

**Lake Barcroft Village**  
**Board of Directors Meeting**  
**MINUTES OF 12 OCTOBER 2023**

A regular meeting of the Lake Barcroft Village Board of Directors was held on 13 September 2023 via Zoom. The meeting was called to order by President Walt Cooper at 3:00 pm.

**Members present:** Past President Sam Rothman, President Walt Cooper, Treasurer Ross Kory, Secretary Cathy Williams, additional board members Elizabeth Boris, Lisa DuBois, Liz Gianturco, Jane Guttman and Ellen Raphaeli, Nazir Bhagat and Executive Director (ED) Cindy Waters.

The agenda for the meeting and minutes of the 13 September 2023 meeting were approved. President Walt Cooper noted that he asked that written reports from the Communications, Programs and Technology committees be reviewed separately to allow the board to focus our discussion on the financial situation, membership status, upcoming events and fundraising.

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 Ross Kory submitted a written report prior to the meeting. For September, Total Income was \$6,592, and Total Expenses were \$3,654, for a Net Income of \$2,938. Cash in the checking account increased to \$26,554. The value of our CD investment, which is earning 4.5%, increased to \$51,829. If we see the usual end of year uptick in dues and individual donations, along with the increased focus on corporate contributions, there is a good chance we will meet or exceed the financial performance reflected in the 2023 budget.

**Executive Director's Report:** Executive Director Cindy Waters submitted a written report prior to the meeting. She noted that in September there were two new social members, one returning member after a hiatus, and one new certified volunteer, bringing the total numbers to 55 full members, 23 social members, and 56 certified volunteers. One additional person joined in October. Cindy noted that LBV is a member of the Washington Area Village Exchange (WAVE), the largest regional group of villages in the Village to Village Network.

**Committee Reports:**

Fund Raising—Lisa DuBois submitted a written report prior to the meeting which included copies of fundraising letters sent to businesses at the end of the first quarter and tentative plans for the cornhole fundraising event.

Walt reiterated his remarks from the Quarterly Meeting about LBV finances. Our expenses are generally \$50,000 - \$52,000 each year, and our dues revenue is generally \$30,000 - \$32,000, leaving a shortfall of \$20,000 to be addressed by income from investments, donations and fundraising events. Individual donations this year have totaled around \$8,000 so far, and the wine and cheese event raised \$1,400, but there have been no corporate donations. Walt suggested the board consider postponing the planned October 28 cornhole fundraiser, which

was projected to raise only \$1,000, and instead focus on actively seeking corporate donations. He noted that there was a very active fundraising committee chaired by Louis Ziebell eight years ago. We may want to consider expanding and elevating the Fundraising Committee.

Board members agreed with postponing the cornhole event to Spring or possibly, instead, offering another wine and cheese event in Spring. We will concentrate on adding names to our list of potential corporate donors and sending new letters with follow-up emails and calls to solicit donations.

*Action: Walt asked all board members to send their suggestions for changes to the corporate solicitation letter to Lisa by Wednesday, October 18. Lisa will send a final draft of the letter to board members for approval by Friday, October 20. She will include with the letter a list of proposed giving levels and donor recognition for each level, e.g., a listing on the LBV website, an interview in The Villager, an invitation to the Volunteer Recognition event in November.*

Elizabeth Boris noted that our fundraising efforts are likely to be most successful if our major efforts are focused on our community and the businesses that support it. We are not likely to be successful in seeking foundation grants because Lake Barcroft is an affluent community, and most foundations fund groups that provide outreach and services to underserved and lower income individuals.

*Action: Elizabeth will look into the possibility of grants from foundations that are interested in promoting healthy communities, e.g., AARP.*

Membership Marketing – Cathy Williams submitted a draft of suggested revisions to the LBV brochure prior to the meeting. She noted that she's received suggestions from two board members for changes in the wording. We still need some good close-up photos of members actively enjoying an activity. We will ask Don Christian to design the brochure and McCabe Printing to print it.

Operations—Liz Gianturco reported that she is reviewing the board meeting minutes to compile a list of amendments adopted by the board since 2017. She will draft a list of criteria to be used in assessing the bylaws for board review at the November meeting. Walt asked how board members should propose adding a new standing committee, e.g., fundraising, to the bylaws. Liz said proposed changes should be emailed to her.

### **Old Business:**

November 13 Quarterly Meeting – Nazir Bhagat has arranged for a speaker on fall prevention. Walt is unable to attend the meeting. Ellen will follow up with the speaker regarding a bio and meeting format and will send the information to Cindy and Jane. On the evening of the meeting Ellen will set up the projector for the PowerPoint presentation, and Sam will introduce the speaker. Since we had a detailed business meeting in September, there will be no formal business meeting, but Ross will give a brief financial report. We need a volunteer to set up and run the Zoom for those who want to attend online.

November 30 Appreciation Event – The Volunteer Recognition event is scheduled for November 30 at St. Alban’s parish hall from 5:30-7:30. All members, volunteers and donors will be invited. We estimate between 30 and 45 people will attend. Walt will give brief remarks about the importance of volunteers and donors to the success of the Village. We will also ask some volunteers to say a few words about why they volunteer.

Nazir asked for board approval of a budget of \$500 for wine and cheese and for bookmarks to be given as gifts to volunteers and donors. After discussion the board decided not to order bookmarks but instead to list donors and volunteers on a sheet of paper that would be duplicated for all attendees and to give a hand-written note (from a board member) to each volunteer and donor thanking them for their service. The board did not address the budget for the event.

*Action: Nazir will purchase the wine for the event.*

*Action: Cindy will send invitations requesting an RSVP by November 9. She will also send a reminder closer to event.*

*Action: Walt asked board members to volunteer or suggest a volunteer to co-chair the event with Nazir.*

**New Business:**

Gifts for Quarterly Meeting Speakers – Walt sent two suggestions for speaker gifts to all board members prior to the meeting. The pen set with LBV logo and name received the most votes.

*Action: Ellen will order pen sets for speaker gifts.*

Recognition of Renee Gholz – Former Village member Renee Gholz will be 107 on October 20. Nazir and Marcia Grabowski interviewed Renee, and the interview will be published in *The Villager*. Sam suggested we send the write-up to John Kelly for his *Washington Post* column. No director agreed to take action and send the write-up to John Kelly. Plans are being made for some LBV board members and Lake Barcroft Woman’s Club board members to visit Renee on her birthday and present her with a cake and certificate of honorary membership in LBV. The board approved the certificate wording.

Next Board Meeting: The next board meeting will be Thursday, 9 November, 2023, 3:00 pm via Zoom.

The meeting was adjourned at 4:15 pm.

Respectfully submitted,

Cathy Williams  
Secretary