

**Fairfax County History Commission
Monthly Meeting**

January 3, 2024, 7:30 p.m.
Electronic Meeting

The Fairfax County History Commission conducted a wholly electronic meeting on January 3, 2024. The meeting was called to order at 7:26 p.m.

Call to Order

1. Audibility of Members' Voices

Before proceeding, Chairperson Lynne Garvey-Hodge ensured mutual audibility for the Commission members attending online. Commission members joining virtually confirmed their audibility and location accordingly.

Attendance

Commissioners Present per Districts:

Lynne Garvey-Hodge, *Chair*
Russell Brooks, *Vice Chair*
Anne Stuntz, *Secretary*
Joseph Imamura
Tom Shoop
Gretchen Bulova
David Meyer**
Carmen Powell
Rachel Rifkind
Anne Barnes**
Sallie Lyons
Tammy Mannarino
Sue Kovach Shuman
Jenee Lindner
Jordan Tannenbaum
Cheryl-Ann Repetti
Esther McCullough

District:

At-Large
Franconia
Hunter Mill
At-Large
Braddock
Braddock
City of Fairfax
Dranesville
Mason
Mount Vernon
Mount Vernon
Mount Vernon
Providence
Springfield
Springfield
Sully
Sully

Commissioners Excused:

Kevin Bradley
Subhi Mehdi
Elise Murray

County Liaisons Present:

Laura Kviklys, Heritage Resources Branch, Department of Planning and Development
Stephanie Newman, Heritage Resources Branch, Department of Planning and Development

Christopher Barbuschak, Virginia Room, Fairfax County Public Library
Elizabeth Crowell, Archaeology and Collections Branch, Fairfax County Park Authority
Stephanie Langton*, Heritage Conservation Branch, Fairfax County Park Authority.

Staff Present:

Elliot Meyer, History Commission Clerk

**Joined virtually or by phone (voice-only)*

***Joined after roll call*

(!) Technical difficulties

At this point, the Chair passed the virtual gavel over to Vice Chair Russell Brooks so that she might be heard to make the following motion:

I move that the History Commission certify for the record that each member's voice may be adequately heard by each other member of this Board.

The motion was seconded by Esther McCullough and passed unanimously. The gavel was passed back to the Chair.

Welcome, Announcements, and Opening Business

Land Acknowledgement, Esther McCullough:

“Land acknowledgment engages all present in an ongoing indigenous protocol to enact meaningful, reciprocal relationships with ancestors and contemporary tribal nations. As a County Commission, we have a responsibility to include and support Indigenous communities and sovereign tribes in our work.

“At the place the Fairfax County History Commission meets, we give greetings and thanksgivings to these Potomac River life sources, to the Doeg ancestors, who Virginia brutally treated in violent campaigns while ripping their lands apart with the egregious system of African American enslavement, to the recognized Virginia tribes who have lovingly stewarded these lands for millennia including the Fairfax County area's indigenous tribes who were members of the Powhatan Paramountcy (which extended from today's North Carolina to today's Washington, DC), Pamunkey, Doeg and Tauxenent Nations past, present and future.”

New Commission Member, Lynne Garvey-Hodge and Carmen Powell:

- Lynne Garvey-Hodge welcomed Carmen Powell, the newest member appointed to the Commission, who is representing the Dranesville District.
- Carmen Powell introduced herself, gave a short summary of her professional background, and explained her personal research into the significance of the founding of Cartersville and Cartersville Baptist Church. Her research catalyzed her to hire a company to conduct ground penetrating radar at the church's cemetery, which led to the discovery of 18 individuals laid to rest, rather than one.

Farewell to Steve Sherman, Lynne Garvey-Hodge:

- Lynne announced that Commission Member Steve Sherman decided to respectfully resign from the Commission after 15 years of service. Lynne and others commended Steve for his insight and contributions brought to the work of the Commission.

Advisory Committee, Lynne Garvey-Hodge:

- Following a number of retiring Commission Members with decades of experience, Lynne Garvey-Hodge explained that their continued involvement as Advisory Members is critical to ensure continuity.

Lynne Garvey-Hodge passed the gavel to Vice Chair Russell Brooks to make the following motion:

“I move that the History Commission accept the members of the current Advisory Committee¹ for the year 2024.”

Tammy Mannarino seconded the motion. The motion passed unanimously.

