

LAKE BARCROFT VILLAGE, INC.

Minutes of the Board of Directors Meeting  
February 12, 2015

Attending: Carol Bursik, Dawn Donald, George Erikson, Stuart Feldstein, Larry Golfer, Nancy Mattson, Adele Neuberg, Carl Neuberg, Cindy Waters, Clyde Williams, and Louise Ziebell.

Clyde called the meeting to order at 3:05 pm at the Mason District Governmental Center.

Minutes: The Board reviewed the minutes of the January 8, 2015, meeting. Since there were no changes, the minutes were approved.

Treasurer's Report: Dawn distributed the report of revenues and expenses through January 31, 2015. We received one renewal last month, and we paid for telephone/internet expenses, bank fees, credit card fees, and business registration. There is a balance of \$48,204.30 in the Village checking account. Combined with the \$30,000 certificate of deposit, our account balance stands at \$78,204.30.

According to the 2015 budget we have a fundraising goal of \$12,000. Our annual expenses come to \$40-45K, with \$30-35K of that raised through member dues. We discussed the need to bring in a little more than our fundraising target to put money into reserve for unanticipated expenses.

The Treasurer's report was approved.

Executive Director's Report: Cindy reported that we have 81 members, with one January renewal in the works and two tentative renewals. There are currently 82 vetted volunteers. At four events in January we had 133 attendees; the largest turnout was the 95 people who came to the Second Anniversary Party. There were 16 requests for assistance last month, including 8 calls for transportation. Jane Guttman, a new member, is interested in assisting with a Village newsletter.

Cindy is glad to be back in the office and is pleased that we will be contracting with Eddie Rivas to keep things running in the event that she is called away in the future. She will be updating the LBV website calendar, so all entries should be sent to her for posting. The Board decided to publish an annual printed directory in March that will go to each member household.

Cindy participated in the Village-to-Village conference call, where she learned how Capitol Hill Village matches volunteers with frail or housebound members. She will send the Board members a proposal on how we might adapt this concept to our community.

Committee Reports

*Programs (Nancy):* The schedule for February includes the coed luncheon on the 17<sup>th</sup> at Clyde's and Happy Hour on the 28<sup>th</sup> at the Mandelbergs. In March there will be a performance of "Other Desert Cities" by the Providence Players with dinner before the show. In April the Notebook Project will continue with a workshop on dealing with low vision. On April 9 the shuttle will go to the National Museum of the American Indian.

Louise announced that 18 artists from the Lake will mount an exhibit of their work at Crossroads Gallery in Goodwin House on March 15. This is the first time the group will show their artwork outside Lake Barcroft. We can support them with our attendance at a talk from 3:00-4:00, followed by a reception until 6:00 pm.

Louise will be hosting a Mardi Gras party on February 17 with traditional Cajun food and music. The party is free but guests will have an opportunity to contribute to "Next Step Pilates," a non-profit organization established to help wounded soldiers and veterans through pilates.

*Communications (Larry):* Updated information is now on the web site, including photos from the anniversary party. Larry is working on new content about the Business and Professional Club, which he will add to our site. Sam has been writing articles on the Village and Larry has been editing them for the LBA newsletter.

*Membership (Adele):* Harriette Kinberg has prepared a survey to be sent to our members to find out whether we are meeting their needs through the Village and to remind them of what we have to offer. Once the final edits have been completed, the survey will go out to the Board members to do a "test" reply. We will make changes to the content and format based on Board feedback before sending it to the membership. Cindy volunteered to personally deliver the questionnaire, along with a copy of the member handbook, to each household. We will offer to help members fill out the survey if they would like assistance.

Adele suggested that we hold next year's anniversary party in March. We have scheduled it in January the past two years, and there have been problems with finding a venue and getting RSVPs during the holiday season.

*Services:* The Board discussed the status of the Services Committee, which had been combined with the Volunteer Committee last year. We decided there should be two separate committees, and that Services should be renamed Vendor Services. Carl volunteered to work on defining the purpose and scope of the Vendor Services group. Cindy reported that she has been in contact with local businesses who are interested in offering discounts to our members. She will send this information to Carl.

*Fundraising (Dawn):* Dawn and Louise continue to work on developing the Business and Professional Club, which is the current focus of our fundraising efforts.

*Volunteers:* Moya Atkinson and Marcy Marcey have indicated that they would like to work with the Volunteer Committee.

#### Old Business:

*Nominating Committee:* George presented the report of the committee, which also included Sam, Carl, and Julie Uritus. They announced a slate of three candidates to fill the three vacancies on the Board. Election of directors will take place at the annual meeting in March.

*Edgar E. Rivas Contract:* Prior to the Board meeting George sent the directors a copy of the Personal Services Contract, a description of the Scope of Work, a sample Task Order, and background information on various aspects of the contract. He reviewed the highlights for the Board and noted there are elements that will need to be added in the future.

**Motion:** George moved and Stuart seconded that we authorize execution of the contract immediately, with the understanding that procedural details will be worked out as we move forward. Motion passed.

At the request of the Board, Eddie has already attended a number of meetings and events. He has kept track of those hours and will present us with an invoice based on the hourly rate defined in his contract. We will provide him information on submitting future invoices for his work on behalf of the Village.

#### New Business:

*Scheduled Meetings:* The next Board meeting will take place on March 12 from 3:00-5:00 pm at the Mason District Governmental Center.

The annual meeting will take place on March 16 at 7:00 pm. Bill Cook will be the featured speaker, describing his experiences as a journalist covering the civil rights march in Selma, Alabama, in 1965. We will elect directors to fill the three vacancies on the Board.

An additional Board meeting will be held on March 19 from 3:00-5:00 in the small conference room at Mason District to elect officers for 2015/2016.

*Tax Filing:* We briefly discussed the requirements for filing IRS forms pertinent to non-profit organizations. Dawn and Carl will ensure that we comply with tax regulations.

*Adjournment:* Clyde moved and George seconded that we adjourn the meeting at 5:00 pm. Motion passed.

Respectfully submitted,

Carol J. Bursik, Secretary