

Minutes of the Regular Meeting  
of the  
Lake Barcroft Village Board of Directors  
August 9, 2018 v4 Approved

A Regular Meeting of the Board of Directors of Lake Barcroft Village, Inc. ("LBV" or the "Village") was held on Thursday August 9, 2018 at the Mason District Governmental Center. Vice President Jane Guttman called the meeting to order at 4:00 P.M.

ATTENDING:

Ellen Feldstein, Jane Guttman, Hugh McKay, Richard Morton, Sam Rothman, Pedro Turina, Victor Utgoff. Not present: Ron Karpick, Ross Kory and Cindy Waters.

APPROVAL OF MINUTES:

Vic moved and Sam seconded that the minutes from the July 12, 2018 LBV BOD meeting be accepted. The minutes were approved unanimously.

VICE PRESIDENT'S REPORT: Jane Guttman

Jane noted that Cindy's father-in-law had passed away, and that Cindy would be dealing with urgent matters only.

EXECUTIVE DIRECTOR'S REPORT: Cindy (submitted earlier)

Current Membership/Volunteer Status

Members: Total to date: 78 (Waiting on late renewals. Gail Meaker joined as of 8/1)

Social Members: 3 (Jill Pettibone renewed as a social member)

Certified Volunteers: 83

Events for July 2018

Silver Foxes luncheon – Clare & Don's -- 3

Spanish Conversation – 1 member + 1 guest = 2

Co-ed luncheon – Glory Days = 8 members + 1 guest = 9

Stretch and Balance – 10 total

German Conversation – 3 members plus 2 guests

Happy Hour – 17 members + 4 guests = 21

Village Coffee – cancelled

Chess Club – 3

Total event numbers = 53

## Request By Assistance Category for July 2018

Computers and Technology – 1

Home Security Check – 1

Transportation – 5

TREASURER'S REPORT: Ross Kory was absent and e-mailed his report.

### **COMMITTEE REPORTS:**

#### **Operations:** Richard

- Policy and Procedures: Richard will send the Policy and Procedures documents to the Board for review. Richard asked the Board to advise if an additional policy or procedure was needed
- Keep in Touch: The Board discussion indicated that Social Memberships need to be included in the directory. Additionally, those with generators and 4-wheel drive vehicles will be identified. The Keep in Touch Directory is organized by area, with the captain's name first. Richard will send the Keep in Touch documents to the Board for review in terms of format. He is using an old file so the information will not be current.
- Insurance: Sam checked with the SCC and the Village's insurance agent to see if they had any information about claims made and claims paid under D and O coverage for 501(c)(3) organizations. Neither office was able to provide relevant information. Sam suggested that in the absence of such information it would be prudent to continue our present D and O coverage.
- The Board discussed the Rides Policy. Jane read the revised Rides Policy to the Board for confirmation. Hugh moved that the revised Rides Policy be approved and Richard seconded. The Rides Policy was approved unanimously.

#### **Communications:** Jane

#### **Lake Barcroft Newsletter**

Article will include information about the September Quarterly Meeting and upcoming Happy Hour and Conversation and Coffee. Other suggestions are welcome.

Additional article submitted about VA voting requirements changes.

## ***The Villager***

Next issue will be published around August 14. The article about qualifications for rides will contain what's been decided at the BOD meeting August 9.

## **Web Site**

Home page updated.

## **Membership Committee: Tri-fold Brochure**

Group photo taken at Happy Hour July 28.

## **Programs: Ellen**

Ellen stated she had e-mailed the current LBV Program Calendar to the Board. The Photography Clubs has a number of potential members but so far no one has accepted the leadership role. She will invite potential members to her house to discuss and see who appears to be the natural leader.

Ellen mentioned that the committee had two possibilities for symposia, one with George Waters.

## **Membership Committee: Vic**

Vic stated that he e-mailed a Membership Document to the Board but did not receive many comments. The document is intended to be used by those who host coffees for potential members as a guide to the areas of Village membership that should be discussed during this coffee. The next step is to schedule a coffee in one of the areas. The document might also be used as a basis for the Biennial Report.

The next step will be the revision of the trifold brochure. Current participants are: Don Christian, Jane Guttman, Sam Rothman and Cindy Waters. Jane will call a meeting for the preliminary discussion.

