

Fairfax County 250th Commission
January 22, 2024, 1-2:30 pm
Visit Fairfax, 10560 Arrowhead Dr , Suite 350, Fairfax

Approved Meeting Minutes

Attendance

Christopher Barbuschak	Virginia Room, Fairfax County Library	Present
Joyce Gray Bellamy	Providence District	Present
Elliot B. Bell-Krasner Commission Vice-Chair	Human Rights Commission	Present
Matt Briney	GW Mount Vernon	Present
Gretchen Bulova	History Commission	Absent
Brent Feito	The Army Historical Foundation	Present
The Honorable Michael R. Frey	Sully District	Absent
Paul Kohlenberger	Springfield District	Absent
Patrick Lennon	Visit Fairfax	Present
Elizabeth Maurer	National Museum of the US Army	Present
Subhi A. Mehdi	Dranesville District	Present
Garrett McGuire	At-large, Chairman Appointee	Remote
Suzanne Moffitt	Hunter Mill District	Present
Latriece Prince-Wheeler	Franconia District	Absent
Nancy Rosenbaum	Mount Vernon District	Present
Beverly A. Schlotterbeck	Mason District	Present
Nancy Simmons Commission Secretary	Braddock District	Present
Scott Stroh Commission Chair	Gunston Hall	Present
Ashley Morris	CEO Celebrate Fairfax	Present
Trinity Yansick	Celebrate Fairfax	Absent
Laura Grape	Park Authority, Resource Management Division Director	Absent
Denice Dressel	Heritage Resources, Department of Planning & Development	Present
Megan Leining	City of Fairfax, Historic Resources Specialist	Absent
Megan Riley	Department of Planning & Development	Absent
Stephanie Newman	Department of Planning & Development	Absent
Tammy Mannarino	History Commission nominee	Present
VACANT	George Mason University	
VACANT	History Commission	

Welcome

Mr. Stroh called the meeting to order at 1:03 p.m. and acknowledged that a quorum was present. The Secretary also was present. Mr. McGuire participated remotely from Alexandria. He agreed that he could hear us and everyone agreed that they could hear him.

Approval of November 2023 Minutes

Mr. Stroh noted that the minutes had been distributed prior to the meeting and asked for comments or corrections. Ms. Mehdi moved that we approve the minutes, Ms. Moffitt seconded the motion, and it passed by voice vote without dissension.

Committee Reports

Finance

Ms. Rosenbaum reported that committee members had held preliminary discussions with the Community Foundation for Northern Virginia (cfnova.org) about handling private funds that might be raised through the Commission. More meetings are planned to discuss logistics how they would hold and distribute funds on our behalf. At this point the committee needs to better understand what the county attorneys need to know to move forward.

The discussion moved away from the committee work to a broader discussion of how county and private funds will be handled. Previously, Visit Fairfax had agreed to handle the county funds, but the county attorneys were reluctant to execute a memorandum of understanding with them until they understood how any private funds that might be raised would be handled. The talks with the Community Foundation were initiated to deal with private funds. Mr. Bell-Krasner noted that we may have to say we will not raise private money so that we can move forward with the county money. Mr. Stroh indicated that he and Ms. Dressel would resume discussions with the county attorneys so that we can resolve this issue.

Inclusion

Mr. Bell-Krasner reported that this committee hopes to set up a meeting soon.

Outreach

Ms. Simmons reported that discussions with the committee chairs had been initiated and would continue in order to determine the role of this committee and its relationship to the other committees.

Activity

Ms. Moffitt reported that her committee had met on January 17, 2024, and discussed various projects, which are discussed in the committee minutes attached to these minutes. Ms. Moffitt asked if there would be a process to determine which projects are sanctioned by the Commission. Mr. Stroh responded that, while we may sponsor some projects, others will be handed off to other groups or entities. He suggested that the committee put together an action plan and budget for projects that it would undertake and present that to the Commission for discussion. Ms. Bellamy noted the need to include the histories of diverse groups in the committee's plans. The discussion identified a need to have a structure in place for deciding which events are promoted through our website. Some events may need Commission approval.

Marketing

Mr. Lennon reported that the committee talked about creating a logo for the Commission for which organizations could apply to use on their websites to show they are affiliated with us. Also, events could be submitted to the Commission using a form. He added that he needs a login to the VA250 website to upload information, and Mr. Stroh said he would check into it. Mr. Lennon also noted that the committee discussed having a way to keep the finances organized when money starts being spent, and he said that most of them envision most of the budgeted funds being spent on the Signature Event. The Fairfax County Public Information Office will help in the future with press releases. In response to a question, Mr. Lennon confirmed that the county money that has been obligated to the Commission will roll over to the next fiscal year.

Signature Event

Ms. Morris reported that she had been having one-on-one meetings with various event coordinators. These meetings have identified a need to have a smaller scale version of the information that would be in the Signature Event van. Also, the committee's goal is to map out a route on a calendar for the Signature Event van.

