

**Lake Barcroft Village**  
**Board of Directors Meeting**  
**MINUTES 10 APRIL 2025**

A regular meeting of the Lake Barcroft Village (LBV) Board of Directors was held on 10 April 2025 via Zoom. The meeting was called to order by President Co-president Ellen Raphaeli at 3:03 pm.

**Members present:** Past President Walt Cooper, Co-Presidents Elizabeth Boris and Ellen Raphaeli, Vice President Nazir Bhagat, Treasurer Carol Bursik, Secretary Cathy Williams, additional Board members Lisa DuBois, Liz Gianturco, Natalie Gluck and Jane Guttman, and Executive Director (ED) Cindy Waters. **Guests:** Ross Kory

The agenda for the meeting and minutes from the March 13, 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:** Elizabeth Boris thanked Past President Walt Cooper for his leadership as President of the Board for the past two years and thanked ED Cindy Waters for keeping Village programs running smoothly. She also thanked Lisa DuBois for her work as Chair of the Fundraising Committee and all the other Board members for their work in many capacities on behalf of the Village. She and Ellen are happy to be entrusted with the responsibility of leading the Board this year. Their goal is to build on the strong organization that has been created, to help meet LBV's mission, to grow our membership, and to work toward a positive financial position.

**Treasurer's Report:** There was no Treasurer's report due to technical difficulties. Former Treasurer Ross Kory said he will work with new Treasurer Carol Bursik to transition payroll, bank and Verizon accounts. He will also turn over his role as LBV agent with the Virginia Corporation Commission. He noted that revenues for the first quarter of 2025 were approximately \$5,000, largely from acquisition of new members. This puts us on a good course to achieve our \$49,500 revenue goal for 2025. Our assets total more than \$65,000, of which \$45,000 has been put in a 5-month CD at 3.95% at Truist.

On behalf of the Board, Ellen presented Ross with an honorary abacus and thanked him for his six years of volunteer service as Treasurer of LBV.

**ED's Report:** ED Cindy Waters submitted a written report prior to the meeting. There are 41 full members and 42 social members. One additional social membership application is expected this week. As per Board discussion at the March meeting, she submitted a proposal to Virginia Villages Collective for \$5,000 to create a bereavement counseling program for LBV. However, proposed funding for the collective initiative was vetoed by Virginia Governor Youngkin. Cindy also reported receiving a note of thanks from Dottie Bennett for the Board's gift in memory of

Richard Morton. Cindy and Ross plan to go to Dottie's house to review his records of Village activities, especially the history of his work creating Access reports on the LBV computer.

## **Committee Reports**

Communications – Jane Guttman noted that the deadline for the next *The Villager* is April 30 for May publication. Ellen and Elizabeth will let her know how they want to handle the President's Column, and Lisa will write an article about our fundraising efforts. We may need a new volunteer to write book reviews. Ellen plans to include a photo of the new Board in the next article for LBA newsletter. Ellen complimented Jane on the appearance of the reorganized website.

Operations – Liz Gianturco reported that the Bylaws Revision Committee will meet next week to finalize the proposed revisions to the Bylaws.

*Action: Liz will distribute the proposed revisions to the Board for review prior to the next meeting.*

Programs – Cindy submitted a quarterly calendar of programs prior to the meeting. The calendar will be sent to members tomorrow, along with a request for members interested in forming new groups: poker, bridge, and art roundtable. The Programs Committee discussed holding a current events symposium on a specific topic such as financial planning. Ellen stated that in a survey two years ago members expressed interest in a gardening group.

Membership Marketing – Cathy Williams submitted a written report prior to the meeting. She said that Don Christian designed several new ads for use in the LBA newsletter, and Ken Trotter has begun noting LBV activities on Lake Link. Lisa DuBois reported Ken has agreed to chair the Membership Marketing Committee.

Keeping in Touch (KIT) –Elizabeth Boris noted that KIT liaison Marcia Grabowski reported a KIT coffee is planned by Group 3 on Saturday, April 12. At the most recent KIT meeting, coordinators asked for a notation in the membership directory of each member's status as a full or social member. Cindy has added an asterisk to the names of social members in the directory. She is not able to make any other changes to the Access report that produces the directory.

Fundraising—Lisa stated that St. Alban's parish hall is confirmed as the site for the rescheduled Appraisal Road Show scheduled for October 25 from 12:00-2:00. The wine-tasting fundraiser is scheduled for May 17 (rain date May 18) from 2:00-4:00 at Beach 5. Ellen will put a notice in the LBA newsletter about the wine-tasting. Lisa asked for volunteers to assist with food and check-in. Walt, Elizabeth, Cathy and Natalie volunteered to help with food; Cindy will help with check-in.

## **Old Business**

Bylaws revision – See notes under Operations above.

## New Business

Procedural matters: Updating info with VA SCC and info re charge card – See notes under Treasurer's report above.