## **Volunteer Services: Pedro**

Pedro indicated that he thought the Volunteer Appreciation Party, Sept. 29, Beach 5, should feature empanadas, a baked pastry with various fillings instead of paella, which has proven too expensive. A fruit and cookies dessert was approved. Pedro indicated that the cost should be within the \$500.00 limit set by the Board. The Board agreed with the food selection and also indicated that if the party was outside of beach hours and as alcohol was not being served by a bartender, there was no need for a Lake

Barcroft Association application for an alcohol permit. Drinks will be soda, water and beer.

Cindy will set Volunteer Training for November 2018 in Woodrow Wilson Library. Pedro also sees the training as an opportunity to encourage membership.

### Old Business

Rides Policy was approved by the Board. The procedures were amended but not finalized.

The Board discussed the mailing of Richard's Annual Donation Letter. The Board approved use of a contractor for duplication and mailing using Lake Barcroft Association's bulk mailing capability to mail each resident. Those who have donated recently (2016-2017) will get a personalized letter. Jane reported that McCabe's had told Cindy they can pull out whatever envelopes we tell them, based on the address. The Board agreed that the former donors of 2016, 2017 and 2018 will not receive the standard mailing for donations. Those who donated in 2016 and 2017 will receive personalized letters; those who donated in 2018 will not receive a letter.

Jane led the discussing of the timing of the January 2019 and beyond LBV BOD meetings. The Board approved a 3:00 starting time.

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Quarterly Membership Meeting speakers: BOD

- 1) September 24- "Losing a Spouse" by Louise Ziebell and Linda Woodrow
- 2) November 13 (Tuesday)-Jewish Coalition Against Domestic Abuse, Contact- Jane Guttman, Elissa (Lis) Malter Schwartz, ED, 301-315-8040

### New Business

Waltraut Nelson's Cousin, Lee Jay Nelson will perform at the August 25, 2018 Village Happy Hour.

The Board discussed a Privacy Policy and Pedro suggested language that would be appropriate. Jane will send the language to the Board.

Sam mentioned that Nancy Mattson had a proposal to set up a network for single Village members. Sam will ask Nancy to contact Ellen for the Program Committee to discuss.

Next Board meeting on September 13 at 4 PM at the Mason District Governmental Center

Next Quarterly Membership Meeting: 9/24/18 at 7 PM, Mason District Governmental Center

VtV Annual Meeting: October 7-10, 2018, San Diego, California, Hyatt Regency Mission Bay

The meeting was adjourned at 5:47 PM.

Respectfully submitted,

Hugh McKay

# ATTACHMENT 1

## LAKE BARCROFT VILLAGE July 2018 FINANCIAL REPORT

	July	2018 Actuals to date	Forecast (or Projection) Through EOY	2018 Budget	Current Variance Estimates
<b>REVENUE</b>					
<u>Donations</u>					
Corporate/B&P		\$ -			
Individual	\$ 150.00	\$ 2,675.00			
<b>TOTAL DONATIONS</b>	<b>\$ 150.00</b>	<b>\$ 2,675.00</b>		<b>\$ 12,000</b>	
<u>Fundraising Event Proceeds</u>					
<b>TOTAL FUNDRAISING EVENTS</b>		<b>\$ 1,137.36</b>		<b>\$ 3,000</b>	
<u>Membership Dues</u>					
New	\$ 500.00	\$ 3,500.00		\$ 2,000	
Renewing	\$ 2,125.00	\$ 13,875.00		\$ 34,000	
Social	\$ 300.00	\$ 750.00			
<b>TOTAL MEMBERSHIP DUES</b>	<b>\$ 2,925.00</b>	<b>\$ 18,125.00</b>		<b>\$ 36,000</b>	
<u>Other Income</u>					
Miscellaneous	\$ 25.78	\$ 206.40		\$ 300	
<b>TOTAL OTHER INC</b>		<b>\$ 206.40</b>		<b>\$ 300</b>	
<b>TOTAL REVENUE</b>	<b>\$ 3,075.00</b>	<b>\$ 22,143.76</b>		<b>\$ 51,300</b>	
<b>EXPENSES</b>					
<u>Personnel</u>					
*Executive Director Comp.	\$ 2,662.00	\$ 18,392.00		\$ 31,702	
Employer Payroll Taxes	\$ 203.64	\$ 1,406.97		\$ 2,425	
Payroll (ADP) Service Fee	\$ 41.00	\$ 344.30		\$ 522	
ED Backup		\$ -		\$ 400	
<b>TOTAL EXECUTIVE DIR.</b>	<b>\$ 2,906.64</b>	<b>\$ 20,143.27</b>		<b>\$ 35,049</b>	
<u>Operating Expenses</u>					
Business registration--SCC		\$ 50.00		\$ 75	
Copying and Printing-Local		\$ -		\$ 200	
Postage, Mailing Service		\$ 397.14		\$ 500	
Telephone/Internet		\$ 491.60		\$ 1,500	
Supplies		\$ 509.79		\$ 1,200	
Equipment/Software		\$ 1,040.17		\$ -	\$ (1,040)
wix.com		\$ 207.20		\$ 250	
Insurance (Org&Officers)		\$ -		\$ 2,900	
Service Fees				\$ -	
Bank Fees		\$ 24.00	\$ 40.00	\$ 50	
PayPal/Donation Fees		\$ 19.50		\$ 150	
Credit card fees		\$ -		\$ -	
Dues/Subscriptions					
Checkbook, etc.		\$ 516.00		\$ 700	
VTV Memberships		\$ -		\$ 500	
WAVE		\$ 35.00		\$ 70	
DMV Checks		\$ -		\$ 50	
Background Checks		\$ 49.15		\$ 350	
Registration fees/publications		\$ -			
Operating Expenses -- Other		\$ 5.00		\$ 100	
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ -</b>	<b>\$ 3,344.55</b>		<b>\$ 8,595</b>	<b>\$ (1,040)</b>
<u>Professional Development</u>					
(V-o-V Conf.)	\$ -	\$ -		\$ 3,000	
Miscellaneous				\$ 1,000	
<b>TOTAL PROFESSIONAL DEVELOPMENT</b>		<b>\$ -</b>		<b>\$ 4,000</b>	<b>\$ -</b>

