

**APPROVED MINUTES OF THE APRIL 23, 2018 MEETING OF THE
FAIRFAX COUNTY SMALL BUSINESS COMMISSION**

Location: Fairfax County Government Center, 12000 Government Center Parkway, Fairfax, VA 22035,
Conference Room 232

Attending: **SBC Members**

John Pellegrin, Claire Tse, Tracey Wood, Malachi Jones, Jr., Kelly Hebron, Melody McGuin
Thorson

Staff (Department of Procurement and Material Management)

Cathy Muse, Ron Shoram, Jason Im

Guests

Tom Pfeifer

The meeting was called to order at 7:04 p.m. by Chairman Pellegrin

Minutes from the March 26, 2018 meeting were approved with amendments made to the Community Business Partnership and Economic Advisory Council noting that they are quarterly reports and may not require monthly updates

Tom Pfeifer

- Mr. Pfeifer introduced himself and his upcoming role as facilitator for the strategic planning retreat on Tuesday, May 8th
- Mr. Pfeifer encouraged the SBC to review the action plans in the current strategic plan to evaluate their relevancy and effectiveness

Committee Reports

Communications

- DPMM will reach out to the Office of Public Affairs to enhance the publicity around the Vendor Forum to potentially meet in the afternoon of May 21

Community Business Partnership (Quarterly Report) – No Report

Economic Advisory Council (Quarterly Report) – No Report

Education and Outreach – No Report

Executive – No Report

Legislative and Policy – No Report

Media Productions

- Channel 16 has requested to attend the meeting on May 21 to record footage for its video series
- There will be a roundtable scheduled for Commissioners Hebron, Pellegrin, Marvin Powell, and Wood at 1pm on May 21 with Channel 16

Office of Emergency Management – No Report

Ombuds – No Report

Strategic Planning

- See notes under Tom Pfeifer (p. 1)

Transparency – No Report

Vendor Comments Board

- Commissioner Thorson will reach out to DPMM regarding the Vendor Comments Board

Vendor Forum

- Commissioner Tse proposed changing the name of the Vendor Forum to the Small Business Forum and will ask for feedback from the SBC with a deadline of May 1
- Matchmaking sessions with SBC commissioners or guests as coaches to small business owners were discussed
- Qualifications for the Bea Malone Award continue to be evaluated and changed to reflect the ideals held by the late commissioner Malone
- Commissioner Hebron introduced names of tools to allow for more collaboration in the sessions (e.g. Backchannel Chat, Nearpod) that can be used if session leaders wish to incorporate them
- Action Item:
 - DPMM to send rooms available to host matchmaking sessions to the Vendor Forum committee

Old Business – No Report

New Business

- Commissioner Tse introduced the idea of a SBC LinkedIn page to help facilitate connecting with the small business community
- Commissioner Wood is now a producer certified by Fairfax Public Access (FPA) and she plans to produce a show for FPA similar to Stepping Stones, but more frequent specials. It may even bare the same name. The SBC has agreed that this should not be a problem since the show was proposed and storyboarded to Channel 16 by Commissioner Wood. Commissioner Wood loves the work of Producer Pamela Gardner and would like to see that work continue. Commissioner Wood's production would be in addition to, to add frequency and more exposure for the commission.

Staff Report

SBC Meeting Minutes – April 23, 2018

- Ms. Muse provided an update on the County budget hearings

Adjournment – Chairman Pellegrin adjourned the meeting at 8:13 p.m.