

Minutes of the Regular Meeting
of the
Lake Barcroft Village Board of Directors Version 10 - Final
April 13, 2017

A Regular Meeting of the Board of Directors of Lake Barcroft Village, Inc. ("LBV" or the "Village") was held on Thursday April 13, 2017 at the Mason District Government Center commencing at 3:00 P.M.

ATTENDING:

Ron Karpick, Nancy Mattson, Deenie McKay, Richard Morton, Pedro Turina, Victor Utgoff, Peg Veroneau and Cindy Waters, LBV Executive Director.

ALSO ATTENDING:

Hugh McKay and GMU student observer Ms. Yi-ting Chiu.

APPROVAL OF MINUTES:

Richard made a motion that the Minutes, as amended, from the March 2017 Board meeting be approved by the Board and Victor seconded. The Board approved the minutes.

TREASURER'S REPORT:

Peg Veroneau reported the following:

- The Village's proposed 2017 operating budget projects a \$4745.00 overrun.
- Members renew their annual memberships each month throughout the year.
- The Board discussed the annual Village membership amount and a possible reduction. Cindy indicated that the amount was among the lowest among those villages who charge for membership in the Metro DC area. Discussion indicated that social interaction, not cost, was the driving factor in gaining membership.
- The Business and Professional Committee needs to bring in more money to get out of debt but needs a Chairperson to guide its activities.
- The Village needs a professional audit to review and report on the status of our financial records. We are looking for a good CPA, low cost, used to auditing non-profits. A request for volunteer CPAs will be put out on LakeLink by Ron.
- The weakness of an auction for fundraising was that it does not extend to the entire area community.
- Richard suggested an annual request for donations from the Lake Barcroft Community. Richard has a second edition of the donation letter that he will send out to the Board for comments.
- Cindy was asked to provide a list of all Lake Barcroft residents over 65 for use in a membership drive by the Membership Committee headed by Victor and Priscilla.

EXECUTIVE DIRECTOR'S REPORT:

Cindy Waters, Executive Director, reported the following:

- Announced that there would be a prescription take back conducted by the Police Department at the George Mason Government Center.
- Washington Checkbook subscriptions for Village Members will be continued.
- Eddie Rivas backs Cindy up when she is away. He does not have computer access to the Village office but is hooked up with the telephones and is capable of handling matters that may come up. The Board accepted this arrangement as satisfactory.
- Compensation of volunteers was discussed possibly paying 25 cents per mile. It was pointed out that if they were paid anything they would not be volunteers. Membership and volunteers enjoy the social aspect of volunteering.
- The annual anniversary dinner for the Village membership at Clyde's was considered a great success. It is recommended that we use Clyde's again for future events. Jane, together with Peg, Cindy and Shelia, did a superb job which ensured the success of the evening. Non-members attending: three caregivers attended. Cindy and George Waters and Volunteer Photographer Larry Golfer and his wife Carole also attended.
- 155 people turned out for Village activities in March.
- Ron Karpick, President, suggested that the Christmas card sent out should be changed to a Holiday card. Since Cindy had already complied by sending out a card with no religious reference, the term "Christmas" will be changed. Cards sent during this holiday season will be referred to as Holiday cards.

COMMITTEE REPORTS:

Operations: Richard moved that action number 15 in the 3/9/17 Minutes be removed and Victor Utgoff seconded. The Board approved.

Membership: We now have one returning member for a total of 87 members. There was a discussion on means for the Village to get new members. There was discussion on extending Village membership, but not Lake Barcroft privileges, to other communities.

Communications:

- How do we handle permanent documents? We could put them with the office of executive director or use Fairfax County true copies.
- Fairfax County will store essential documents such as bylaws and possibly the minutes.
- Use of Dropbox to store documents was discussed. Ron asked Cindy to provide Dropbox details and details of all the valuable document backup processes. Cindy indicated that documents, not data, were backed up by Dropbox.
- What do other villages do with permanent documents?
- Hugh and Cindy took action to follow-up with Fairfax County on true copy policy.
- The Village "Annual Report" will now be published every two years as a "Biennial Report." The next report will cover the years 2015-2016 and will be developed by Sam Rothman and Jane Guttman.
- The Board did not endorse any external Village software vendor. Richard indicated that he would continue to support the Village's IT software since the commercial versions do not meet our needs at this time.

- Annual Village to Village Conference will meet at the Baltimore Harbor, November 6-8: "Advancing the Power of Aging." LBV could send more than one person. Cindy was asked to attend. Early Bird Registration ends on July 31, 2017.