Youth and Family Engagement

Ms. Maurer reported that her committee had decided to delay its next meeting until later. There was no reason to further engage the participants because no additional information was available to give to them.

Committee Chairs

Mr. Bell-Krasner summarized the December meeting, and the meeting minutes are attached to these minutes. He clarified that the chairs are not generating ideas for projects, their focus is on coordinating communication and handling administrative items.

Old Business

Fiscal Agent and Budget

This discussion was covered during the Finance Committee report above.

New Business

Celebrate Fairfax Partnership

Mr. Stroh said that he would have a discussion with the Chairman of the Board of Supervisors about formally making Celebrate Fairfax part of the Commission.

Security and Communications

Part of this discussion was to include a tutorial on using Google Drive, which is where the Commission's documents are stored. Mr. Bell-Krasner stated that he would prepare a presentation on this for the next regular meeting.

The other part of this discussion dealt with how to handle official communication from the Commission and whether county emails were available. Ms. Dressel said that, in the past, the county had not agreed to issue county emails for non-employees and that the people involved had used Gmail accounts.

Page: 4

250th Commission Meeting Minutes

January 22, 2024

Options are to create a Gmail account that would be used for Commission business, and whose content would be subject to any Freedom of information Requests, or to have emails go out from Ms. Dressel or Visit Fairfax. Another possibility is to have one Gmail account that can be accessed by multiple users. The chairs will include this in their future discussions.

Upcoming Meetings

Mr. Stroh announced that there will be a second annual meeting in Williamsburg, March 18-20, 2024, called "A Common Cause to All." This is an annual conference attended by participants from across the country. He encouraged Commission members to attend.

Adjourn

Mr. Briney moved that the meeting be adjourned and Ms. Mehdi seconded the motion. The motion passed by voice vote without dissent and the meeting adjourned at 2:30 pm.

Attachments

Committee Chairs Meeting Minutes from December 15, 2023

Activity Committee Meeting Minutes from January 17, 2024

Respectfully Submitted by Nancy A. Simmons, Secretary

250th Chairs Meeting
12.15.23
10AM – 12PM

- The meeting was called to order at 10:15am
- Attendees: Gretchen Bulova, Scott Stroh, Elliott Bell-Krasner, Suzanne Moffit, Elizabeth Maurer, Ashley Morris
- Location: Visit Fairfax, 10560 Arrowhead Dr Suite 350, Fairfax, VA 22030
- Recap of the commission meeting
- Discussion of roles and capacity of other members on the commission.
 - Developing a “We need you...” google form for each commission member to complete.
 1. The form will have general contact information questions, organizations/entities/network they are associated with, type and level of involvement they want, any ideas they have for the 250th
- Discussion of roles of the committees
 - For example:
 1. Marketing Committee
 - Communicates to the general public, graphic design, print, messaging, signage, pop-up, signature experience materials, etc.
 2. Outreach Committee
 - Maintains the list of contacts, and sends out information as needed to key stakeholders/partners??
 - Reviews/evaluates applications??
 3. Activities Committee
 - Identifies entities that are already producing historical events and invites to complete application to use the 250th branding and posted on online calendar.
 - Identifies gaps and/or missing historical events, then either develops a program or finds the appropriate entities to collaborate with to create it.
- Discussion of the 250th's structure, service levels and listening sessions
 - Prior to the “listening sessions” and engaging with the public. The 250th will need to develop engagement service levels. This will provide options for the various stakeholders, help streamline the process for interactions and communications, etc.
 - Purpose of Listening Session
 1. Start a Countywide Collaboration and Engagement Effort
 - Identify key community leaders/entities
 - Encourage 250th involvement within their network
 - Spread the word through their channels
 - Items needed prior to the listening sessions:
 1. Administrative
 - Email accounts and phone numbers need to be set-up

- Online application to collect information on how entities would like to interact with the 250th and what items do they need
 - Online application for entities to submit events (this may be needed at a future meeting)
 - Set-up Zoom for the 250th to use for larger meetings
 - Determine criteria and process for reviewing the applications
 - Data collection for contacts in specific target groups
2. Marketing toolkit
- Branded ppt. with overview of 250th – (needs to get everyone excited and interested about participating)
 - 1-pager that has the top three marketing messages, service levels, and action items for the key stakeholders to take back to their groups.
3. Time & Location
- Identify strategic locations to host meetings
 - One in each district depending on the size and types of group(s); county facilities (libraries, community centers, etc.)
 - 1st meeting in person then Zoom for future meetings
 - Individual one-on-one meetings as needed
 - Day (full job relates to this) vs. evening (volunteer groups)
4. Timeline
- January & February
 - Administrative material prep
 - Marketing prep
 - Individual one-on-one meetings to key entities
 - Data collection
 - March
 - Listening sessions begin
 - Applications collected and reviewed for types of resources/items needed for entities to participate
 - Applications collected and reviewed for events/programs for the online calendar.
- 250th Service Levels (ways to engage with the 250th)
1. Level 1 – Basic
 - Submit application to use the logo and to be listed on website
 - Decals/signage available to purchase and/or receive for free
 2. Level 2 – Consulting & Coordinating
 - Provide guidance, resources or connections to entities that would like to become involved but need help.
 - Submit application to use the logo and listed on website
 - Decals/signage available to purchase and/or receive for free
 3. Level 3 – “Products”
 - Tour

- Memorabilia and/or activity (e.g. passport program, calendar, scavenger hunt, National Park booklet, etc.)