Chair Announcements, Lynne Garvey-Hodge:

- Lynne Garvey-Hodge noted the following:
 - Encouraged the Commission to consider the adjective *August* as a way to regard the Commission’s conduct and business.
 - Regarding the potential change for 2024 meeting times, Lynne urged Commission Members to complete the survey if they have not already. The available times appears to be narrowed to Wednesday evenings during each month.
 - Announced that there will be a presentation on Robert’s Rules at February 7, 2024, at 6:30 PM next month ahead of the monthly Commission meeting.
 - March’s monthly meeting will be virtual.
 - The Executive Committee will be holding an executive retreat this upcoming month. The date and time will be determined soon.
 - Esther McCollough will be Carmen Powell’s mentor as she gets underway with the Commission.

Approval of the December 6, 2023 Minutes, Lynne Garvey-Hodge:

Esther McCullough made the following motion:

“I move that the Fairfax County History Commission accept the December 6, 2023 minutes and pay the Clerk [Elliot Meyer].”

Russell Brooks seconded the motion. The motion passed unanimously.

Treasurer’s Report, Sue Kovach Shuman:

¹ The current Advisory Committee Members include Barbara Naef, Mary Lipsey, Phyllis Walker Ford, Barbara Peters, Carole Herrick and Bob Beach.

- In Elise Murray's absence, Sue Kovach Shuman gave a summary of the Treasurer's Report ending on December 22, 2023. See [Attachment 1](#) for the December report.
 - Given the Commission's budget surplus of \$74,000, Sue recommended the Conference Committee consider offering free food for next year's conference, in celebration of the 20th annual conference.

Staff Reports

Heritage Conservation Branch, Stephanie Langton:

- Stephanie Langton reviewed the staff, program, and project updates for the Heritage Conservation Branch. Specifically:
 - Operations and Maintenance – the storm window installation and masonry repairs are still ongoing at Ash Grove.
 - Historic Sites Volunteer Corps – HVS is still on their winter recess, but they will resume in March.
 - Resident Curator Program – the meeting schedule for the one application for curatorship of Mount Gilead will be announced shortly. This process includes a series of public meetings and a 30-day public comment period.

Virginia Room, Christopher Barbuschak:

- Christopher Barbuschak, Fairfax County Public Library, provided staffing, program, collection, and oral history updates. See [Attachment 2](#) for the staff report.

Heritage Resources, Laura Kviklys:

- Laura Kviklys, Fairfax County Department of Planning and Development, provided projects, program, and staff updates. See [Attachment 3](#) for the staff report.
 - Tammy Mannarino complemented Laura on her work to secure separate emails for Commission Members.
 - Tom Shoop asked if there will be a similar policy regarding phone numbers. It was recommended that Commission Members consider setting up a separate Google Voice number that can be forwarded to a personal phone number.

Archaeology and Collections Branch (ACB), Elizabeth Crowell:

- Dr. Elizabeth "Liz" Crowell reviewed the ACB report submitted to the Commission on behalf of Aimee Wells. In lieu of a formal report, Liz reported the following:
 - ACB is in the process of conducting a cemetery inventory for the purpose of consolidating county cemetery information in one database. There will be a public-facing version of this database to assist individuals with personal research.
 - Archaeology will begin in early spring at Fairfax Arms and Colchester.

New Business (none)

Unfinished Business

Renaming of Bailey's Crossroads Community Center, Lynne Garvey-Hodge:

- Lynne Garvey-Hodge updated the Commission that she, Rachel Rifkind, and Elise Murray will be involved in the potential renaming of the Bailey's Crossroads Community Center to honor Minnie Payton.

Meeting Protocol Guidelines, Russell Brooks:

- Russell Brooks summarized the work from the last meeting, explained that the Commission was tasked with reviewing the proposed guidelines, and that he hopes to bring the recommendations to a formal vote for adoption.

Russell Brooks made the following motion:

"I move that the History Commission accept the proposed guidelines for our meeting protocol going forward."

Tammy Mannarino seconded the motion.

- The motion was opened for discussion:
 - Lynne Garvey-Hodge noted that a copy of this should be included in the Commission Member binders as well.
 - Tammy Mannarino commended Russell Brooks for his hard work on this, and agreed that a copy should be included in the binders for corporate knowledge. Anne Stuntz pointed out the policy manual within the binders as well.
 - Russell recommended that the guidelines also be included with the upcoming meeting agendas and stated that, as the Vice Chair, he will help ensure the Commission follows the protocols.

