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Wilfred D. Quasie-Woode,  
Executive Director

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*Working for Clean Streams and Protected Natural Resources in Fairfax County*  
**Strategic Planning Ad Hoc Committee Meeting**  
Meeting held virtually via Microsoft Teams

February 3, 2025

**MINUTES**

Those in attendance were:

***Strategic Planning Ad Hoc Committee Members***

Rhonda Bitterli, Director, Committee Chair  
Dana Barakat, Director, Committee Vice Chair  
Adria Bordas, Director-Extension  
Chris Koerner, Director  
Monica Billger, Associate Director  
Sam Butler, Associate Director  
Karen Campblin, Associate Director  
Willie Woode, Executive Director  
Trish Feth, Communication and Program Specialist  
Ashley Palmer, Communication and Education Specialist  
Dan Schwartz, Soil Scientist  
Heather Shackley, Operations Manager

***NVSWCD Staff Members***

Eden Anderson, Urban Conservation Specialist  
Scott Baron, Urban Conservation Specialist  
Heather Colter, Urban Conservation Specialist  
Meghan Cunha, Urban Conservation Specialist  
Grace Murdoch, Education Specialist

**Welcome and Introductions**

Mr. Woode welcomed everyone and turned the meeting over to the committee chair, Ms. Bitterli. Ms. Bitterli said that the updating of the strategic planning is beginning and that the Ad Hoc Committee was formed to get the process started. Mr. Woode said he envisioned having a facilitator (either professional or pro bono) hold facilitated sessions with stakeholders to get their feedback.

Ms. Shackley asked Mr. Woode to announce the members of the committee. Mr. Woode stated that there are 13 members, including board members Ms. Bitterli, Ms. Barakat, Mr. Koerner, Mr. Cameron (not in attendance), and Ms. Bordas; associate directors Ms. Billger, Mr. Butler, and Ms. Campblin; Executive Director Mr. Woode; and staff members Ms. Feth, Ms. Palmer, Mr. Schwartz, and Ms. Shackley.

**Assignment of Scribe and Alternate Scribe**

Ms. Bitterli asked for volunteers to be the scribe and alternate scribe. Ms. Feth volunteered to be the scribe and Mr. Schwartz volunteered to be the alternate scribe.

### **Facilitation of Stakeholder Meetings**

There was a discussion about facilitated meetings with stakeholders and whether the district should hire a professional facilitator or use a pro bono facilitator to engage with stakeholders. There was also a discussion about what is meant by “stakeholder.” Committee members mentioned the district’s partners as stakeholders as well as those who provide funding.

Mr. Woode said he would reach out to the facilitators already identified and would find out costs for these facilitators. Committee members were also asked to identify other potential facilitators.

### **Determination of Stakeholders**

A list of potential stakeholders was sent to all committee members with the meeting invitation. Ms. Bitterli asked committee members to look over the list and bring any suggestions to the next meeting.

### **Methods for Engaging with Stakeholders**

There was a discussion regarding whether a survey could be emailed to stakeholders. Mr. Woode suggested initially engaging stakeholders with an email or a survey, to allow for a base of discussion to bring to the first in-person meeting held with stakeholders. Ms. Shackley mentioned that as a public body, all discussions must be conducted in open meetings in accordance with FOIA guidelines.

### **Number of stakeholders/dates and locations of stakeholder meetings**

Mr. Woode said there would be one or two facilitated stakeholder meetings, with meeting dates and locations to be determined.

### **Confirmation of Action Points**

Action items for completion by the next meeting of the committee are the following:

- Review the list of stakeholders and identify others who should be included on the list (all Committee members)
- Identify other potential facilitators (all Committee members)
- Develop a list of stakeholders with name, title, organization, phone number, email address (Mr. Schwartz)
- Find out costs for potential facilitators, including Mike Foreman and persons Adria identified (Mr. Woode)

### **Next Meeting**

The next meeting of the Ad Hoc Strategic Planning Committee meeting is scheduled for Tuesday, February 18, 2025.

### **Adjournment**

The meeting was adjourned by consensus at 11am.