

**Lake Barcroft Village**  
**Board of Directors Meeting**  
MINUTES OF 11 May 2023

A regular meeting of the Lake Barcroft Village Board of Directors was held on 11 May 2023 via Zoom. The meeting was called to order by President Ellen Raphaeli at 3:00 pm.

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

The agenda for the meeting and minutes of the 11 April 2023 meeting were approved.

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.

**President's Report:** Ellen reported that Liz Gianturco has agreed to chair the Operations Committee, and that since ED Cindy Waters generally handles volunteers and services, we will discontinue listing Volunteers and Services under committee reports on the agenda.

**Treasurer's Report:**

Financial Performance Summary: Treasurer Ross Kory noted that the year-to-date bank balance is less than at this time last year due to low dues revenue at this time of year. Also, this month's financial performance report reflects the accrued cost of \$2,500 for the just-

completed financial review by KWC Certified Public Accountants. There are two new members as of May 1, and we are \$500 ahead in donations since the same month last year.

Financial Review: Ross noted that best practices in accounting include distinguishing between Management expenses and Program Services expenses. This means we have to make estimates for many expenses, and Cindy's salary is the biggest variable in those calculations. Our estimates for Management expenses are within the ideal of 10-15% of the total budget for the year.

Dues are reported as deferred revenue in compliance with GAAP requirements. The reserve fund mandated in our bylaws includes 120% of six months of the ED's salary, current operating expenses, plus the cost of leasing nearby office space. The reviewers used \$50,000 as the estimate for the reserve fund, which Ross feels is a bit high.

Ross noted an error on p. 10 of the report. Cash and cash equivalents should be \$86,894 minus the value of the CDs (\$51,080), or \$35,814. Then when the value of the CDs is added, the liquid assets total \$86,894. Total financial assets available after the reserve fund of \$50,000 is taken into account would then be \$36,894. Ross will discuss this correction with the reviewers.

Walt Cooper moved acceptance of the report; Sue Morse seconded the motion. Motion carried.

**Executive Director's Report:** Executive Director Cindy Waters noted that all late renewals are now in, and there is one new full member and one new social member. Walt said Will O'Neill plans to join, and Sue Morse said she plans to maintain her membership for one year even though she is moving to Oregon.

**Vice-President's Report:** No report.

## **Committee Reports:**

Communications—Jane Guttman was not present, but via email she said *The Villager* is ready and being proofread. She requested articles for the Lake Barcroft newsletter; copy is due May 15. Walt will send an article on the Smithsonian Craft Show outing. Sam Rothman volunteered to write an article on the June quarterly meeting for the next LB newsletter deadline.

Fund Raising—Lisa DuBois was not present, but asked via email for a board decision on the ticket price for the June 10 wine tasting fundraiser and on the starting and ending time for the event. The sense of the board was to charge \$30 per ticket and to hold the event from 2:00-5:00. Lisa will have signs for the wine tasting printed at her expense.

Volunteers and Services--No report.

Programs—Walt Cooper reported that five people attended the Smithsonian Craft Fair trip to the Building Museum in D.C. He arranged for parking through Spot Hero. The group had lunch at a nearby restaurant after enjoying the fair exhibits. He is willing to organize more outings to D.C.

He noted that Shirley Timashev will be pausing the Zoom Together and Memoir groups after May because she is moving to Atlanta; she has indicated she may be willing to continue leading these groups after the move but if she decides not to continue the Programs Committee will look for alternative leaders. Jane is planning to write an article about Shirley for the LB newsletter.

Thirteen people attended Coffee and Conversation at the Williams' home today. Happy Hour will be at the Mandelbergs on the 20<sup>th</sup>.

Let's Discuss, a new in-person group, will meet Monday, May 22, at

La Madeleine. Sam Rothman will lead the first session. Sam noted that he has two topics in mind, one of which is safety.

The LBV anniversary buffet will be held June 3 at 2941 Restaurant. Cindy noted that Marcia Grabowski designed the invitations, and she, Jane Guttman and Linda Woodrow helped plan the invitations and menu. A few people have registered; Cindy will send a reminder.

Walt noted that Nazir Bhagat indicated he may be willing to host another coffee in the next 1-2 months to promote membership. Nazir also suggested that the Village promote physical fitness. Walt will follow up with him about possible activities, which could include Zoom or in-person meeting(s) and/or a clearinghouse of members' sources of fitness information and training. Cindy noted that Geri Falek used to offer seated yoga classes at a discount for LBV members; she will contact Geri to see if this could be resumed.

Membership—Cathy Williams reported that since the last board meeting she has obtained a list of Lake Barcroft residents eligible for LBV membership from the LBA administrator. Cathy sent the list to board members and KIT volunteers and asked them to identify residents they know and would be willing to invite to a membership coffee. More than 30 individuals were identified. She suggested we hold two coffees each month (one in addition to those already scheduled) for the next 2-3 months and ask those who identified potential members to invite them to one of the coffees. Charlotte Flounders has agreed to host at least one coffee, and Nazir may also be willing to host a coffee. Jan Barrett has volunteered to help with marketing. Board members approved proceeding with this plan.

Operations—Liz Gianturco reported that she will send a draft protocol for bylaws revision to board members this week.

Technology—Ross reported that he looked into signing up for WIX for website service and found that the cost of signing up would offset any savings we would have in changing providers.

### **Old Business:**

Biennial Report—Sam said the 2019-20 report is completed and ready for distribution. He will send it to Cindy. The board decided to send the report to members electronically.

Celebration of 10<sup>th</sup> Anniversary of the Village – Cindy reported that the menu is mostly decided. It will be similar to the menu at the last 2941 party, but because prices have increased since then we may need to make a few changes. She will send a spreadsheet of itemized charges to the board for review. The final menu is due to 2941 by May 16. RSVPs from LBV members are due May 23<sup>rd</sup>, and the final count is due to 2941 on May 25.

Helpful Village—Cindy noted that she contacted the Alexandria Village and learned that they no longer use Access; they began using Club Express during the covid lockdown because it is cloud-based. They find Club Express “clunky but usable.” Cindy is waiting for a call-back from the Arlington Village to find out whether they use Access. Cindy feels our Village is not large enough to need a cloud-based system, and our data are backed up so there is no danger of losing information. Jane Guttman would like to try using our Helpful Village system a little more before we make a decision on whether to drop it.

June Quarterly Meeting – Cindy will take water; Sam will send information on the speaker to Cindy and Ellen; Ellen will create the slide deck. A volunteer is needed to operate the projector. The board decided to recognize Shirley Timashev with flowers.

### **New Business:**

Biennial Report 2021-22 – Sam agreed to oversee the development of this report.

Exploring Fitness Programs – referred to the Programs Committee.

Advocating for Villages in the Virginia State Plan – Sam noted that the Village to Village Network sent comments on the proposed 2023-2027 State Plan for Aging Services to the Virginia Department of Aging and Rehabilitative Services. Cindy was involved in the development of the comments and will send a copy to board members.

Next Board Meeting: Thursday, 8 June, 2023, 3:00 pm via Zoom.

The meeting was adjourned at 4:00 pm.

Respectfully submitted,

Cathy Williams (acting for Sue Morse)  
Secretary