

Lake Barcroft Village
Board of Directors Meeting
MINUTES 14 AUGUST 2025

A regular meeting of the Lake Barcroft Village (LBV) Board of Directors was held on 14 August 2025 via Zoom. The meeting was called to order by Co-president Elizabeth Boris at 3:03 pm. She welcomed new Board member Ken Trotter and thanked all Board members for their work on behalf of the Village.

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

Unable to attend: Past President Walt Cooper.

The agenda for the meeting and minutes from the June 12, 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 Ellen Raphaeli noted that the Quarterly meeting went well, and the speaker's topic of invasive plants is very appropriate for Lake Barcroft; the two-horned trap was the focus of a recent Lake Barcroft newsletter article. She thanked Marcia Grabowski for organizing a successful singalong, Carol Bursik for dealing with special problems encountered in transferring the accounting system from Ross Kory to herself, Lisa DuBois for her work in organizing the wine tasting and upcoming appraisal road show, Jane Guttman for her work on the website and the Villager newsletter, Ken Trotter for his marketing on Lakelink and Facebook, Cindy Waters for hosting the upcoming volunteer recognition barbeque, Cathy Williams for providing detailed meeting minutes, Natalie Gluck for being a KIT coordinator, Marcia Grabowski for hosting the Music Group and singalong, and Co-President Elizabeth for her work on the variety of tasks involved in being a co-chair. Elizabeth thanked Ellen for writing articles for Lake Barcroft newsletter.

Treasurer's Report: Treasurer Carol Bursik submitted the June-July financial report prior to the meeting. The report shows revenue of \$8,001 for June and \$900 for July and expenses of \$4,106 in June and \$3,922 in July. YTD net income is (\$11,787). Carol noted that she is working on a new reporting format that will be easier to read and understand. She has arranged with ADP to retroactively pay the approved salary increase for the ED, is continuing to work with Truist Bank to get a Village credit card, and is working with Cindy and Verizon in reconciling our payments to Verizon. Carol has provided 501(c)3 paperwork to Home Instead in connection with their \$10,000 donation to the Village, and has renewed the Village CD at a rate of 3.92 percent. Interest of \$730 from the previous five-month CD was rolled into the new CD.

Ellen asked if we could make a large replica of the Home Instead check for presentation at the next Quarterly meeting. Lisa volunteered to produce a large check we can use.

ED's Report: ED Cindy Waters submitted a written report prior to the meeting. There are currently 39 full members (3 late renewals) and 44 social members, including one new social member. There are 43 certified volunteers. We have received numerous transportation requests, many for multiple rides. Cindy plans to put a notice on Lakelink in September asking for additional volunteer drivers.

Jane suggested that if we can't find volunteer drivers for an individual, we could consider referring them to the Shepherd Center (five days notice required), or to Metro Access (\$6/ride with a referral from a doctor or social worker).

Action: Jane will write an article about Metro Access for the next Villager.

Committee Reports

Communications – Jane Guttman submitted a written report prior to the meeting. She commended Don Christian for his work on the layout of the latest *Villager* and suggested that we provide recognition for Don at an upcoming Quarterly meeting. She asked that someone take a photo of the Chess Group for the next newsletter.

Programs – Cindy submitted a quarterly calendar of programs prior to the meeting. She said she would be happy to have a volunteer take over chairmanship of this committee. She noted that there has been good turnout at events in June and July. The August coffee and conversation is cancelled, and the committee is looking for hosts for the September and October coffees. The committee is considering trips to Glenstone in late September or early October.

Marcia noted that the Musical Friends group is planning a holiday singalong. She said Louise Ziebell is interested in forming a group to attend dances, e.g., at Glen Echo Park. The proposed joint activity (perhaps a dance) with the Lake Barcroft Woman's Club is on hold.

Membership Marketing –Ken Trotter submitted a written report prior to the meeting. Ken has been doing weekly and monthly promotions showing the array of Village offerings with spotlights on individual events. All promotions direct people to the LBV website or to Cindy Waters for information on joining the Village. If people contact him he tells them they can attend one event for free. Ken is willing to help with volunteer drive in the fall.

Keeping in Touch (KIT) – KIT liaison Marcia Grabowski sent a written report prior to the meeting. She noted that KIT coordinators are doing a good job of keeping in touch through phone calls, visits and social gatherings. A KIT coordinators meeting is scheduled for this Friday. Coordinators will work on providing blue membership directory notebooks to Village members who have not received one.

