

**UNAPPROVED MINUTES OF THE AUGUST 27, 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, Malachi Jones Jr., Carmen Powell, Melody McGuin Thorson, Grace  
Chung Becker, Marvin Powell

**Staff (Department of Procurement and Material Management)**

Cathy Muse, Ron Shoram, Jason Im

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The meeting was called to order at 7:05 p.m. by Chairman Pellegrin

Minutes from the July 23, 2018 meeting were approved without amendment

**Committee Reports**

**Communications**

- Commissioner Wood provided her report via email
- The link for the latest Stepping Stones video series:  
<https://www.youtube.com/watch?v=I45NhyGTH3o&list=PL9D0cdqzRCqBYRAFMR5dQsURjTJZliweg>
- Action Item:
  - DPMM to send OPA approved social media messaging to the SBC to use for promoting the Small Business Forum

**Community Business Partnership (Quarterly Report) – No Report**

**Economic Advisory Council (Quarterly Report) – No Report**

**Education and Outreach**

- Commissioner Marvin Powell announced that new coaches have joined his Coffee, Tea, You & Me business coaching program

**Executive**

- Commissioner Tse suggested that a letter to the Board of Supervisors outlining qualities desired for potential commissioners be drafted to help fill openings on the Small Business Commission
- Action Item:
  - Commissioner Tse to write a letter for potential openings to supervisors for use by the SBC

**Legislative and Policy** – No Report

**Media Productions** – No Report

**Office of Emergency Management** – No Report

**Ombuds** – No Report

**Small Business Forum**

- Commissioner Carmen Powell reported that all exhibitor spaces have been filled
- SHRM will host a free webinar after the Forum (waiting on link to it) and waiting to post it
- Four SCORE coaches have committed to free coaching sessions
- Chairman Pellegrin acknowledged the Small Business Forum committee for its excellent work
- Commissioner Tse emphasized the need for the SBC to be active in networking and greeting attendees during the Small Business Forum
- Commissioner Jones encouraged commissioners to meet with their district's chamber of commerce and district supervisor to promote the Small Business Forum in keeping with action items developed at the Strategic Planning Retreat
- A motion to change the name of the Bea Malone Small Business Award to the Fairfax County Small Business of the Year Award in Honor of Bea Malone carried unanimously
- Action Item:
  - DPMM to send an electronic flier to the SBC for use in promotion

**Strategic Planning** – No Report

**Transparency** – No Report

**Vendor Comments Board** – No Report

**Staff Report**

- Ms. Muse announced Dr. Gerry Gordon's retirement from the Fairfax County Economic Development Authority
- DPMM announced progress on SWaM reporting – spend data has been gathered from all departments and will be organized and cleaned up to be reportable

**Old Business** – No Report

**New Business** – No Report

**Adjournment** – Chairman Pellegrin adjourned the meeting at 7:44 p.m.