



## ECONOMIC DEVELOPMENT AUTHORITY MEETING AGENDA

Virtual Meeting - <https://meet.lync.com/fallschurch-fallschurchva/vweiner/QY2C3Y7R?sl=1>.

Tuesday, April 28, 7:00 PM

**NOTICE:** The meeting for which this agenda has been posted will be held pursuant to and in compliance with the Virginia Freedom of Information Act, Section 2.2-3708.2.

All participating members of the Economic Development Authority will be present at this meeting through electronic means. All members of the public may view the meeting via this Skype meeting link: <https://meet.lync.com/fallschurch-fallschurchva/vweiner/QY2C3Y7R?sl=1>.

Public comment should be submitted to [vweiner@fallschurchva.gov](mailto:vweiner@fallschurchva.gov) until 8:00 p.m. on April 28, 2020. All comments will be provided to the EDA members and comments received by the deadline will be summarized during the meeting.

**PLEASE ALSO NOTE:** This meeting will be conducted via Skype. If you do not already use Skype, you will be prompted to install it when clicking the meeting link, so please take some time ahead of the meeting to do so. If needed, there are short instructions to install the app following the meeting agenda. Please email EDA Clerk Val Weiner at [vweiner@fallschurchva.gov](mailto:vweiner@fallschurchva.gov) prior to the meeting if you need assistance with installation. During the meeting, staff will not be available to assist with installation.

**Link to meeting materials:** <https://www.fallschurchva.gov/DocumentCenter/View/139/Materials-for-Tuesday-Night-Meeting>

1. **CALL TO ORDER**
2. **DRAFT EMERGENCY COVID BUSINESS GRANT PROGRAM**
3. **SUMMARY OF PUBLIC COMMENT**
4. **PUBLICIZING THE GRANT PROGRAM AND ADVERTISING FALLS CHURCH SMALL BUSINESSES**
5. **ADJOURNMENT**

***PLEASE DO NOT REMOVE THIS NOTICE***

***POSTED: 4/22/2020***

The City of Falls Church is committed to the letter and spirit of the Americans with Disabilities Act. To request a reasonable accommodation for any type of disability, call (703) 248-5491, (TTY 711).

## INSTRUCTIONS FOR ACCESSING SKYPE MEETINGS FOR NEW USERS

**Smartphone User:** If you plan to view the meeting on a smartphone, access your preferred app store to download “**Skype for Business**” or the regular “**Skype**” app.

**Step 1:** Download the “**Skype for Business**” app or the regular “**Skype**” app. You will have to allow Skype access to some features on your phone and accept their terms and conditions.

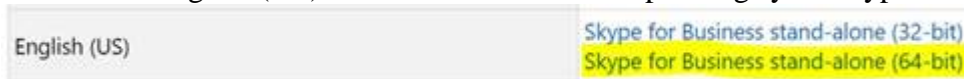
**Step 2:** Click the advertised meeting link to join the Skype meeting.

**Step 3:** When the app opens, click ‘Join as Guest’ and enter your name. Click the blue arrow to continue.

**Step 4:** The meeting will start with your microphone and video features turned off. As an observer, you can view or listen to the meeting without these features. If you are a meeting participant, you should enable at least the microphone feature. Video is not required, but may be useful. Depending on your role in the meeting, there may be restrictions on whether you can speak during the meeting.

**PC/Windows user:** If you do not have a Skype for Business (*SfB*) account, it can be downloaded using this link for Windows-based systems: <https://support.microsoft.com/en-us/help/3139711/how-to-install-the-skype-for-business-basic-stand-alone-client>

Choose the English (US) version and the correct operating system type – most are now 64-bit.



With this version, the system may need to be restarted after installation to properly work.

Follow the meeting link and prompts to join the meeting.