The discussion was closed and the motion called to a vote. **The motion passed unanimously.**

Fort Belvoir Advisory Committee Conclusion, Tammy Mannarino:

- Tammy Mannarino summarized the conclusion of the Advisory Committee's work. The after-action report, prepared by Jene Lindner, was submitted to the former members of the committee for their review. The after-action report will be brought before the Commission next month for final approval before being submitted to the Board of Supervisors. See [Attachment 4](#) for the final report.
 - Jene Lindner and Lynne Garvey-Hodge commended Tammy Mannarino for her exemplary research and work on the Fort Belvoir Advisory Committee.

Update on AAHI Project, Lynne Garvey-Hodge:

- Lynne Garvey-Hodge explained that Mary Lipsey is looking for assistance with marketing and upkeep on the African American History Inventory (AAHI). Anne Stuntz and the Advocacy Committee will be assisting with the database's promotion.
- Additionally, Mary Lipsey is working on a PowerPoint entitled "Breaking Down Barriers."
 - Esther McCollough also emphasized the importance of the AAHI to be included in new member onboarding and training so they can become familiar with that resource.

Updates to the Carriage House at Mt. Gilead, Lynne Garvey-Hodge:

- In Sarah Petroff's absence, Lynne brought forward this matter and discussed the draft letter regarding the Commission's recommendations, per the motion made during the December meeting. Gretchen Bulova drafted the letter, which details the process and procedures for decision-making of structures within the County's inventory of historic properties to ensure the Commission is adequately involved in the process before final decision of demolition is made. See [Attachment 5](#) for the letter.
 - The Commission reviewed the language of the letter, discussed HAB standards, and clarified the intent.
- As an addendum to the discussion, Tom Shoop asked for clarification about if letters sent from Chairperson represent the full Commission or specifically the Chairperson speaking on behalf of the Commission. A discussion ensued regarding the correspondence of the Commission.

Committee Reports

Budget and Inventory Committees:

- This was skipped due to Elise Murray's absence.

History Conference Committee and Awards, Lynne Garvey-Hodge:

- Lynne Garvey-Hodge asked the Commission Members to nudge their respective Supervisors to think about history award nominations from their districts.

Advocacy Committee, Anne Stuntz:

- Anne Stuntz opened up the floor for Tom Shoop to make a motion on behalf of the Annual Report Committee. Tom prefaced the motion by explaining the proposed policy around the annual report development and process. See [Attachment 6](#) for the policy.

Tom Shoop made the following motion:

"On behalf of the Advocacy Committee, I move that the History Commission adopt the policy on preparing the annual report, presented to the Commission on January 3, 2024, with one modification: in Part II, Subpart D, substitute 'July 1 to June 30,' for 'June 1 to July 30,' which is to correct the dates of the fiscal year."

Tammy Mannarino seconded the motion. The motion was opened for discussion:

- Lynne Garvey-Hodge suggested the word “policy” be changed to “guidelines,” to allow for flexibility. Anne Stuntz, Tom Shoop, and others discussed this distinction. Russell Brooks expressed his opinion that it should be a policy.

The motion was called to a vote and passed unanimously without amendment.

Ethnic and Oral History Committee, Esther McCullough:

- Esther McCullough commended Russell Brooks for bringing forward the idea of the Commission celebrating and honoring Black History Month by creating a public-facing poster or document that features the County’s African American history. Additionally, Russell proposed to continue this effort each month to honor different groups of people across the County.
- Esther noted that the Ethnic and Oral History Committee will be meeting in the upcoming month.

250th Commission, Gretchen Bulova:

- Gretchen Bulova updated the History Commission that the Commonwealth’s 250th Commission will be meeting on January 5, 2024 and reviewed the topics on their agenda. The Fairfax County 250th Commission will be meeting on January 22, 2024 at 1:00 PM at the Fairfax City Regional Library. See [Attachment 7](#) for the report.

Markers Committee, Cheryl-Ann Repetti:

- Cheryl-Ann Repetti had nothing new to report.

Architecture Review Board Liaison, Lynne Garvey-Hodge:

- Nothing to report in Elise Murray’s absence.

Website Coordination, Cheryl-Ann Repetti:

- Cheryl-Ann Repetti stated that there was nothing new to report.

Announcements

- Lynne Garvey-Hodge noted the recent election of Tommy Peterson as Mayor of the Town of Clifton.
- Sallie Lyons announced that there will be a tour of the George Washington Presidential Library at Mount Vernon on January 18, 2024. This is a rare opportunity, as tours do not happen very often.

