Minutes of the Regular Meeting

of the

Lake Barcroft Village Board of Directors Version 3 (7/2/17 **FINAL**)

June 8, 2017

A Regular Meeting of the Board of Directors of Lake Barcroft Village, Inc. ("LBV" or the "Village") was held on Thursday, June 8, 2017 at the Mason District Government Center commencing at 3:00 P.M.

ATTENDING:

Jane Guttman, Ron Karpick, Nancy Mattson, Deenie McKay, Richard Morton, Pedro Turina, Victor Utgoff, Sam Rothman, Peg Veroneau, and Priscilla Weck. Hugh McKay

APPROVAL OF MINUTES:

Nancy made a motion that the May 11, 2017 Board Meeting Minutes, as amended, be approved by the Board and Pedro seconded. The Board approved the May 11, 2017 Minutes.

TREASURER'S REPORT:

Peg Veroneau reported the following:

* Ron reported on his conversation with Melinda McGlohon (Fiddler’s Green), with experience as a Chief Financial Officer/Controller for non-profits. She indicated that a full CPA audit might cost as much as $7500.00. Board discussion identified a $1500.00-$2000.00 or less as a ballpark target.
* Ron indicated that a CPA review would flunk LBV on "check and balance" since there was not a second person involved with the Treasurer on Village finances. Peg indicated that the role of the second person needed to be clearly defined. The second person has to be literate with financial computer applications (QuickBooks) in order to serve LBV. Further, it is necessary for the Board to direct how often the second person would look at the books. The Board consensus is that once-a-year may be a sufficient periodicity for the second person to review the books.
* Ron indicated that Melinda McGlohon will work pro-bono and is willing to meet with the Board. There was emphasis on keeping the LBV financial review simple as the LBV yearly budget is relatively small.
* Jane indicated that two accountants might work pro-bono to look at LBV books once a year. Ron indicated that Carl Neuberg will interact with his CPA to determine interest in supporting LBV in this matter.
* Jane indicated that LBV needed to pay a CPA to perform a review of LBV books in order that the process is viewed as independent and legitimate.
* Peg: The review will primarily look at process.
* The Board decided to postpone further discussion on the audit process until Cindy returns from vacation and she and the Board have an opportunity to speak with Melinda.
* Richard questioned the amount spent on bank fees inasmuch as it was not an even multiple of the $4.00 monthly fee. Peg subsequently sent an e-mail indicating that the amount included a fee for blank checks.

EXECUTIVE DIRECTOR'S REPORT:

Cindy Waters, Executive Director, is on vacation. The following Board discussion arose:

* Richard indicated that all document destruction needed to be documented.
* Jane indicated the need to scan important documents into the LBV computer where they will be backed up into Carbonite as well as saved as a mirror copy on the computer.
* Richard needs a list of all documents that are important enough to scan and those which will be retained on paper.
* Ron indicated that the Board needs to get a document retention/destruction briefing from Cindy.
* The Board needs to verify that the LBV computer is now backed up by Carbonite and how often that backup occurs

COMMITTEE REPORTS:

* **Operations**: Richard needs more information prior to documenting Document Retention and Destruction Policy. Richard indicated that the $300.00 budgeted for the Volunteer Picnic food is insufficient. Some food trucks require a minimum of $1500.00. The Board deferred further discussion until Richard provides a review of possible food preparation alternatives and costs for the Volunteer picnic scheduled for September.
* **Membership**: Vic and Priscilla have not had time to review the demographics within Lake Barcroft. They have the list of those LBA members who self-identified as being older than 65 years old and a large map of the community. The Board deferred membership discussions until Vic and Priscilla have submitted their findings.
* **Communications**: Jane provided the following: Jane and Sam have submitted the 2015-2016 Biennial Report to Ron. Ron will send the document to the Board for review. Jane requested a topic for a Newsletter Article. The Board suggested deferral of an article on the Membership Committee until after Vic and Priscilla had more information to share. June 19, 2017 is the Quarterly LBV Membership Meeting. Ron suggested he talk about the Checkbook subscription provided to LBV Members without charge, the web site and the Biennial Report. The sound system that is used for our meetings requires repair. Clyde Williams needs to be notified about the need for set up/clean up of the June 19th meeting room.
* **Volunteer Services**: Pedro indicated that our need for volunteers is in competition with the Lake Barcroft Association's need for volunteers. Richard indicated a need for a list of the LBA volunteers.
* **Fundraising**: Peg has a friend who is a fundraiser and will provide the Board with dates when the fundraiser can meet with the Board.
* **Programs**: Held this morning, with plans for activities through August.
* **Business & Professional Committee:**
* A renewal request letter has not been sent to B&P members. Cindy will send a letter to current and potential B&P members.
* There have been no B&P donations so far this calendar year.

