

DRAFT--Minutes of the Regular Meeting
of the
Lake Barcroft Village Board of Directors
June 14, 2018

A Regular Meeting of the Board of Directors of Lake Barcroft Village, Inc. ("LBV" or the "Village") was held on Thursday May 10, 2018 at the Mason District Governmental Center. Ron called the meeting to order at 4:03 P.M.

ATTENDING:

Ron Karpick, Ellen Feldstein, Ross Kory, Richard Morton, Sam Rothman, Pedro Turina, Victor Utgoff, and Cindy Waters, LBV Executive Director.

Special Observers: Patricia Rohrer, MSW, and Tanya Disselkoen, MS, from the Fairfax County Health Department, Long Term Care Program.

APPROVAL OF MINUTES:

Sam Rothman moved and Ellen Feldstein seconded that the minutes from the May 10, 2018 LBV BOD meeting be accepted. The minutes were approved unanimously.

PRESIDENT'S REPORT: Ron Karpick

Ron expressed his thanks to the Board for their assistance in preparing for and conducting the Quarterly Membership meeting held on June 11th. He observed that the participation by several non-members may indicate that they are considering becoming members in near future.

Ron also informed the Board that Pricilla Weck resigned from the Village Board on May 12th.

Board members were asked whether they favored replacing Pricilla with a new Board member or letting the position remain vacant until March. Ross stated that he favored filling the position, preferably with a new member who would bring a fresh perspective and enthusiasm for the role. Cindy suggested Don Christian.

EXECUTIVE DIRECTOR'S REPORT: Cindy

Current Membership/Volunteer Status

Members: Total to date: 82 (Gisela Prinz, Lakeview Drive, joined beginning May 1; Don Christian, Waterway Drive, joined beginning June 1; Chris and Mary Ellen Jehn chose not to renew).

Certified Volunteers: 83 (two new volunteers Mary Margaret Flannery, Duff Drive and Peter Herbst, Military Road)

Events for May 2018

Silver Foxes luncheon – Dogfish Head Alehouse -- 5

Spanish Conversation – 4 members + 3 guests = 7

Co-ed luncheon – Clyde's at Mark Center – 9 members + 1 guest = 10

Stretch and Balance – 6 total

German Conversation – 4 members + 1 guest = 5

Happy Hour – 23 members + 11 guests = 34

Village Coffee – cancelled

Village Anniversary Brunch – 53 members + 5 guests = 58

Total event numbers = 125

Request By Assistance Category for May 2018

Computers and Technology – 1

Home Maintenance and Repair – 2

Home Security Check - 1

Transportation – 9

TREASURER'S REPORT: Ross Kory stated that there has been little change in the Village financial projections. Membership dues continue to on track with the budget. However, donations do not seem to be accruing at the rate necessary to hit the financial plan. There was a brief discussion on the upcoming Fundraising Letter, specifically regarding the timing. Last year was in May, which seemed to work well. There was general consensus that the letter should go out soon after being revised by Richard Morton

The LBV May Financial Report is attached

Committee Reports:

Operations: Richard

- Work continues on the four procedures/policies documents: Director Evaluation, Fundraising, Board Ops and Insurance respectively by Hugh, Richard, Ron and Sam.

- Keeping-In-Touch: Cindy prepared a draft of a letter for the LBV Directory project that she sent to Richard, Pedro, Adele and Louise. She is awaiting comments from reviewers before moving forward.

Communications: Ron (for Jane)

Deadline for LBA July Newsletter is June 13 and for the August Newsletter is July 15, 2018 and for the Villager July30th.

Programs: Ellen

Ellen presented the current LBV Program Calendar covering the period June 2 – August 25, 2018. The Chess group suggested by Mike Gaffen will have its first meeting on June 14 at Mike's home. The upcoming trip to MGM Grand will be led by Barbara Rothman

Cindy described her “number one pet peeve”: program participants failing to RSVP. She described instances of participants showing up unannounced, inconveniencing the program lead and the signed up participants. In some cases the individuals have not been accommodated. The group discussed potential responses but did not agree on material changes from current practice.