Lynne Garvey-Hodge adjourned the meeting at 9:54 p.m.

Respectfully submitted:



D. Elliot Meyer
Clerk, Fairfax County History Commission

Date: March 6, 2024



Anne Stuntz, Corresponding Secretary
Fairfax County History Commission

Date: April 20, 2024

Attachments

[Attachment 1](#): January 2024 Treasurer's Report

[Attachment 2](#): Virginia Room Staff Report

[Attachment 3](#): DPD Staff Report

[Attachment 4](#): Fort Belvoir Renaming Committee After Action Report

[Attachment 5](#): Draft Letter to the Park Authority Regarding the Mount Gilead Carriage House

[Attachment 6](#): Annual Report Policy, November 9, 2023

[Attachment 7](#): 250th Commission Liaison Report

Attachment 1

**Fairfax County History Commission
Treasurer Report for January 3, 2024 Meeting**

Fairfax County Account as reported by county on December 22, 2023

Beginning balance: \$71,790.13

12/20 NAPC annual membership \$150.

12/20 NTHP annual membership \$250.

Ending balance: \$71,390.13

**Fairfax County Park Authority - History Conference
Reported by FCPA on December 15**

Carryover revenue from FY2023 \$65.27

Conference registration revenue \$465.

Transfer of funds from DPZ (county) \$5,000.

Pooled interest earned \$18.30

Revenue Total: \$5,549.07

Conference Expenditures by Category:

Printing \$467.06

Awards \$725.25

Honorarium \$200.

Decorations \$270.31

Food \$1,361.91

Total: \$3,024.53

Available balance: \$2,524.54

**Submitted by Sue Kovach Shuman
FCHC Treasurer**

Attachment 2

Fairfax County Public Library's Virginia Room
Staff Report to the Fairfax County History Commission

January 2024

Library Programs

- The library will be hosting a book launch for *Black Communities of Fairfax: A History* on Saturday January 27th at 4:00 p.m. Copies of the book will be for sale.

West Springfield Applied History Program

- We will be hosting one student this year who will be assisting us with transcribing a 6-hour oral history interview staff conducted with William “Wild Bill” Patram, the legendary local house mover who passed away in 2022.

School Yearbooks

- The Virginia Room received from Herson High School a donation of various Herndon Hornet yearbooks from 1952-2023. Some of those and yearbooks from other FCPS schools will be shipped out for digitization through the Library of Virginia later this month.

Collections

- The Northern Virginia Soil & Water Conservation District donated a box of photographs taken in Fairfax County during the 1960s by the U.S. Department of Agriculture Soil Conservation Service. They depict natural resource concerns in developing areas and include Tysons Corner, Bull Run Shooting Preserve, West Gate Industrial Park, and other locations.



Attachment 3

Staff Report: L. Kviklys

Ongoing Projects:

- **Mid-Century Modern Countywide Survey** - No update- Dovetail Consultants continues fieldwork and data entry into VCRIS. Survey completion and public meetings are planned for Spring 2024. For more information visit: [Midcentury Modern Historic Resource Survey | Planning Development \(fairfaxcounty.gov\)](#)
- **Gum Springs Architectural Survey and Historic Context**- No update- The contract procurement process is progressing. A Notice To Proceed (NTP) for the project should be forthcoming in early 2024.
- **Centreville Historic Resource Survey and Outreach Project:** DPD staff continue to develop outreach programming as part of the Centreville Planning Study. Heritage Resources staff began the survey in November 2023 by resurveying the buildings located in the Centreville HOD; this Spring, staff will survey potential historic resources within the boundaries of the Centreville Suburban Center. For more information on the study, please visit: [Plan Amendment 2022-III-BR1 | Planning Development \(fairfaxcounty.gov\)](#)
- **HOD Design Guidelines Rollout:** DPD-HR staff are in the process of planning the rollout of the updated design guidelines for HODs. Public meetings will be held for feedback in early 2024.