June QM speaker – Nazir Bhagat suggested we invite a speaker on financial planning and/or estate planning for the June Quarterly Meeting. Board preference is to invite an estate attorney for the QM and invite a financial planner for a Symposium. Walt knows a financial planner we could invite for the Symposium. Lisa contacted an attorney she knows who is a good speaker on estate planning, but found she is not available to speak until our September 25 QM.

*Action: Ellen asked Board members to share ideas for other possible speakers/topics for the June QM via email.*

Making Board meetings more accessible – Cindy currently puts the Board meeting date and time on the quarterly calendar she sends to members.

*Action: Board members suggested that Cindy add a phrase such as: "Members welcome. Contact the LBV Coordinator for Zoom information."*

Vendor referral list presently accessible through Cindy – moving to website? A suggestion was made at the recent meeting of KIT coordinators that we make the vendor referral list accessible to all members on the LBV website. Cindy stated that the creators of the list spent considerable time vetting the organizations on the list, including information about licensing, bonding and three references, to provide a service for full members. The 9-page list includes information about plumbers, electricians and other service providers as well as home healthcare, home assistance, and rehabilitation facilities. She does not have a virtual copy of the list and would have to retype it in order to upload it to the website. Furthermore, if it were on the website it would be available to the public since we don't have a functional "Members Only" section, and we could be liable if it were to be used improperly by people outside the Village.

**Jane moved that Cindy retype just the vendor list sections on home healthcare, home assistance, and rehabilitation facilities, add a disclaimer, and distribute the list in pdf format to full members via email. The motion was seconded and carried.**

*Action: Lisa will send to Cindy an example of a disclaimer that could be added to the vendor list. She will also provide a list of assisted living facilities that she updates annually. Additional information is available in Guide to Retirement Living Source Book, which covers assisted living facilities in Virginia, Maryland and D.C. Jane will write an article for The Villager on how to obtain this helpful free publication either in print or online.*

Nazir suggested we consider condensing the information about other service providers, e.g., electricians, plumbers, etc. into a list that includes just business name, service category and contact information. The list could be kept in an Excel spreadsheet that could be easily updated and distributed.

Creating a list of healthcare service vendors vetted by members – This topic of creating a new healthcare service list vetted by members was not specifically discussed.

How best to welcome new members: Buddy system? – Although KIT coordinators are charged with keeping in touch with members in their sections, there is no standard process for onboarding new members other than that Cindy talks with them, provides a copy of the events calendar and Membership Handbook, and announces their names at QMs. The KIT group distributed 3-ring binders containing the member directory to all members at one time in the past, but new members since that time have not necessarily received binders. Board members agreed that we should have a standard way to onboard new members, whether it be through the KIT coordinators or through a new Welcome Committee.

*Action: Cathy offered to draft procedures to standardize the process of welcoming new members through KIT for consideration by the Board and KIT coordinators. Jane offered to include names of new members in The Villager. Cindy now provides updated pdf copies of the membership directory twice a year to all members via email.*

Expanding activities (looking at interest survey 2025 and survey 2023)

*Action: The Board delegated this discussion to the Programs Committee.*

## **Other Business**

OneLife passes – Elizabeth was given 25 free 3-day passes to OneLife Fitness for distribution to LBV members. Board members suggested they could be given to KIT coordinators for use by members in their sections, or given to new members. OneLife also provides special fitness sessions for groups for a fee of \$25 per person.

*Action: Elizabeth will send the information on fitness sessions to Cindy, who will solicit member interest through an announcement in the weekly events calendar.*

Access to Village-to-Village and WAVE reports. Are Board members still on their mailing lists? – WAVE doesn't send reports to members but Cindy attends WAVE meetings on our behalf. LBV is not currently a member of Village-to-Village because the \$475 annual dues haven't been paid.

*Action: Once we renew our membership in V-toV Cindy will update our Board members' contact information.*

Increasing coordination with and recognition of KIT – Events planned by KIT coordinators for their groups are not currently included in the LBV events calendar, and KIT coordinators do not routinely inform Cindy of their activities. It may be confusing to add KIT events to the regular LBV calendar because these events are meant to be small gatherings exclusive to neighborhood groups.

*Action: After discussion, the Board decided that for now, we will ask KIT coordinators to inform Cindy of their events to avoid conflicts with regular LBV events, and Cindy will add a line on the number of KIT events to her monthly ED report to the Board.*

Fundraising (follow-up to Board Orientation session) –Lisa has asked for volunteers to follow up with businesses that have been solicited for donations to LBV.

*Action: Cindy will place an announcement in the weekly communication with members to see if anyone is interested in serving on a Fundraising Committee. Discussion of benefits to provide to corporate donors, e.g., recognition in The Villager and on the website, was tabled until the next Board meeting.*

Volunteer Recognition Barbecue – The Volunteer Recognition Barbecue will be held at the home of Cindy and George Waters June 28 from 5:00-7:00. This event will be in lieu of Happy Hour, which was originally scheduled for that date. Jane will announce the date in *The Villager*.

The meeting was adjourned at 4:55.

Next Regular Board meeting: May 8 at 3:00 via Zoom.

Respectfully submitted,  
Cathy Williams, Secretary