

Lake Barcroft Village

Board of Directors Meeting

MINUTES 11 SEPTEMBER 2025

A regular meeting of the Lake Barcroft Village (LBV) Board of Directors was held on 11 September 2025 via Zoom. The meeting was called to order by Co-president Ellen Raphaeli at 3:03 pm.

Members present: Past President Walt Cooper, Co-Presidents Elizabeth Boris and Ellen Raphaeli, Vice President Natalie Gluck, Treasurer Carol Bursik, Secretary Cathy Williams, additional Board members Lisa DuBois, Marcia Grabowski, Ken Trotter and Executive Director (ED) Cindy Waters. **Unable to attend:** Jane Guttman

The agenda for the meeting and minutes from the August 14, 2025 meeting were accepted.

Unless otherwise noted, officer and committee reports were distributed to Board members prior to the meeting; a copy of each is retained by the Secretary. Summations and additions are provided in each category, below.

Treasurer's Report: Treasurer Carol Bursik submitted the August financial report prior to the meeting. The report shows revenue of \$2,050 and expenses of \$4,064. YTD net income is (\$11,221). Carol noted that she has not yet received the \$10,000 check from Home Instead. Carol is working on consistency in the use of formulas to populate the financial report. She is also continuing to work with Truist Bank regarding a PIN for the Village credit card, with Ross Kory to make herself the official LBV contact with the State Corporation Commission, and with Cindy and Verizon to reconcile LBV payments to Verizon.

ED's Report: ED Cindy Waters submitted a written report prior to the meeting. Since the report was sent there has been one additional late dues payment, for a total of 39 full members and 45 social members. There are 42 certified volunteers. Cindy submitted a request for rooms for 2026 quarterly meetings at the Government Center by the Sept. 1 deadline, and the request was approved. An email poll of board members indicated a preference for continuing to hold most Board meetings via Zoom, but to meet twice a year in person. In-person meetings could be held at the Culmore Community Library.

Committee Reports

Communications – Jane Guttman did not submit a written report but communicated through Ellen that she is working on the mobile phone element of the LBV website. Ellen will write an article about the Volunteer Barbecue for the Lake Barcroft newsletter; photos would be appreciated.

Programs – Cindy submitted a quarterly calendar of programs prior to the meeting. Louise Ziebell has offered to host an event at her home on Sept. 24; Cindy will talk with Louise about details. The name of the Memoir Group has been changed to the Writers' Group, and the inaugural meeting will be Saturday, September 20. Subsequent meetings of the group will be

held on the 4th Monday of each month at 3:00. Happy Hours in Sept. and Nov. will be one week earlier than usual.

Membership Marketing –No report.

Keeping in Touch (KIT) – Marcia Grabowski reported that a KIT coordinators meeting was held on Monday, September 8. Coordinators have asked their group members if they received a 3-ring LBV binder that includes a directory, and if not, if they would like one. In the past a list of members with generators has been distributed to members with the binder. Marcia will get an updated list of people with generators from Cindy for coordinators to send to their group members.

A decision was made to discontinue the practice of distributing holiday bags to members, but to instead distribute some nice quality chocolates and a holiday card.

Fundraising—Lisa DuBois provided a written report prior to the meeting. Our next fundraising event will be the appraisal roadshow at St. Alban's on October 25 from 10:30-1:00. A draft flyer for the event was approved by the Board, with the addition of the phrase: "100 percent of your donation goes to Lake Barcroft Village." Ken will help with marketing. Lisa will check into putting an ad in the Lake Barcroft newsletter. She will also send Board members a sign-up list for food and other needed assistance. Lisa noted that Jane suggested asking local grocery stores for food or loyalty card donations; she will ask Jane to follow up.

The sense of the Board is that we would like to continue having a wine-tasting fundraiser in the Spring. Lisa will begin the planning process.

Old Business

Volunteer Barbecue – Cindy noted that nearly 40 people have signed up to attend; there will not be enough chairs and tables to seat everyone. The Board reviewed the list of food assignments. Cindy asked that Board members arrive between 4:30 and 4:45 to help set up. Ellen and Elizaeth will make short remarks to thank volunteers. Unless Ross has a box of vests, we will not present any gifts to the volunteers. Ken will look into the cost of an LBV-branded gift, e.g., a ball cap, for next year's celebration.

Quarterly Meeting –Several people volunteered to help set up chairs. Lisa will send information about the speaker and topic to Cindy and will ask the speaker to send slides in advance. Cindy will ask Megan Whaley to provide water and snacks.

New Business

Suggested Procedures Statements re Announcing the Passing of Village Members and Recognition of Village Founders and Leaders – Prior to the meeting Ellen sent Board members draft language for a statement of procedures for announcing the passing of a Village member and for memorializing a founding member or leader of the Village. The sense of the Board was that the draft is acceptable, but that if we plan to recognize founding members or leaders in the

biennial report, our practice should be to list all members who passed during the period of the report, noting after the name if the member was a founding member or leader. Ellen will send revised language to the Board for additional comments.

New Business

Planning Mix and Mingle—Ken agreed to take a leadership role in planning this appreciation and recruitment event, which will include both current and prospective members. He will submit plans for the event, possibly a December holiday party, at the next Board meeting.

Creating a Standard Procedure for Recognizing Board Members Who Have Retired/Resigned – The sense of the Board is that this is a good idea. Ellen and Elizabeth will circulate proposed language.

Happy Hour Policy – The question of whether non-members should have unlimited attendance privileges at Happy Hours was raised. Our current policy states that non-members may attend no more than two meetings of each special interest group and/or activity normally open to members only. However, the policy notes that a few activities, such as the monthly Happy Hours, are expressly designated to be open to non-member guests, to help them learn about LBV. The policy about open Happy Hours was developed prior to the vote to reduce the dues for a social membership to \$150. In the light of the reduced social dues the sense of the Board is that the policy should be amended to disallow unlimited drop-in attendance at Happy Hours.

The Board voted to revise the policy regarding non-member attendance at LBV activities to eliminate the reference to Happy Hours as an exception to the two-meeting limit. Quarterly meeting attendance by non-members will continue to be unlimited.

Use of the Home Instead Donation – The Board briefly discussed ways to use the \$10,000 gift from Home Instead. Ellen will circulate a list of possible uses, asking Board members to add their suggestions. Possible items to start the list include: installing a railing for accessing the water at beaches, a new Village computer, a fund for renting a van for transportation to special outings for Village members, and revision of the website. Ideas will be discussed at the October Board meeting.

Holiday Sing-along – Marcia reported that the Musical Friends group is planning another holiday sing-along at Will O'Neill's home. The tentative date is Saturday, December 13 from 2:00-4:00.

The meeting was adjourned at 4:14.

Next Regular Board meeting: October 9 at 3:00 via Zoom.

Respectfully submitted,
Cathy Williams, Secretary