LAKE BARCROFT VILLAGE July 2018 FINANCIAL REPORT

	July	2018 Actuals to date	Forecast (or Projection) Through EOY	2018 Budget	Current Variance Estimate
<b>Professional Services</b>					
Misc. (Review+Honoraria)				\$ 1,600	
<b>TOTAL PROFESSIONAL SVS.</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 1,600</b>	
<b>Fundraising Events</b>					
Event 1		\$ -		\$ 1,000	
B&P Club		\$ -			
<b>TOTAL FUNDRAISING EVENT EXPENSE</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 1,000</b>	
<b>Special Events</b>					
Anniversary Dinner		\$ 5,939.67		\$ 4,500	\$ (1,440)
Volunteer BBQ		\$ -		\$ 500	
Summer Social		\$ -			
<b>TOTAL SPECIAL EVENTS</b>		<b>\$ 5,939.67</b>		<b>\$ 5,000</b>	<b>\$ (1,440)</b>
<b>Meetings</b>					
General Membership Meetings		\$ -		\$ 250	
<b>TOTAL MEETINGS</b>		<b>\$ -</b>		<b>\$ 250</b>	
<b>Membership &amp; Program Activities</b>					
		\$ -		\$ 1,000	
<b>TOTAL MEM. PROGRAMS &amp; ACTIVITIES</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 1,000</b>	
<b>Marketing</b>					
Communication & general					
Holiday Cards- LGolfer				\$ 500	
Annual Report & Shipping		\$ -		\$ 150	
<b>TOTAL MARKETING</b>		<b>\$ 153.77</b>		<b>\$ 650</b>	
<b>Other Expenses/Contingencies</b>					
		\$ -		\$ 1,000	
<b>TOTAL OTHER/CONTINGENCIES</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ 1,000</b>	
<b>TOTAL EXPENSES</b>	<b>\$ 2,906.64</b>	<b>\$ 29,581.26</b>		<b>\$ 58,144</b>	<b>\$ (2,480)</b>
Total Income	\$ 3,075.00	\$ 22,143.76		\$ 51,300	\$ -
Total Expenses	\$ (2,906.64)	\$ (29,581.26)		\$ (58,144)	\$ (2,480)
<b>NET INCOME</b>	<b>\$ 168.36</b>	<b>\$ (7,437.50)</b>		<b>\$ (6,844)</b>	<b>\$ (2,480)</b>

**SNAPSHOT**

REVENUE		EXPENSES	
Donations	\$150	Exec Dir Comp	\$2,907
Renewals	\$1,500		
New-Regular	\$0		
Social	\$300		
<b>End of Month Balances</b>			
Checking Account	\$ 41,124.46		
CD +Interest Check Balance	\$ 40,399.16		
<b>Total</b>	<b>\$ 81,523.62</b>		