Current Development Cases:

- **Goldsmith House (2754/2758 Chain Bridge Road, Hunter Mill)** Listed in the Fairfax County Inventory of Historic Sites in 2021, the 1918 single family dwelling is proffered to include preservation and maintenance in its current location. The Planning Commission recommended approval on November 1, 2023. The application is scheduled for public hearing before the Board of Supervisors on January 23, 2024.
- **Chesterbrook/Lincolntown (6323/6325 Old Dominion Drive, McLean, Dranesville)** Heritage Resource staff received a development proposal for the demolition of a c. 1913 residence located in the historic African American community of Chesterbrook/Lincolntown. DPD-HR staff have recommended a Phase II survey be conducted on the property. The application is scheduled for public hearing before the Planning Commission on May 1, 2024.
- **SSPA progress (Countywide)** DPD-HR staff have been involved in several site-specific plan amendments because of the most recent SSPA process. These have included the proposed redevelopment of the Executive Building site (6901 Old Keene Mill Road) in Springfield, the Franconia Governmental Center (6121 Franconia Road) in Alexandria, and the Moon Inn (6140 Richmond Highway) in the Mount Vernon district. Three substantial buildings from the Post-Modern period, the AT&T Headquarters (3033 Chain Bridge Road), the ICF Building (9300 Hunters Branch Road), and the CIT Building (2214 Rock Hill Road), are also under consideration for redevelopment.

Other Items

- **Black/African American Historical Marker Project:** DPD-HR Staff, working with stakeholders, have determined to place the Gunnell's Chapel marker at Clemyjontri Park

in Langley, and will work with FCPA on installation logistics. The Gunnell's Chapel marker is scheduled to ship at the end of January/early February.

- **Goins House (10133 Zion Drive, Braddock)** DPD-HR staff received a Phase II documentation report on the Goins House as part of Development Conditions on the property's redevelopment. The report outlines the contributions of local civil rights activist, James "Jim" Goins, and will be used to develop an interpretive wayside marker.
- **Commission Emails:** In keeping with the protocol of other County BACs, DPD-HR staff recommend History Commissions adopt a standardized and dedicated email address for all Commission-related correspondence. DPD-HR staff can provide guidance for consistency.

Attachment 4

Fairfax County History Commission
After Action Report for the Fort Belvoir Advisory Committee
January 1, 2024

Purpose:

In March 2023, the Fairfax County Board of Supervisors directed the History Commission to form a subcommittee to support efforts by Fort Belvoir regarding the renaming of the U.S. Army Base, Ft. Belvoir and the streets therein named for Confederate generals.

Action taken:

In response we created the Ad Hoc Fort Belvoir Advisory Committee. It consists of History Commission members Tammy Mannarino, Chair, Cheryl Repetti, Tom Shoop, Jenee Lindner, Subhi Mehdi, Lynne Garvey-Hodge, Jordan Tannenbaum, David Meyer
Guest: Vance Zavela, Fort Belvoir Liaison, Fairfax County Department of Economic Initiatives

On July 26, 2023, many of our members were pleased to participate in Fort Belvoir's ceremony renaming Lee Road to E.O. 9981 to commemorate President Truman's order that would lead to desegregation of the military. The Fairfax County History Commission's Ad Hoc Fort Belvoir Advisory Committee plans to continue their work with Fort Belvoir leadership to reflect a fuller history of the land on which Belvoir sits. We stand ready to share information with the Military District of Washington, the U.S. Army Center of Military History, and the broader community.

The military had a short deadline with January 1 looming. All the other bases are on schedule to change from Confederate names by January 1, 2024. After letters back and forth and a meeting with military leaders on October 24, 2023, where we shared in person our goals (see attachment Agenda for Fort Belvoir Meeting FCHC 24 October 2023), they requested a document of our research for review. This was done by Tammy Mannarino and sent out to them on December 1, 2023 (See attachment FCHC.2023.Summary of Evidence Regarding Fort Belvoir's 1935 Name Change).

When they have finished their review, they will act on it based on the information that has been vetted. There will be three choices:

- 1) Act positively on the Military Confederate Name Commission recommendations and change the Fort Belvoir name.
- 2) Reject the Military Confederate Name Commission recommendations and not change the name based on our paper.
- 3) Have a continuance beyond January 1 to review it further with us based on our paper.

We did not take a position on the renaming. We have not heard back formally from the military one way or the other.

Conclusion:

The committee voted and formally disbanded on November 1, 2023, with the research document on the docket to be sent by Tammy Mannarino. It was shortly thereafter. We have closed out our committee because we met the objectives as outlined to us by the Fairfax County Board of Supervisors.

Agenda for Fort Belvoir Meeting 24 October 2023

- Representatives of the U.S. Army Military District of Washington (MDW) and the U.S. Army Center of Military History (CMH) will meet with members of the Fairfax County History Commission (FCHC).

