Braddock), Daren Shumate (Mason), Melvin Murphy (Providence), Chris Vernon (Springfield), Marvin Powell (Sully), Shawnequa Alleyne (At-Large), Tracey Wood (At-Large), Kelly Hebron (Lee), Gwyn Whittaker (Hunter Mill), Ken Biberaj (At-Large)

Staff

Ron Shoram, Lee Ann Pender

Guests:

Absent: **SBC Members:** none. Gigi Thompson Jarvis (Dranesville), Melody Thorson (Mt. Vernon)

The Small Business Commission conducted a wholly electronic meeting (using a conference call option as well as a video conference option) because the COVID-19 pandemic made it unsafe to physically assemble a quorum in one location or to have the public present. The public was encouraged to participate with notices providing call-in info and contact information for alternative accommodations. The meeting was called to order at 7:16 p.m. and was facilitated by Chairman Powell.

Minutes from the 3/28/22 meeting was approved without amendment.

- **Chairman Powell conducted the following actions relevant to electronic meetings:**
 - A sound and video check was conducted to ensure that each member of the BAC may be adequately heard and that all members could hear each other.
 - Chairman Powell stated that the usual FOIA procedures, requiring in person assembly, cannot be implemented safely or practically due to the Covid-19 emergency.

- **Staff updates**
 - Return to in person meetings facilitated.
 - Virtual Small Business Forum can be facilitated via Zoom.
 - Reminder of links to [SBC charter](#) and [strategic plan](#) for new commissioners, or those that may wish to review.

- **Committee Updates:**
 - Communications Report – Commissioner Wood
 - Commissioner Gigi Thompson Jarvis hosted the last STEPPING STONES. She interviewed Rebecca Moudry on February 10th.
 - Dr. Melvin Murphy will host the next STEPPING STONES episode. He is interviewing Karla Bruce on June 2nd.
 - The restaurant survey update:

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- Lee District, Springfield, Mason, Hunter Mill, and Mount Vernon restaurant surveys are complete.
- Still must complete Braddock, Providence, Sully, and Dansville, Commissioner Wood hopes to finish all the surveys and the report NLT Memorial Day.
- Commissioner Hebron Updates:
 - Lease being reviewed at Community Business Partnership – looking to free up funds
 - Economic Advisory Council had a meeting – meeting notes coming soon.
- Outreach - Commissioner Powell
 - Coffee Tea You and Me – looking for guest speakers Fridays from 3PM to 5 PM.
- **Old Business**
 - Bea Malone application process link was shared (<https://www.fairfaxcounty.gov/procurement/small-business-commissions-bea-malone-award>). Applications can be received starting March 15th. Please promote, and utilize #FairfaxSmallBiz.
 - Staff to check on applications received and report back to commission.
- **New Business**
 - Commissioner Poweel is looking for Ombudsman Committee lead
 - Possibility of virtual forum discussed: what would be the topic or agenda? Commissioners Alleyne, Murphy and Underwood expressed interest – and are the exploratory committee for a remote SBF.
 - July 25-29 Junior entrepreneurship event in Prince George’s County. Commissioner Powell encouraged commissioners to participate and support up and coming business leaders. A link to the program can be found [here](#).

Adjournment – Chairman Powell adjourned the meeting at 7:51 p.m.