

**APPROVED MINUTES OF THE JULY 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, Tracey Wood, Malachi Jones, Carmen Powell, Kelly Hebron, Eva Freund, Grace
Chung Becker

Staff (Department of Procurement and Material Management)

Cathy Muse, Jason Im

Guests

Dr. Gerald Gordon (President and CEO, Fairfax County Economic Development Authority),
Mark Scarano (Executive Director, Community Business Partnership)

The meeting was called to order at 7:06 p.m. by Chairman Pellegrin

Minutes from the June 25, 2018 meeting were approved with an amendment made to the Transparency
Committee Report

Guest Presentation: Dr. Gerald Gordon

- Dr. Gerald Gordon from the Fairfax County Economic Development Authority briefed the SBC on its
charge and its recent accomplishments
- The FCEDA's role is to target businesses to move to Fairfax County while deferring to the Board of
Supervisors in creating the environment for businesses to locate
- Retention of businesses is an area of concentration as companies are regularly surveyed and feedback
conveyed to the Board of Supervisors
- Providing services to starting and emerging businesses represent the area of intersection between the
FCEDA and SBC

Committee Reports

Communications

- Two new videos are ready to post (Commissioner Powell's and a roundtable discussion with
Commissioners Pellegrin and Wood) for a total of eight productions
- Commissioners heading committees will be asked to be interviewed in the future
- Commissioner Wood will produce a small business investors show and will look for potential
guests to interview on the program
- Action Item:

- Commissioner Wood to provide the SBC approved messages that can be used to promote the Small Business Forum
- DPMM to post previous videos to the SBC website

Community Business Partnership (Quarterly Report)

- Commissioner Hebron reported on her meeting with the new Executive Director, Mark Scarano and DPMM
- The next board meeting is scheduled in August

Economic Advisory Council (Quarterly Report)

- Commissioner Hebron updated the SBC on the latest activities on the Center for Innovation and Entrepreneurship at George Mason University

Education and Outreach – No Report

Executive – No Report

Legislative and Policy – No Report

Media Productions – See Communications Committee Report

Office of Emergency Management – No Report

Ombuds – No Report

Small Business Forum

- Commissioner Carmen Powell discussed the progress in recruiting exhibitors
- SCORE Association will provide “speed mentoring” sessions – DPMM will provide a link on the SBC page and the registration site to set up appointments once available
- Commissioner Carmen Powell suggested changing the Bea Malone Award’s name to the Fairfax County Small Business Award in the future
- The Society for Human Resource Management (SHRM) will provide resources in the form of webinars to be offered after the Small Business Forum
- Action Item:
 - Commissioner Carmen Powell to provide a link for SCORE appointments to place on the SBC page and registration site
 - DPMM to send a list of potential exhibitors to the Small Business Forum Committee

Strategic Planning – No Report

Transparency – No Report

Vendor Comments Board – No Report

Staff Report

- Ms. Muse announced that the Purchasing Resolution was passed with minor changes

SBC Meeting Minutes – July 23, 2018

- Several Fairfax County departments, including DPMM, will participate in the Metropolitan Washington Area Reverse Trade Show 7/26 – information at <https://www.eventbrite.com/e/metropolitan-washington-area-reverse-trade-show-tickets-41742094729>
- 58 attendees have registered for the Small Business Forum

Old Business – No Report

New Business – No Report

Adjournment – Chairman Pellegrin adjourned the meeting at 8:22 p.m.