

will be completed but the basic design will be ready for comments and changes. She also reported that Wix has a communication program, Shout Out, which can be used for emailing announcements.

COMMITTEE CHAIRS

Committee chairs were appointed:

Operations Committee: George Erikson

Volunteer/Services Committee: Adele Neuberg

Logistics subcommittee: Clyde Williams, Sheila Wayman

Membership Committee: Ron Karpick

Fundraising: Dawn Donald

Programs Committee: Nancy Mattson (with co-chair tbd)

Communications Committee: Jane Guttman

Vendor Committee: Richard Morton

Logistics Committee: Clyde Williams, Sheila Wayman

CHANGES IN COMMITTEE DUTIES

The Keeping in Touch program started by Louise Ziebell and Sheila Wayman will be under the auspices of The Volunteer/Services Committee.

The Vendor Committee will track categories for which recommendations can be made to our members. The Board decided that Cindy Waters would continue to retain this list for tracking purposes. Peg Veroneau offered to share her company's Home Resource Guide.

There will be an effort made to create an historical archive on the Internet.

OLD BUSINESS

The Anniversary Party will be co-chaired by Adele Neuberg and Sue Jewett. The Summer Social has not been scheduled yet.

ACTION ITEMS LIST

- The Virginia Society of CPAs has a *pro bono* group that could audit our books. Who will contact them remains to be determined.
- Keeping in Touch: Adele Neuberg described the proposal for a contact "tree" and calls to members to check if they need help. The plan will appear in the Village article in the next Lake Barcroft newsletter. A letter will be mailed to all members describing the proposal and asking for input.
- Richard Morton suggested we establish a Social Committee. All agreed. A chair needs to be appointed for a Social Committee for large events.
- All committee chairs will document committee functions and email them to George Erikson before the next meeting. (George Erikson will notify the Board of his new email address.)
- Committee reports must be circulated two days before the meeting and emailed to Dawn Donald or Sam Rothman.
- George Erikson will contact Stuart Feldstein about his participation in the Operations Committee.

ANNOUNCEMENTS

The next regularly scheduled board meeting will be April 14, 3 p.m. at Mason District Governmental Center.

ADJOURNMENT

The meeting was adjourned at approximately 4:20 PM.

Respectfully submitted,

Jane Guttman

Secretary