

EDC EXECUTIVE COMMITTEE

Tuesday, December 2, 2025

AED Offices

8:00 a.m. – 9:30 a.m.

AGENDA

1. Welcome
2. Approval of October Executive Committee Meeting Minutes
3. AED Director's Update
4. November EDC Meeting Debrief
5. December EDC Meeting Agenda
6. 2026 EDC Meeting Agenda Planning
7. 2026 Executive Committee Meeting Schedule
8. EDC Member Engagement
9. EDC New Member Onboarding
 - a. Suggestion to do a brief overview of EDC Charter and Commissioner roles and responsibilities at the January meeting

Proposed 2025 EDC Agenda Schedule

***Please Note: Agenda topics are subject to change based on shifting priorities, speaker availability, etc.**

Date	Suggested Topic	Priorities Addressed
January 14	State of the Union	AED: All EDC: All
February 11	Workforce Demographic Trends	AED: #1 (Business Investment); #3 (Tech Jobs) EDC: #3 (Innovative Workforce)
March 11	County Budget; Tourism Improvement District (TID)	AED: All EDC: All
April 8	Supporting Economic Prosperity for All	AED: All EDC: All, #5 (Equity)
May 13	AED Staff Briefings: Innovation District (BIG), CMRI Update (REDG)	AED: #1 (Business Investment); #3 (Tech Jobs) EDC: #3 (Innovative Workforce)
June 10	VEDP Update: Guest Speaker Jason El Koubi	AED: All EDC: All
July 8	Tech/Innovation Field Trip: Fuse Presentation and Tour	
August	Summer Recess	
September 9	Climate Office Briefing: Corporate Climate Leaders Program Commercial Real Estate Panel	AED: #4 (Small Business) EDC: #4 (Distinctive Place); #5 (Equity)
October 14	AED Staff Briefing: Hospitality Update	AED: #5 (Arts, Culture, Tourism) EDC: #4 (Distinctive Place)
November 18	AED Staff Briefing: Cultural Affairs, Arts, and Placemaking Update Performing Arts Panel Discussion	AED: #5 (Arts, Culture, Tourism) EDC: #4 (Distinctive Place)
December 9	TBD	AED: All EDC: All

Purpose of this Proposal: The EDC plays a vital role in advising and assisting the County Board and AED on Arlington’s economic development strategy. We are proposing a structured meeting and engagement schedule to:

- **Clarify expectations** for how commissioners fulfill their advisory mission
- **Balance** decision-making, learning, and working time to keep meetings engaging and impactful
- **Ensure members are well-informed** and prepared to represent EDC perspectives beyond meetings
- **Maximize impact** of the Commission while respecting members’ time

Ideal Outcome: Work with EDC Executive Committee to shape a schedule that keeps meetings purposeful, engaging, and worth their (and Staff’s) time. This may result in reducing the frequency of meetings.

Recommended Meeting and Engagement Types to Fulfill the EDC Mission

(Advising and assisting the County Board and AED in carrying out Arlington’s economic development strategy)

- **Decision Meetings** – *Fulfill the advisory role by taking formal action (e.g., voting on letters, recommendations, or advocacy statements to the County Board).*
- **Briefing Meetings** – *Fulfill the advisory role by staying well-informed (e.g., receive presentations on the budget or other County initiatives to support informed recommendations).*
- **Learning & Exploration Meetings** – *Identify opportunities to assist AED and the County Board (e.g., hear from experts about commercial real estate challenges to inform future initiatives).*
- **Working Meetings**– *Collaborate to develop recommendations and outputs based on information gained from Learning and Exploration Meetings (e.g., draft white papers, policy recommendations, or letters to communicate advice).*
- **Representation & Advocacy** – *Extend the advisory role beyond EDC meetings (e.g., serve on County-wide advisory groups, provide testimony at County Board work sessions, and represent EDC perspectives to other stakeholders).*

Please see table on the next page for example 2026 schedule.

Month	Decision Meetings	Briefing Meetings	Learning & Exploration Meetings	Working Meetings	Representation & Advocacy	
January		State of the County and CB Visions	Schedule as needed to support EDC policy and advisory priorities and/or provide input for County Advisory Groups (e.g., Transportation Advisory Group)			
February		Budget Presentation				
March	Vote on CB Budget Letter	County Manager Presentation/Q&A				
April - Recess						EDC Testimony: County Board Budget Work Session
May		CIP Presentation / Workforce – Employment demographics update				
June	Vote on CB CIP Letter	CMRI Update				
July	Vote on Legislative Priorities	State/Legislative update				EDC Testimony: County Board CIP Work Session
August - Recess						
September		Tech / Innovation District updates				
October		Field Trip (VaTech?)				
November - Recess						
December		Infrastructure and/or CMRI-Real Estate				
As Needed	Vote on CB Letters for AED Initiatives (e.g., Adaptive Reuse) or outputs from Working Meetings	Staff presentations on Economic Development initiatives going before the County Board				Representation in County Advisory Groups (e.g., Transportation), Testimony for Economic Development initiatives

**MEETING MINUTES OF THE
ARLINGTON COUNTY ECONOMIC DEVELOPMENT COMMISSION EXECUTIVE COMMITTEE**

October 28, 2025

The Economic Development Commission Executive Committee convened its meeting at 8:00 AM on October 28, 2025, at AED's office.

PRESENT Kevin Yam
Nick Gregorios
Kate Bates
Brad Mason
Praveen Meyyan

ABSENT Catherine Lynch
Meredith Sumpter
Andy VanHorn

SUMMARY OF PRESENTATIONS/DISCUSSIONS

AED Director's Update – Kate Ange

Deputy Director Ange gave an update on AED leadership changes, adaptive reuse applications, and AED initiatives.

November EDC Meeting Agenda

The Executive Committee decided to focus the November meeting agenda on Cultural Affairs and the Arts.

Future Meeting Agenda Planning and EDC Leadership

The Executive Committee meeting discussed a potential defense tech topic for the December meeting. Vice Chair Gregorios gave an overview of a proposal for the 2026 EDC meeting schedule and discussed the possibility of two Vice Chairs moving forward: one to focus on nominations and governance and one to focus on programming and engagement.

EDC Application Process

The Executive Committee discussed the possibility for the new Vice Chair helping with application review and recruitment and the need to review the status of current applicants.

EDC New Member Onboarding

The Executive Committee agreed to pause on scheduling any onboarding sessions while AED learns more about CBO's orientation session plans.

Executive Committee Meeting Schedule

The Executive Committee agreed to combine the November and December meetings into one on December 2, given the holiday schedule.

MOTIONS & ACTIONS/VOTES

Commissioner Bates moved that the Commission approve the minutes from the July EDC Executive Committee meeting. The motion was seconded, and the Executive Committee unanimously supported the motion.

Meeting adjourned at 9:06 AM.