Volunteer Services: How do we get more volunteers? Cindy will ask for additional volunteer drivers on LakeLink.

Fundraising: Richard reported that most villages have somebody with experience in a marketing position to head fundraising. Our problem is how to find that person. Note that all donation checks go to Cindy who records them, sends a letter of thanks, and then sends them to Peg, the Treasurer. There should be an annual fundraising appeal sent to all Lake Barcroft. Cindy will get details of bulk mail process. The annual report distributed to Lake Barcroft residents had a fundraising request inserted.

Programs:

- The Quarterly meeting was held March 20, 2017 at the Fairfax County Government Center and was very well attended and received. Jud Richland (Beachway Drive) spoke on Compassion and Choices supported by Sara Stern, who shared her experience with her husband's death. The web site is located at: <https://www.compassionandchoices.org/>.
- Potluck at Richard Morton & Dottie Bennett's home, April 29, 2017
- Ellen Feldstein has accepted the chair of the Program Committee
- Happy Hour resumes at Terry Stone's home, April 22
- Nancy Mattson reported that the June calendar was finished
- Judy Hilton will head the upcoming book club
- There is some interest in having a board games group
- Program committee meets next at Barbara Rothman's house, May 11
- The May coed lunch meets at Anthony's Restaurant.
- The June quarterly lunch is at 2941 Restaurant.

Business & Professional Committee:

Cindy will approach Carol Bursik, Cathy Williams and Millie Schreiber about possibly heading this committee. Jane indicated that the B&P Committee prepares and retains minutes of their meetings.

OLD BUSINESS:

- Ron sent Sam and Jane copies of Pennsylvania Village's annual report as a possible example for our Biennial Report 2015-2016.
- Survey: Socializing was the most important aspect of belonging to our Village. Those with more social contacts stay alive longer and have a better quality of life.
- Volunteer party in September. Beach 5 on hold for September 9; the tenth is the rain date.

NEW BUSINESS:

- Pedro works on Thursdays and it would be difficult for him to attend Board meetings although he is in attendance today. Cindy indicated that the Thursday day/time is fixed with Fairfax County and is very difficult to change. (Pedro has subsequently said he would try to rearrange his schedule to allow his regular attendance the Board Meetings.)
- Richard to redraft a Document Retention and Destruction Policy inclusive of "how" and "when."
- Ron asked about fireproof document storage. Cindy will follow-up and report back.
- Richard stated that the draft statement on financial policy was obsolete. The Village has no Ways and Means committee. There is no Business Plan. Richard will work with Peg to produce a new draft. Peg indicated the draft needed simplification. Not realistic with how villages actually work. We need a basic financial policy which conforms with Virginia law. Should state who has access to computer, keys, who signs checks.

ACTION ITEMS: See Attached

ADJOURNMENT:

The meeting adjourned at 5:15 P.M. The next regularly scheduled meeting will be on Thursday, May 11, 2017, at the Mason District Government Center at 3PM.

ACTION ITEMS

- Cindy will post a request for additional volunteer drivers on LakeLink
- Cindy to provide Dropbox details and details of all the valuable document backup processes
- Richard will work on a new Document Retention and Destruction Policy
- Annual Meeting for Village-to-Village occurring on November 6, 7 and 8, 2017
 - Board requested Cindy to represent the Village and attend.
 - Board will establish reimbursement funding levels for fees and travel/hotel/meal expenses
- Cindy and Hugh will follow-up with Fairfax County on true copy policy
- Jane to work with Sam to produce the Biennial Report 2015-2016
- Peg will help establish formal Certified Public Account (CPA) review of Village financial books. Ron will put out a request on LakeLink for volunteer CPAs.
- Peg will work on a Financial Policy for the Village
- Cindy was asked to provide Victor and Priscilla a list of all Lake Barcroft residents over 65 for use in a membership drive.
- There will be a volunteer picnic during September 2017. Richard will work on getting a Food Truck and Ice Cream Truck for the picnic
- Richard to write a donation request letter to be sent to all homes in LBA
- The Board requests the Programs Lead to:
 - Identify the process to interact with the B&P members to ensure they renew
 - Identify how new B&P members are solicited
 - Identify the B&P membership benefit boundaries with respect to Village activities
- Cindy will talk with Carol Bursik, Cathy Williams and Millie Schreiber about chairing the B&P Committee

Respectfully submitted by Deenie McKay 5/9/2017