- MDW and CMH will engage in a transparent listening session with the FCHC regarding Fort Belvoir's place in the community; and understand how the Army can emphasize the history of Fort Belvoir through opportunities such as museum exhibitions, post markers, and public education programs.

- Fort Belvoir is rich in history, some of which has been told, some of which needs additional interpretation (The Belvoir ruins as a site of enslavement) and some of which is devoid of interpretation (Woodlawn village, Youngs Village, CCC camps and more)
- We have recently opened a dialog with Garrison Commander Colonel Messina on new commemorations and historic interpretation (Oct 4 2023 Letter). This is a positive development and we believe that the larger Army and CMH also have a role here providing advice and support in these endeavors.
- The FCHC and the Ad Hoc Belvoir Advisory Committee would like to explore options for partnering with the Army on a local level and beyond to ensure that a fuller history of Fort Belvoir is available to the public.

Background

- The Naming Commission encouraged the Secretary of the Army to review the historical facts recounting the 1935 Fort Belvoir name change and “consider renaming Fort Belvoir based on existing protocols for the naming / renaming of installations and facilities.” (Naming Commission report, Part III, page 17)

- Members of the FCHC engaged with the Naming Commission Historian and shared resources extensively. As we have noted in previous communications, we believe that the Naming Commission's Final Report does not contain a full and impartial weighing of historical evidence. We have continued to research using Fort Belvoir historical assets as well as materials from the National Archives, the FDR Library, Gunston Hall and George Washington's Mount Vernon. We are prepared to share those with the CMH.

- MDW and CMH will “engage in a transparent process of **exploration and dialogue** with the surrounding community, including discussion with the Fairfax County History Commission . . .” (Letter from Lt. Gen. Kevin Vereen, Deputy Chief of Staff, G-9, 7 Aug 2023, in reply to FCHC letter to the Secretary of the Army, 21 Mar 2023)

- In order to maximize the time of historians from both CMH and the FCHC it would be most helpful to understand any research and fact checking of the Naming Commission's Final Report CMH has accomplished to date. Exploration and dialogue entail more than a “listening session.” Two-way communication is essential among the historians.
- The FCHC would like to discuss procedures on how best to share and understand each other's interpretation of the evidence. We are interested in what the CMH's final product might be.

Attachment 5

January 4, 2024

Ms. Jai Cole
Executive Director, Fairfax County Park Authority
12055 Government Center Parkway
Fairfax, VA 22035

Dear Ms. Cole,

We received a presentation by Ms. Jenna Gilbert with the Heritage Resources Branch, on the proposed demolition of the Carriage House on the Mount Gilead property in historic Centreville. We learned that the Carriage House, while constructed in the 1930s, has not been deemed historic and worthy of preservation.

By way of this letter, members of the History Commission would like to emphasize the importance of documenting this structure following appropriate Historic American Building Survey (HABS) and professional preservation standards before the demolition proposal is brought before the Architecture Review Board.

In addition, members of the History Commission would like to be kept better informed of other properties listed on the Inventory of Historic Sites that may potentially be demolished through neglect. FCPA and the Board of Supervisors are the stewards of Fairfax County's important history, historic buildings, and sites. In partnership with the History Commission, we need to work as a team to ensure that we are working toward preservation when possible.

Sincerely,

Chair, Fairfax County History Commission

CC: Fairfax County Board of Supervisors
Rachel Flynn, Deputy County Executive, Fairfax County
Tracy Strunk, Planning and Development
Leanna O'Donnell, Planning and Development
Denice Dressel, Planning and Development
Laura Kviklys, Planning and Development

Attachment 6

DRAFT The Fairfax County History Commission (FCHC) Policy for Annual Reports

1. BACKGROUND

This policy is adopted to demonstrate good stewardship of and accountability for Fairfax County taxpayer funds. The Fairfax County History Commission (FCHC) fulfills this responsibility by reporting on the previous calendar year's accomplishments and challenges to the Board of Supervisors (BoS) every summer while making a case for its future year budget needs. FCHC's volunteer members have submitted annual reports to the BoS for most years since 1998.

2. DEFINITIONS

- a. FCHC means the Fairfax County History Commission.
- b. COMMITTEE means the committee(s) of the History Commission.
- c. REPORTING YEAR refers to the previous year's calendar year (January 1 – December 31).
- d. BUDGET YEAR refers to the fiscal year (June 1 – July 31) of the immediate future year.

