

FAIRFAX COUNTY ECONOMIC DEVELOPMENT AUTHORITY COMMISSION MEETING MINUTES

October 14, 2024

The October 14, 2024, FCEDA Commission meeting was held in person in the lobby conference room of 8270 Greensboro Drive, McLean, VA 22102.

COMMISSIONERS:

James Quigley, Chairman
Rick Wagner, Vice Chair
Ron Johnson, Secretary
Pallabi Saboo, Assistant Secretary – Virtually via Teams

Cathy Lange
Jermaine Johnson – Virtually via Teams

STAFF:

Alex Iams, Executive Vice President	Serina Williams, Digital Content Creator
Anna Nissinen, Senior Vice President	Cierra Brown, Graphic Design Specialist
Robin Geiger, Vice President, Marketing and Communications	Obed Vasquez, IT Manager
Donna Hurwitt, Vice President, Operations	Bianca Escobar-Garcia, Business Investment Coordinator
David Kelley, Vice President, Business Investment	Sharon Reed, Communications Manager
John Blair, Director, National Business Investment	Yamila Zurita, Events Coordinator
Karen Smaw, Director, Business Diversity Investment and Entrepreneurship	Cheryl Martelli, Executive Administrative Assistant
Stephen Tarditi, Director, Market Intelligence	Pam Martin, Executive Administrative Assistant
Connie Royal, Director, Special Events and Protocol	

LEGAL COUNSEL:

Michael Graff, Esq., McGuireWoods

GUESTS:

Eta Nahapetian, Fairfax County
Rocky Mitchell, former FCEDA Commissioner

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I. Call to Order

Chairman Quigley called the meeting to order at 6:03p.m. Counsel Graff called the roll. Commissioners present were Chairman James Quigley, Vice Chair Rick Wagner, Secretary Ron Johnson, Assistant Secretary Pallabi Saboo (via Teams), Commissioner Cathy Lange and Commissioner Jermaine Johnson (via Teams). Chairman Quigley stated there was a quorum.

II. Approval of Minutes

Chairman Quigley called for a motion to approve the minutes of the September 2024 Commission meeting. Following the approval of a motion by a Commissioner which was duly seconded and discussed, Counsel Graff called the roll. Vice Chair Wagner abstained. The motion passed unanimously.

III. Expenditures Report

Chairman Quigley presented the Treasurer's Report. He stated that the report represents the first quarter (25%) of fiscal year 2025 and 22% percent of the budget has been expended. In September, the County Board of Supervisors approved the FY24 carryover budget, which added \$9,200 to our FY25 budget. A recruitment is now underway for a new Communications Manager due to personnel changes, and it is anticipated that they will come on board in November.

IV. FY2024 Audit Report

Vice President Hurwitt presented an update on the FY2024 audit and reported that the audit had been clean. She recognized the Operations Team and FCEDA staff for being diligent and following procedures to assure compliance. Vice President Hurwitt reminded the Commission that the audit was presented as an information item only.

V. Board Meeting Schedule

Chairman Quigley recognized Commissioner Lange who is the chair of the Governance Committee. Commissioner Lange reported that the Governance Committee along with Counsel Graff had discussed several options regarding the frequency of the Commission meetings and are leaning toward recommending four (4) meetings per year with the option to add meetings, as warranted, for the strategic planning retreat, for example. Assistant Secretary Saboo, who is a member of the Governance Committee, added that Commissioners are allowed to miss a specific number of meetings currently and Counsel Graff added that the meeting attendance requirement would change depending on the total number of Commission meetings held each year. He also discussed the possible impacts to the virtual attendance policy. Commissioner Jermaine Johnson asked for clarification on the options of having four, five or six meetings annually, and Commissioner Lange clarified that the Governance Committee was leaning toward minimum of four meetings a year with the ability to add meetings, as warranted.

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Commissioner Lange added that the Governance Committee has discussed the possible effective date of July 2025 for any approved changes to the meeting schedule. Commissioner Lange also mentioned the importance of the Commissioners' meetings with the Board of Supervisors, and how that would be continuing. She also discussed the possibility of a meeting between the full Commission and the full Board of Supervisors.

The Governance Committee will continue their discussion and will return to the Commission with an official recommendation at a later date. Secretary Johnson requested that the Governance Committee include in their official recommendation language on justification for these changes. Counsel Graff also stated that the By-Laws would need to be updated regarding these changes, once approved.

VI. Marketing and Communications Team Introduction

Chairman Quigley recognized Senior Vice President Nissinen who introduced Vice President Geiger, who then led her Marketing, Communications and Special Events team members in a panel style presentation discussion about their background and work at the FCEDA.

VII. Chairman's Report

Chairman Quigley expressed his appreciation for the Commission meeting being held at the new FCEDA office at 8270 Greensboro Drive in McLean. He thanked President Hoskins and his team for their diligent work of securing the new location for the FCEDA to do their best work. He reminded the commissioners that once the meeting adjourns, they will be taken upstairs to the 8th floor for a brief tour of the new office space.

VIII. President's Report

In President Hoskins' absence, Executive Vice President Iams announced that the construction and move activities at the FCEDA's new offices were nearly complete, and that the new space provides the team a great place to collaborate and conduct business. He invited the Commissioners for a tour of the new office space following adjournment.

VI. Closed Session

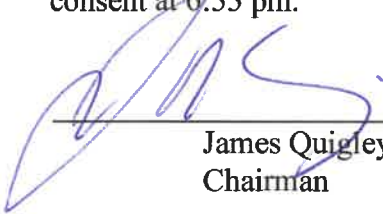
Following the approval of a motion by Commissioner Ron Johnson which was duly seconded and discussed, the Commission convened in closed session to consult with legal counsel concerning a specific legal matter related to Commission governance. Following the closed session, each Commissioner certified, as required by law, that only such specific legal matter was discussed during the closed session.

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IX. Adjournment

There being no further business and no objections, Chairman Quigley adjourned the meeting by consent at 6:55 pm.



James Quigley
Chairman



Ron Johnson
Secretary