

Lake Barcroft Village
Board of Directors Meeting
MINUTES 12 JUNE 2025

A regular meeting of the Lake Barcroft Village (LBV) Board of Directors was held on 12 June 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, Treasurer Carol Bursik, Secretary Cathy Williams, additional Board members, Marcia Grabowski and Jane Guttman, and Executive Director (ED) Cindy Waters. **Unable to attend:** Board members Lisa DuBois and Natalie Gluck.

Co-President Ellen Raphaeli announced that Liz Gianturco has resigned from the Board, effective immediately.

The agenda for the meeting and minutes from the May 8, 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.

Co-Presidents' Report: Co-president Elizabeth Boris thanked Board members for their efforts to support the Village. Membership has increased, the wine-tasting fund-raiser was a success, and activities are humming. She expressed gratitude for the Board service of Liz Gianturco and noted that she and Ellen have sent Liz a letter of thanks.

Treasurer's Report: Treasurer Carol Bursik submitted the May financial report prepared by former Treasurer Ross Kory and herself prior to the meeting. The report shows income of \$2,765 (which includes \$1,140 from the wine-tasting) and expenses of \$3,949 in May, and YTD net income of (\$9,797). The transition from Ross to Carol as treasurer is still underway. Carol has processed all receipts and expenses, but paper files have not yet been transferred. After Carol has reviewed these files she plans to meet with Walt to discuss possible changes in formatting for financial reports. Ellen suggested it would be helpful for the reports to include specific budget amounts for major expense items such as insurance.

ED's Report: ED Cindy Waters submitted a written report prior to the meeting. There are currently 43 full members and 45 social members, including one new social member who joined after the report was sent. She noted there has been a lot of difficulty with Verizon related to their acknowledgement of electronic payments for the LBV phone; we will switch to making payments by check until their accounting issues are resolved. She also mentioned that a beautiful article about the Bhagats, written by their daughter, will appear in the next LBA newsletter.

Committee Reports

Communications – Jane Guttman submitted a written report prior to the meeting. Ellen added that Natalie Gluck wrote an article about the wine-tasting event for the July LBA newsletter,

and Cathy Williams submitted photos. Depending on the flexibility of the deadline, we may also be able to include information about our June Quarterly meeting in the July issue.

Operations – See Bylaws Revisions item under Old Business.

Programs – Cindy submitted a quarterly calendar of programs prior to the meeting. She said that in the past few months the Co-ed Lunch and Dining Around activities had to be cancelled for lack of attendance, but this month 10 people attended the lunch.

Membership Marketing – Cathy Williams submitted Committee Chair Ken Trotter’s written report prior to the meeting. Ken asked Board members to send him photos of events that have occurred this year. He plans to use 10-15 photos to create an engaging short video to promote membership in the Village.

Action: Marcia, Elizabeth, Ellen and Cathy will send photos of 2025 Village events to Ken.

Keeping in Touch (KIT) – KIT liaison Marcia Grabowski sent a written report prior to the meeting. She noted that Louise Ziebell will switch from her role as Group 3 co-coordinator to being coordinator of special functions such as the proposed dance party with the Woman’s Club. A co-coordinator is being sought to assist Annemarie Russell with Group 1; Marcia will ask Merri Brown if she is interested.

Fundraising—In Lisa DuBois’ absence, Cindy reported that she is working with Lisa to finalize the accounting for the wine-tasting event.

Old Business

Bylaws Revision – Ellen sent a draft of proposed revisions to the Bylaws, prepared by Liz Gianturco and a committee of current and former Board members, prior to the meeting. In addition to some minor grammatical and formatting changes, the most significant proposed changes are

- Article VI: Change the responsibility for sending meeting notices from the Secretary to the President.
- Article IX, Section 7: Delete because the topic of special meetings is covered elsewhere in the Bylaws.
- Article XIII: Change the procedure for amending the Bylaws. Two options were presented, one of which would keep the responsibility with the Board, and the other which would involve a vote of all Village members. After discussion the sense of the Board is that Village members should be notified of proposed Bylaws changes prior to a vote of the Board, and that approval of at least two-thirds of Directors is required to revise the Bylaws.

