

Student Representative (Rep) Committee

November 12th, 2024

Call to Order: The meeting of the Student Rep Committee was held at Panera Bread (2120 Fairfax Towne Center, Fairfax, VA 22033).

Attendees: Jordan Tautges – Springfield District; Sabrina Rose-Smith – Mason District; Dana Hines – At-large Minority Representative

Staff in attendance: None.

Guests/Visitors: None.

Start time: 7:18 PM

The committee discussed the following:

- Dana Hines made a motion to approve the October 15th, 2024 meeting minutes. Sabrina Rose-Smith seconded the motion. None opposed. None abstained. The motion passed.
- Jordan Tautges provided an overview of the mini-onboarding session planned for the next full body commission meeting. She also provided information on the new student rep.
- Sabrina Rose-Smith will draft talking points for commissioner 1:1s with the student rep. This will include questions around why commissioners joined CFW, their career paths, issues they're passionate about, etc. The student rep will also have the chance to ask commissioners questions.
- The committee discussed the following to include in the onboarding check list:
 - Review CFW documents, which includes the Biennial Report, Operating Principles and Procedures, Bylaws, Calendar, and Commissioner Expectations. Other documents to review include Women and Girls Study Executive Summary, One Fairfax Policy, Fairfax County Lobbying Policy, and FOIA. Sabrina Rose-Smith will draft a Robert's Rules 101 guide.
 - Attend executive committee meeting.
 - Review past 3 meeting minutes to become familiar with prior/ongoing CFW work.
 - Complete 1:1s with commissioners.
 - Review onboarding presentation.
- Jordan Tautges will draft the onboarding check list and sign-up sheet for commissioner 1:1s.
- The committee agreed to do the mid-year check in with the student rep in February before the full body meeting.

End time: 8:19 PM