3. RESPONSIBILITIES

- a. Advocacy Committee: FCHC's Advocacy Committee enables the Commission to "*share its objectives and accomplishments with the Board of Supervisors and the community...*" In this capacity, it is this Committee's responsibility to prepare the Annual Report (AR) of the Commission.

The Advocacy Committee will designate an AR team to compile the information and photographs from the reporting year meeting minutes and the various committees of the History Commission.

Furthermore, the Advocacy Committee will contact the Fairfax County Clerk's Office early each year to schedule the AR presentation to the BoS.

Finally, the Advocacy Committee will send the final PDF version of the AR to the Fairfax County Department of Planning and Development and the BoS for presentation at the June BoS meeting.

- b. Budget Committee: The Budget Committee is responsible for providing a table with the reporting year's actual, the current year's estimate, and the following year's budget request.
- c. FCHC Chairperson: The Commission Chair is responsible for writing the one-page Executive Summary (that is, the Management Letter) of the Annual Report.

- d. Committee Chairs: The Committee Chairs are responsible for providing quantitative and qualitative information on their accomplishments and challenges of the reporting year, and clearly articulating their financial requirements for the budget year.

5. CONTENT and PROCESS

- a. The FCHC should address the following items in its annual reports:
 - A Management Letter/Executive Summary
 - FCHC's mission.
 - A complete overview of FCHC's programs, their accomplishments, challenges, and plans for future years.
 - Quantitative or qualitative statements of its annual performance demonstrating outputs, efficiency, service quality, and outcome (where possible).
- b. Every AR must have an accompanying slide presentation.
- c. Every AR must be uploaded to the History Commission website within 15 days of presentation to the BoS.

6. REPORTING TIMEFRAME AND TIMELINE

Timeframe: The Annual Report will report on the History Commission's accomplishments and challenges for each preceding calendar year.

Timeline:

- a. Early January: The Advocacy Committee starts the process of planning and preparing the AR and reaches out to Committee Chairs for the previous year's accomplishments, challenges, photographs, and future year budget needs.
- b. February 28: All inputs from Committee Chairs are submitted to the Advocacy Committee. Additionally, the Advocacy Committee contacts the Fairfax County Clerk's Office to schedule the presentation to the BoS.
- c. March 31: The draft AR is sent to the entire FCHC for review.
- d. Mid-April: Comments and feedback on the draft AR due back to the Advocacy Committee.
- e. April 30: The final AR is ready for submission to the County. The slide presentation is prepared.

Adopted by the FCHC on _____.

Attachment 7

History Commission Semiquincentennial Report January 3, 2024

Submitted by Gretchen Bulova, Committee Chair

State Commission

1. The next meeting is planned for January 5, 2023 at 10 a.m. in Richmond at the Virginia General Assembly. All meetings are open to the public.
2. Signature Exhibit is planned to open in March 2025: *Give Me Liberty: Virginia and the Forging of a Nation*
 - VHMC and JYF Joint Exhibition that will first be displayed at VHMC and then move to the American Revolution Museum at Yorktown. There will be a companion book produced to expand on the signature exhibition content.
3. A Common Cause to All: *A Convening of States* planned to be held in Colonial Williamsburg on:
 - 2024: Monday, March 18 – Wednesday, March 20
 - 2025: Monday, March 24 – Wednesday, March 26
4. *Law Symposium: The Legal Revolution: Virginia Leads the Way to Liberty, 1776-2026*
 - A proposal for a distinguished law symposium series was introduced, developed in conjunction with the Virginia Bar Association and Virginia Law Foundation.
5. Library of Virginia: Transcribe Program
 - LVA introduced a proposal for “Transcribe: Ideas in Action” which seeks to transcribe, digitize, and curate the collection of over 2,000 petitions by Virginians between 1776-1786. The project would complement the VA250 Commission's work, and as a web based project, it will serve as a legacy of the 250th commemoration.

Fairfax County 250 Commission

1. Next meeting is planned for Monday, January 22nd at 1 p.m. at the City of Fairfax Regional Library.
2. The Commission is planning a series of outreach meetings for February, March, and April around the County to share 250th plans and solicit participation. Targeted groups include the history commission, arts organizations, business associations, multi-cultural organizations, civic organizations, and more.

History Commission Committee

This Committee has not met.