OLD BUSINESS:

* Village-to-Village 2017 National Village Gathering is still accepting registration and the final agenda is available on their website.
* Everything is ready to set up an informational table at the Ice Cream Social on Saturday, 6/10/17

NEW BUSINESS:

* The Board deferred the Tri-Fold discussion until the Membership Committee reports their findings. Discussion indicated the current edition was too wordy.
* Richard indicated that a Tri-Fold panel emphasizing the social benefits of the Village was needed
* Ron, Vic and Priscilla will discuss the Tri-Fold contents. The Tri-Fold was produced in 2013.
* Sam will work on revising the LBV Bylaws.
* LBV Cruise has been organized by Mimi McLaughlin (Waterway) with travel agent Richard A Meyer, VIP Group Travel (703-356-6884) with Royal Caribbean on the ship Grandeur of the Seas, Thursday, 10/19/17, to Saturday, 10/28/17, New England and Canada.
* Vic will check on the audiovisual needs to show the VtV talk by Atul Gawande (author of Being Mortal, 2014) on 9/25/17 which could be a member recruiting event.
* WAVE meeting is on 6/19 from 9:30-12 Noon at the Mt. Vernon Government Center, with a talk about Alzheimer’s Care by Emily Carton.
* Need to look into signs which could be used at events to identify them as LBV activities. The banner donated by Josi and Nikki Hillary (Barger Drive) is too large for small events like the Ice Cream Social.

ACTION ITEMS: See Attached

ADJOURNMENT:

The meeting adjourned at 5:00 P.M.

The next regularly scheduled meeting will be on Thursday, July 13, 2017, at the Mason District Government Center at 3PM.

ACTION ITEMS

* The Board will reimburse Cindy’s expenses incurred when she attends the Annual Meeting for Village-to-Village occurring on November 6, 7 and 8, 2017.
* Peg will continue to help establish formal Certified Public Account (CPA) review of Village financial books. Ron will follow-up with potential volunteer CPAs and discuss our needs with Melinda McGlohon.
* Peg will continue work on a Financial Policy for the Village after the audit has been completed.
* Peg will set up a meeting with her neighbor and members of the Board regarding Fund Raising.
* Ron to follow-up with Carl Neuberg on the home assessment committee.
* Richard affirmed he would redraft a Document Retention and Destruction Policy inclusive of “how” and “when.”
* Sam will work on revising the LBV Bylaws
* Need to learn if a letter has been sent to the present B&P members requesting them to renew their financial donation by Cindy.
* Richard will work with Cindy to define which specific documents need to be destroyed and which are to be retained. A list of the documents destroyed need to be retained. Also need to define which documents need to be scanned and which need to be retained as paper.
* Richard will continue working on the Volunteer Picnic looking at various food preparation choices and costs.
* Vic and Priscilla will continue to evaluate the demographics of LBA and members of LBV with an end to increase membership in LBV.
* Ron will send out the Biennial Report to the Board for review and for subsequent publishing on the website and sent electronically to the members.
* Ron will alert Clyde about the upcoming Quarterly Meeting so his team can set up and take down the tables and snacks.

Respectfully submitted by Deenie McKay 7/2/2017

**Note**: I have changed my e-mail address for all Village e-mail correspondence to: deeniemckay9252@gmail.com