

Board of Directors Meeting Minutes

Monday, February 12, 2024 - 6:30 p.m. – 8:00 p.m.
Fairfax County Government Center, Conference Room 7

1. Arrival time 6:00 p.m. for dinner

2. Call to Order*

- Ms. Kilpatrick called the meeting to order at 6:30 p.m.

3. Attendance Roll Call

Board Members	Present
John Cook	x
Greg Dercach	
Anna Dixon	x
Melissa Huang	
Tina Jones	x
Debbie Kilpatrick	x
Michael Liberman	x
Norma Lopez (non-voting)	x
Andrew McCue	x
Hamid Munir	x
Tony Shivers	x
Dana Stewart	x

Staff	Present
Ashley Morris	x
Shannon Nichols	x
Jennifer Robinson	x
Trinity Yansick	x

Courtesy Seat: Tilly Blanding

4. CFI Board Operations & Administration (Chair’s Report & Discussion) – Debbie Kilpatrick

- Approval of the November 13, 2023 Board Meeting Minutes *
 - Ms. Kilpatrick asked if there were any corrections to the August board meeting minutes? Mr. Liberman made a motion to approve the minutes. Mr. Munir seconded the motion. **Vote: Approved**
- Ms. Kilpatrick asked the Executive Committee to review the vision, mission, and values.
 - Vision – *“Connecting and celebrating our community.”*
 - Mission – *“We develop and support community experiences that bring people together and create a sense of belonging.”*
 - Values – Inviting, Community, Innovative, Collaborative, Trustworthy
- New Board Members
 - Ms. Kilpatrick made a motion to elect Nelfred ‘Tilly ‘ Blanding and David Broder to the Celebrate Fairfax Board of Directors effective immediately for a three-year term. Ms. Dixon seconded the motion. **Vote: Approved**
- Corporate Documents Discussion
 - Ms. Kilpatrick reported the employee handbook is being updated to ensure compliance with the bylaws. The Policy Governance document is also being reviewed to ensure compliance with the by-laws. Both documents will be brought before the board when complete.
- MOU Status
 - Ms. Lopez reported the Board of Supervisors has sent the MOU to County Executive, Bryan Hill for signature.

5. Committee Reports

- **Strategic Focus:** Mr. Liberman reported that the committee did not officially meet, but the Employee Handbook and the Policy Governance (PG manual) are under review.
- **External Relations Committee:** Ms. Stewart reported that the committee did not meet.
- **Finance Committee:** Ms. Dixon reported that the committee is exploring creating an accounting manual as the organization moves to an online system.
- **Scholarships & Awards Committee:** Ms. Jones reported that the committee did not meet.

- **Executive Committee:** Ms. Kilpatrick nothing specific to report

6. CFI Performance and CEO Operations Update – Ashley Morris

- Organization Update:
 - Ms. Morris reported that thus far this year Celebrate Fairfax has supported 65 community engagements and offered four types of services in all nine magistral districts and four urban development areas. Overall, 7,300 people attended local events and offered 700 volunteer hours. Celebrate Fairfax staff has created social media, which has reached over 200,000 viewers. Celebrate Fairfax has partnered with 24 Fairfax County agencies and 23 community organizations.
- Upcoming Engagements:
 - Ms. Morris provided a list of activities at the PARC through November.

7. Executive Session – CEO Compensation and Evaluation *

- Ms. Kilpatrick asked staff to allow the voting board to go into executive session. At 7:50 p.m., Mr. Liberman made a motion to enter an executive session to discuss recommendations by the CEO Compensation Committee. Mr. Cook seconded the motion. Ms. Kilpatrick made a motion to come out of executive session. Mr. McCue seconded the motion, and the executive session ended at 8:18. Mr. Liberman made the motion that the Celebrate Fairfax Board of Directors approve a 5.5% annual salary increase for the President and CEO effective with the next payroll period. Mr. Liberman further moved that Celebrate Fairfax engage its human resources consulting firm to assist with a 360-degree performance evaluation of the President and CEO incorporating feedback from stakeholders including members of the community, Celebrate Fairfax staff, the Board of Directors, and vendors. This 360-degree performance evaluation should be completed by May 1, 2024, at which time the Board of Directors will meet to consider additional compensation changes effective for FY2025. **Vote: Approved**

8. Adjournment:

- **Ms. Dixon** made a motion to adjourn the meeting at 8:24 p.m. Mr. Shivers seconded the motion. **Vote: Approved**

** Vote Required*

Reminder:

- **Board Committee Meetings** – March & April
- ****Next Board Meeting** — May 13, 2024 at the PARC at Tysons (8508 Leesburg Pike, Tysons VA)