- Discussion on identifying a POC for specific entities.
 - For example: FCPS would like one contact from the 250th; however, multiple committees may need to work with FCPS for specific items. Committees need to determine requests for specific entities and communicate internally prior outreach.
 - Developed “buckets” to group types of entities that the committee plans to engage with
 1. For example:
 - Visit Fairfax (lead for attractions/tourism)
 - Breweries & Wineries, Hotels, Museums
 - Developed list of key contacts for “Buckets”
 1. Faith Groups
 2. Events
 3. Art
 4. History Sites
 5. Infinity Groups
 - Societies/Interest Groups
 6. Businesses
 - Chambers, Made in Fairfax
 7. Civic Association
 - Rotary, Kiwanis
 8. HOAs
 9. Education
 - Schools, Scouts, Homeschool, Child Care
 10. Multi-Cultural

Minutes taken by Ashley Morris

Fairfax County 250th Commission
Activity Committee Meeting
January 17, 2024, 1:00 pm
City of Fairfax Regional Library
Meeting Room B
NOTES on AGENDA ITEMS

Attending:

Suzanne Moffitt

Bev Schlotterbeck – VIRTUAL

Paul Kohlenberger

Janice Dixon – Note Taker

Forrest Crain

Elizabeth Crowell – VIRTUAL

Brent Feito

NEW: Tammy Mannarino – VIRTUAL (Fairfax County History Commission)

NEW: Elizabeth (Liz) Maurer – (Fairfax County 250th Commission, Youth & Family Engagement Committee)

Meeting began at 1:10 PM. Motion to approve October 4, 2023 Meeting Minutes made by Janice Dixon, second by Forrest Crain. Motion approved.

Committee Chair Suzanne Moffitt welcomed all; in attendance was Elizabeth Maurer, from US Army Museum (Fairfax County 250th Commission, Youth & Family Committee) and Tammy Mannarino, from the Fairfax County History Commission. A Motion was made to add Tammy Mannarino to the Activity Committee by Suzanne Moffitt and seconded by Elizabeth Crowell. Motioned approved.

Review Activity Committee Projects

PROJECTS:

Suzanne & Forrest – Reenact Reading of Declaration of Independence: will just pursue Pohick Church; Suzanne in contact with Rev. Lynn Ronaldi, Pohick Episcopal Church. ACTION: Confirm their annual event as a Commission event for July 4th 2024, 2025, and 2026; or just promote a July 4, 2026 event? Mentioned adding 250th Commission activities on *Patch*.

Janice – Sponsor a Naturalization Ceremony: Determine the date it will be held in 2025 and arrange then. Possible locations to be held – County Government facility; Fairfax Historic Courthouse; Wolf Trap's Filene Center or The Barns, Old Fairfax City Hall. ACTION: Janice will prepare Proposal for this event and submit before the next Activity Committee meeting.

Janice & Bev – Story Corp: Added Tammy to this planning sub-committee.

Bev & Janice – Debate Between Loyalists and Revolutionaries: Forrest suggested a possible performance debate between re-enactors, such as Rev Lee Massey, George Mason, or George Washington.

Bev – Performance of *1776* : Cost of FCPS high school students performing would be \$10K just to secure the performance rights.

Janice – Commemoration Wall: What America Means to Me or What it Means to be an American”: Suzanne suggested this might be appropriate activity for the Youth and Family Engagement Committee?

Forrest – 250th Anniversary of the Signing of Fairfax Resolves, 18 July 1774: Shared draft of a 3-day event planned by Fairfax Resolves SAR – July 18-20, 2024. Tammy suggested the Commission look into commissioning a reprint of the Fairfax Resolves – either professional printers or FC Print Shop. Could be in several sizes. Give away or sell?

Forrest – 250th Anniversary of the Establishment of the Fairfax Independent Company of Volunteers, 21 Sept 1774: Date & Location TBD; maybe US Army Museum.

Elizabeth Maurer – Reported the US Museum of the Army is holding a public symposium in 2025 to commemorate the 250th Anniversary of the founding of the US Army, July 2025. Multiple events scheduled for 2025 through 2027.

Elizabeth Crowell suggested the need for the Commission to schedule a Committee Chairs meeting. Liz M agreed.

Meeting adjourned at 2:22 pm.

Next Meeting – February 28, 2024, 1 – 2:30 PM @ City of Fairfax Library.