Action: The Bylaws Revision Committee will develop revised wording for Article XIII and submit it to Board members for review prior to the next meeting.

Cindy suggested that the proposed change in Article X, Section 9, which was approved by the Board at a previous meeting, should be revised. The fundraising function is typically subsumed under a Board's Finance Committee rather than being listed as a separate committee. The LBV Board doesn't have a formally designated Finance Committee, although the Leadership Manual's section on financial management policies designates the president, treasurer, committee chairs and executive director as the team responsible for the Board's financial management

Action: Walt Cooper volunteered to draft a revision of this section to include a description of a Finance Committee with fundraising responsibilities, and to delete the phrase referring to fundraising specifically in Fairfax County and nearby jurisdictions. This revised language will be submitted to Board members for review prior to the next meeting.

June 26 Quarterly Meeting – Elizabeth will not be able to attend, so Ellen will preside. Ellen will bring her laptop. Jane volunteered to help with AV. Cindy will ask for volunteers to bring snacks and water. Cathy, Carol and Walt will help with set-up.

Vendor Referral List – Cindy sent a list of home healthcare, home assistance and rehabilitation facilities to Board members last week. She will add a disclaimer when she receives the language from Lisa. Members' comments on these vendors are not included in the list, but full members can call Cindy for a candid discussion of pros and cons. Marcia is working on a Venders/Contractors list and a list of Senior Hacks that include recommendations from Village members.

Update on Creating a Fundraising Committee – This item was tabled until the next meeting.

Comments on the Wine-Tasting – The event was a great way to bring out some younger people from the Lake Barcroft community. The food and wine were excellent, the generous hosts from Wine Traditions were wonderful to work with, and comments from participants were very positive. For future events, we could improve signage and communication materials identifying the Village as sponsor of the event, and improve the tracking of RSVPs so the registrar (Cindy) has the names of those who paid in advance.

New Business

Ralph Smalley Proposal re Memorial for the Bhagats – Cindy noted that the Smalley proposal for a memorial for the Bhagats was discussed at the LBA Board meeting last night. The LBA Board decided to discuss the broader concept of all memorials during its next meeting. The Bhagat family members do not have a preference other than to have a designated place in the neighborhood, e.g., a tree or other object, where they can come to visit and remember their parents. The sense of the Village Board is that this should be an LBA project rather than a Village project.

Action: Walt will follow up with Ralph Smalley.

Board members brainstormed on ways to recognize those who have served as Board members and those who have made significant contributions to the Village. Suggestions included

recognition at a Quarterly meeting, and providing a Board resolution of thanks, a certificate, a commemorative gift, or a feature in *The Villager* and/or the Biennial Report.

Volunteer Barbecue – The Volunteer Barbecue will be held at the home of George and Cindy Waters on June 28 at 5:00. Cindy will send an invitation to members and volunteers and will send a sign-up sheet to Board members for bringing ice, food and drinks. The Waters will provide hot dogs, hamburgers and condiments. Cindy will notify Board members by June 25 re the number of guests who have signed up. During the event the co-presidents will speak briefly to thank volunteers. Cathy volunteered to take photos.

Village Picnic – Cathy suggested the Board set a date for a social event for all members. The preference is to have a Mix and Mingle like the one the Board hosted last year and to schedule it in September.

Action: Cathy will ask Lisa DuBois about the possibility of having the event at her house.

Other Business

The Board briefly discussed possible candidates to fill the vacant Board position created by the resignation of Liz. Ellen or Elizabeth will ask the proposed candidate.

The meeting was adjourned at 4:27.

Next Regular Board meeting: August 14 at 3:00 via Zoom. There will be no July Board meeting.

Respectfully submitted,
Cathy Williams, Secretary