



## Town/Business Liaison Committee

### Meeting Minutes

### February 13, 2019

The Vienna Town/Business Liaison Committee (TBLC) met at 7 p.m. Wednesday, February 13, in the second floor lobby conference room at Vienna Town Hall, 127 Center Street S. Present committee members included Carey Williams, Robert Holland, Friderike Butler, and James Brooke. Also in attendance were Communications and Marketing Manager Lynne Coan and Communications Specialist Adam Kincaid.

#### Roll Call

Mr. Kincaid called roll.

#### Approval of the Minutes

Ms. Williams made a motion to approve amended minutes from the January 10, 2019 meeting.

Second: Mr. Holland  
Approved: No poll vote

#### Old Business

1. *Town Business Matters*. February will feature the Carole Wolfand Award and call for nominations, the Sustainability Challenge, and a recap of the home-based business reception. March edition will cover both the Challenge and the Carole Wolfand Award once again.
2. *Vienna Voice*. April article will be on the home-based business reception, written by Ms. Butler.
3. *Ribbon-cuttings*. Ms. Williams shared her research on ribbon-cutting language, deliverables, and time scheduling. Staff will update the Town's website.
4. *Home-based business reception*. Ms. Coan will coordinate with Ms. Chakrapani, Ms. Butler, and the mayor leading up to the event.

#### New Business

1. *TBLC subcommittees*. Committee members were assigned roles for subcommittees: Communications Committee – Ms. Butler. Town Contact Committee – Mr. Brooke and Ms. Williams. Business Outreach Committee – Mr. Holland and Mr. Leggett. Business Research and Development – Ms. Butler and Ms. Williams. Ms. Williams will attend VBA meetings on behalf of the TBLC.

#### Adjournment

Mr. Holland made a motion to adjourn the meeting.

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*The mission of the Town Business Liaison Committee is to support the Town of Vienna in creating an engaging, vibrant, unique, community-enhancing local business landscape. In support of all Town of Vienna current and future businesses, the TBLC strives to be an easily accessible resource for information relevant to operating a business in Vienna. The TBLC also represents concerns of the local business community to Town government and management, the Vienna Business Association, and the general community. The TBLC further encourages and supports initiatives to promote all local businesses.*

Second: Ms. Williams

The meeting was adjourned at approximately 8:15 p.m.

Respectfully submitted,

Adam Kincaid  
Communications Specialist

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