Fundraising—Lisa DuBois provided a written report prior to the meeting. She noted that the \$10,000 gift to be received from Home Instead is their second such gift in less than five years. As soon as the funds are received Lisa will arrange for a presentation at the Quarterly meeting to recognize their generosity. Our next fundraising event will be the appraisal roadshow at St.

Alban's on October 25 from 11:00-1:00. We will need volunteers to help set up the parish hall and provide refreshments.

Action: Lisa will send Ellen an article on the road show for the next Lake Barcroft newsletter.

Old Business

Bylaws Revision –Prior to the meeting Ellen provided revised wording for Article XIII of the Bylaws to change the procedure for Bylaws amendments:

These Bylaws may be amended by a vote of at least 60% of the Directors at a duly called meeting, provided that notice of the proposed changes has been given at a previous regular meeting or by notice sent to all Directors and provided that, at least ten days in advance of the meeting, notice of the proposed changes and an invitation for comment has been sent to all members of the Village.

The sense of the Board was that this revised wording is accepted for inclusion in the proposed Bylaws changes. A vote on all proposed Bylaws changes will occur in September. In the meantime, Walt Cooper will provide a draft of one additional proposed change related to fundraising and possible mention of a Finance Committee.

Updates

- Volunteer Barbecue – The September 13 event date conflicts with the Newcomers' Barge Party, for which Cindy and George are boat captains. Decision was made to change our date to September 14 at the same time, 5:00. Cindy will send Board members a list of who volunteered to bring what refreshments.
- Village Picnic – Decision to consider having another Mix and Mingle. This will be discussed at the September Board meeting.
- Quarterly Meeting Speaker – Lisa has invited Lula Dreyfus from S &T Law Group to be the speaker for the September 25 Quarterly meeting. Her topic will be getting one's house in order for estate planning. Lisa will send information about the speaker to Ellen for inclusion in the Lake Barcroft newsletter.
- Healthcare Referral List – Marcia created a draft list of home health care and rehab facilities recommended by individual Lake Barcroft residents and/or like facilities. The intent of this list is to supplement the vetted list kept by Cindy. Marcia will add a disclaimer indicating that the additional list has not been vetted by the Village.

New Business

Suggested policy to recognize members who have passed – Currently Cindy sends a notification to LBV members and Jane includes an article about the person in The Villager. The sense of the Board is that this standard practice could be included in a newly formed Practices section of the Board Leadership Manual. There is no need for a formal policy.

Suggested policy to memorialize founders and leaders like Moya Atkinson, who were instrumental in the creation and institutionalization of the Village – Cindy noted that the LBA

Board is not interested in having any more memorial benches in the community. There is currently no written history of the Village other than the Biennial reports that are on the LBV website. The sense of the Board is that to recognize people such as Moya, who was the first LBV ED, we write an article in *The Villager* and another for the Lake Barcroft newsletter and also mention them in the Biennial Report.

Action: Ellen will draft language about recognition of founders and leaders to include in new Practices section of the Leadership Manual.

Suggested policy for including potential social members who reside outside the LBV boundaries – Cindy said she was approached by Michael Paxson, who lived in Lake Barcroft for many years and has been attending LBV Happy Hours. Although he no longer lives within our defined boundaries and thus is not eligible for full LBV membership, he would like to be considered for social membership. The sense of the Board is that Michael should be accepted for social membership. The Board would like to create an addendum to our current policy on boundaries to indicate that social membership may be available to those outside the community who have long-standing ties to the community and the Village. Decision about granting such membership would be made by the Board on a case by case basis.

Actions: Ken will draft an addendum to the current policy on boundaries for consideration at the next meeting. Cindy will talk with Michael Paxson about social membership.

Other Business

Village Computer -- Jane noted that the Village computer is aging, and we should consider purchasing a new one.

Action: Purchase of a new computer will be discussed under New Business at the next meeting.

Use of the Home Instead Donation – The Board briefly discussed ways to use the \$10,000 gift from Home Instead, e.g., for additional changes to the Village website to simplify and modernize the images, or for a Mix and Mingle event.

Action: Use of the Home Instead donation will be discussed under New Business at the next meeting.

The meeting was adjourned at 4:20.

Next Regular Board meeting: September 11 at 3:00 via Zoom.

Respectfully submitted,
Cathy Williams, Secretary