The RSVP discussion led into a discussion of overall attendance at programs and, in particular, a question regarding the policy of non-members attending program functions. In some cases—e.g. Spanish and German discussion groups—the class size would be much diminished. In other cases, like Happy Hours, attendance by non-members is a goal, as part of the efforts to recruit new members. Ross suggested that if a policy is needed it would be something like “Non-members may attend LBV programs, when 1) they do not displace members and 2) their attendance is deemed desirable for the program/discussion OR is related to membership (and perhaps) volunteer recruiting.”

Membership Committee: Vic

Continued to work on information about services and activities.

Volunteer Services: Pedro

He designed and purchased the feather flag, trifold and made a paper banner for use on a podium or table.

Cindy mentioned the upcoming Volunteer Picnic, confirmed the September 29th booking but specifics are not confirmed, but it seems that the food would be brought in rather than cooked on site.

Volunteer training was discussed. The group discussed holding it after Labor Day, but the venue has not yet been determined. Cindy suggested required changes to training are not extraordinary.

Old Business

Ron shared that a card table with the feather flag and the trifold will be set up at the Ice Cream Social on June 16. He will be at the table for the two hour event, but invited others to stop by to help in educating and recruiting.

The New Brochure is in process. Collaborating are Jane, Vic and Don Christian.

We need to decide on a topic for the next quarterly membership meeting. Cindy discussed the "Losing a Spouse Program" presented by Louise Ziebell and Linda Woodrow. Bringing in an Elder Law Attorney was also discussed.

New Business

There was discussion of the advisability of continuing to provide members with rides to Dulles Airport. Cons included difficulty finding drivers and the "wear and tear" on volunteers who do make this trip (three hours and 50 miles driving). Vic pointed out that few in Barcroft were not able to afford to pay for transportation. Ross suggested that this was the kind tangible, quantifiable benefit that members might use to validate their ongoing participation. Cindy noted that only half of the requests can be met, so there was likely some disappointment on the part of the member as well.

Patricia Rohrer suggested that the NV Rides program would be able to help fill this volunteer gap and at no cost to the LBV. They even provide their own system to facilitate smooth interface with the local programs they support. Cindy was asked to keep records on how often rides to Dulles Airport were requested, how often the request could not be filled and who were the volunteer drivers taking members to Dulles. This information may help the Board make an evidence based decision about future rides to Dulles Airport.

Ron then suggested to the board members that they consider attending the annual Village to Village meeting that will be in San Diego this year from October 7-10 at the Hyatt Regency Mission Bay. The early registration is going on now and there is money in the budget to pay for an individual to attend. Ron has found the programs he has attended to be educational and energizing. Cindy's take, as ED, is that there's not much that would be new or particularly applicable to LBV operations. Cindy is not planning to attend the meeting.

Next Board meeting is scheduled for Thursday, July 12 at 4 PM at the Mason District Governmental Center.

Next Quarterly Membership Meeting is on Monday, Sept. 10 at 7 PM at the Mason District Governmental Center.

The meeting was adjourned at 6:00 PM.

