UNAPPROVED MINUTES OF THE March 28, 2022 MEETING OF THE FAIRFAX COUNTY SMALL BUSINESS COMMISSION

Location: Electronic: conference call and zoom to provide video options

Attending: SBC Members
Joseph Underwood (Braddock), Daren Shumate (Mason), Melvin Murphy (Providence), Chris Vernon (Springfield), Marvin Powell (Sully), Shawnequa Alleyne (At-Large), Tracey Wood (At-Large), Kelly Hebron (Lee), Gwyn Whittaker (Hunter Mill), Ken Biberaj (At-Large)

Staff
Ron Shoram, Lee Ann Pender

Guests:

Absent: SBC Members: none. Gigi Thompson Jarvis (Dranesville), Melody Thorson (Mt. Vernon)

The Small Business Commission conducted a wholly electronic meeting (using a conference call option as well as a video conference option) because the COVID-19 pandemic made it unsafe to physically assemble a quorum in one location or to have the public present. The public was encouraged to participate with notices providing call-in info and contact information for alternative accommodations. The meeting was called to order at 7:16 p.m. and was facilitated by Chairman Powell.

Minutes from the 3/28/22 meeting was approved without amendment.

- Chairman Powell conducted the following actions relevant to electronic meetings:
  - A sound and video check was conducted to ensure that each member of the BAC may be adequately heard and that all members could hear each other.
  - Chairman Powell stated that the usual FOIA procedures, requiring in person assembly, cannot be implemented safely or practically due to the Covid-19 emergency.

- Staff updates
  - Return to in person meetings facilitated.
  - Virtual Small Business Forum can be facilitated via Zoom.
  - Reminder of links to SBC charter and strategic plan for new commissioners, or those that may wish to review.

- Committee Updates:
  - Communications Report
    - Commissioner Gigi Thompson Jarvis hosted the last STEPPING STONES. She interviewed Rebecca Moudry on February 10th.
    - Dr. Melvin Murphy will host the next STEPPING STONES episode. He is interviewing Karla Bruce on June 2nd.
    - The restaurant survey update:
SBC Meeting Minutes – April 25, 2022

- Lee District, Springfield, Mason, Hunter Mill, and Mount Vernon restaurant surveys are complete.
- Still must complete Braddock, Providence, Sully, and Dansville, Commissioner Wood hopes to finish all the surveys and the report NLT Memorial Day.
  - Commissioner Hebron Updates:
    - Lease being reviewed at Community Business Partnership – looking to free up funds
    - Economic Advisory Council had a meeting – meeting notes coming soon.
  - Outreach:
    - Coffee Tea You and Me – looking for guest speakers Fridays from 3PM to 5 PM.

- Old Business
  - Bea Malone application process link was shared (https://www.fairfaxcounty.gov/procurement/small-business-commissions-bea-malone-award). Applications can be received starting March 15th. Please promote, and utilize #FairfaxSmallBiz.
  - Staff to check on applications received and report back to commission.

- New Business
  - Commissioner Poweel is looking for Ombudsman Committee lead
  - Possibility of virtual forum discussed: what would be the topic or agenda? Commissioners Alleyne, Murphy and Underwood expressed interest – and are the exploratory committee for a remote SBF.
  - July 25-29 Junior entrepreneurship event in Prince George’s County. Commissioner Powell encouraged commissioners to participate and support up and coming business leaders. A link to the program can be found here.

**Adjournment** – Chairman Powell adjourned the meeting at 7:51 p.m.