

**APPROVED MINUTES OF THE OCTOBER 22, 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 Jr., Carmen Powell, Elizabeth Novak, Melody
McGuin Thorson, Grace Chung Becker, Marvin Powell

Staff (Department of Procurement and Material Management)

Cathy Muse, Ron Shoram, Jason Im

The meeting was called to order at 7:02 p.m. by Chairman Pellegrin

Minutes from the September 24, 2018 meeting were approved without amendment

Committee Reports

Communications/Media Productions – No Report

Community Business Partnership (Quarterly Report) – No Report

Economic Advisory Council (Quarterly Report) – No Report

Education and Outreach

- Commissioner Marvin Powell announced that Coffee, Tea, You & Me celebrated its 15-year anniversary

Executive – No Report

Legislative and Policy – No Report

Office of Emergency Management – No Report

Small Business Forum

- Commissioner Carmen Powell provided a summary of the concluded Small Business Forum
- Commissioner Jones submitted good feedback on the sessions led by Mike McWilliams and Basim Mansour – Basim Mansour was identified as a potential keynote speaker in the future
- Commissioner Wood reported an uptick in interactions with guests along with more inquiries about the Small Business Commission and other resources
- The Commission discussed areas for improvement:
 - Confirm the proper conduct and responsibilities of commissioners at the Forum
 - Hold additional meetings prior to the event

SBC Meeting Minutes – October 22, 2018

- Run the Stepping Stones video series at the SBC table
- Obtain higher quality name badges for the SBC and provide nametags for guests (Web Signs located in Fairfax was identified as a potential vendor)

Strategic Planning – No Report

Transparency

- Ms. Muse informed the SBC of the continued efforts to provide discretionary spend with Small, Women and Minority Owned Business (SWaM) spend from all agencies of Fairfax County Government

Vendor Comments Board/Ombuds – No Report

Staff Report

- Ms. Muse shared the SWaM report for the 2018 fiscal year
- November 24th will be declared “Small Business Saturday” in Fairfax County by the Board of Supervisors

Old Business – No Report

New Business

- Commissioner Marvin Powell announced that October is women’s business month and encouraged the SBC to promote it in the future
- Commissioner Marvin Powell requested that guidance be issued on ethical conduct and conflicts of interest
 - Commissioner Jones will oversee finding the guidance
- Commissioner Thorson will chair the committee to elect a new Chair and Vice-Chair in 2019

Adjournment – Chairman Pellegrin adjourned the meeting at 8:06 p.m.