



**ECONOMIC DEVELOPMENT AUTHORITY BUSINESS SUPPLY FUND
COMMITTEE MEETING AGENDA**

Monday, June 15, 2020 ❖ 3 p.m.

Virtual Meeting – <https://meet.lync.com/fallschurch-fallschurchva/ngoodwin/H0FR7DQD?sl=1>

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 and state and local legislation adopted to allow for continued government operation during the COVID-19 declared emergency.

All participating members of the EDA's Business Supply Fund Committee will be present at this meeting through electronic means. All members of the public may view this electronic meeting via this Skype meeting link: <https://meet.lync.com/fallschurch-fallschurchva/ngoodwin/H0FR7DQD?sl=1>

Public comments may be submitted to ngoodwin@fallschurchva.gov until 3 p.m. on June 15, 2020. All comments will be provided to the Business Supply Fund Committee members and comments received by the deadline will be read during the meeting.

PLEASE 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 ngoodwin@fallschurchva.gov if you need assistance with installation. During the meeting, staff will likely not be available to assist with installation.

1. Call to order and reading of virtual meeting and public comment notice
2. Continued discussion of use of EDA funds and resources to assist local businesses with recovery from damages suffered during the COVID-19 pandemic declared emergency
3. Other business
4. Adjourn

Skype Instructions

Accessing Skype – New Users

Smartphone: If you plan to view the meeting on a smartphone, access your preferred app store to download the “**Skype**” app. You will have to allow Skype access to some features on your phone and accept their terms and conditions.

PC/Windows: If you plan to view the meeting on a personal computer, visit www.skype.com to download and install the program. You will have to allow Skype access to some features on your computer and accept their terms and conditions.

After downloading Skype:

- Click the advertised meeting link to join the Skype meeting.
- When the app opens, click ‘Join as Guest’ and enter your name. Click the blue arrow to continue.
- 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.