Respectfully submitted,

Ross Kory

LAKE BARCROFT VILLAGE May 2018 FINANCIAL REPORT

	May	2018 Actuals to date	2018 Budget	Current Variance Estimates
REVENUE				
<u>Donations</u>				
Corporate/B&P		\$ -		
Individual	\$ 350.00	\$ 2,475.00		
TOTAL DONATIONS	\$ 350.00	\$ 2,475.00	\$ 12,000	
<u>Fundraising Event Proceeds</u>		\$ 1,137.36		
TOTAL FUNDRAISING EVENTS		\$ 1,137.36	\$ 3,000	
<u>Membership Dues</u>				
New	\$ 500.00	\$ 2,500.00	\$ 2,000	
Renewing	\$ 3,250.00	\$ 11,250.00	\$ 34,000	
Other Types of Membership		\$ -		
TOTAL MEMBERSHIP DUES	\$ 3,750.00	\$ 13,750.00	\$ 36,000	
<u>Other Income</u>				
Miscellaneous	\$ 37.27	\$ 155.69	\$ 300	
TOTAL OTHER INC	\$ 37.27	\$ 155.69	\$ 300	
TOTAL REVENUE	\$ 4,137.27	\$ 17,518.05	\$ 51,300	
EXPENSES				
<u>Personnel</u>				
*Executive Director Comp.	\$ 2,662.00	\$ 13,068.00	\$ 31,702	
Employer Payroll Taxes	\$ 203.64	\$ 999.69	\$ 2,425	
Payroll (ADP) Service Fee	\$ 41.00	\$ 262.30	\$ 522	
ED Backup		\$ -	\$ 400	
TOTAL EXECUTIVE DIR.	\$ 2,906.64	\$ 14,329.99	\$ 35,049	
<u>Operating Expenses</u>				
Business registration--SCC		\$ 50.00	\$ 75	
Copying and Printing-Local		\$ -	\$ 200	
Postage, Mailing Service		\$ 397.14	\$ 500	
Telephone/Internet	\$ 99.55	\$ 491.60	\$ 1,500	
Supplies		\$ 509.79	\$ 1,200	
Equipment/Software		\$ 1,040.17	\$ -	\$ (1,040)
wix.com		\$ -	\$ 250	
Insurance (Org&Officers)		\$ -	\$ 2,900	
Service Fees			\$ -	
Bank Fees	\$ 4.00	\$ 20.00	\$ 50	
PayPal/Donation Fees		\$ 19.50	\$ 150	
Credit card fees		\$ -	\$ -	
Dues/Subscriptions				
Checkbook, etc.		\$ 342.00	\$ 700	
VTV Memberships		\$ -	\$ 500	
WAVE		\$ 35.00	\$ 70	
DMV Checks		\$ -	\$ 50	
Background Checks		\$ -	\$ 350	
Registration fees/publications		\$ -		
Operating Expenses - Other		\$ 5.00	\$ 100	
TOTAL OPERATING EXPENSE	\$ 103.55	\$ 2,910.20	\$ 8,595	\$ (1,040)
<u>Professional Development</u> (V-o-V Conf.)	\$ -	\$ -	\$ 3,000	
Miscellaneous			\$ 1,000	
TOTAL PROFESSIONAL DEVELOPMENT		\$ -	\$ 4,000	\$ -

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	May	2018 Actuals to date	2018 Budget	Current Variance Estimates
Professional Services				
Misc. (Review+Honoraria)			\$ 1,600	
TOTAL PROFESSIONAL SVS.	\$ -	\$ -	\$ 1,600	
Fundraising Events				
Event 1		\$ -	\$ 1,000	
B&P Club		\$ -		
TOTAL FUNDRAISING EVENT EXPENSE		\$ -	\$ 1,000	
Special Events				
Anniversary Dinner		\$ 5,939.67	\$ 4,500	\$ (1,440)
Volunteer BBQ		\$ -	\$ 500	
Summer Social		\$ -		
TOTAL SPECIAL EVENTS	\$ -	\$ 5,939.67	\$ 5,000	\$ (1,440)
Meetings				
General Membership Meetings		\$ -	\$ 250	
TOTAL MEETINGS		\$ -	\$ 250	
Membership & Program Activities				
		\$ -	\$ 1,000	
TOTAL MEM. PROGRAMS & ACTIVITIES	\$ -	\$ -	\$ 1,000	
Marketing				
Holiday Cards- LGolfer			\$ 500	
Annual Report & Shipping		\$ -	\$ 150	
TOTAL MARKETING		\$ -	\$ 650	
Other Expenses/Contingencies				
		\$ -	\$ 1,000	
TOTAL OTHER/CONTINGENCIES		\$ -	\$ 1,000	
TOTAL EXPENSES	\$ 3,010.19	\$ 23,179.86	\$ 58,144	\$ (2,480)
Total Income	\$ 4,137.27	\$ 17,518.05	\$ 51,300	\$ -
Total Expenses	\$ (3,010.19)	\$ (23,179.86)	\$ (58,144)	\$ (2,480)
NET INCOME	\$ 1,127.08	\$ (5,661.81)	\$ (6,844)	\$ (2,480)

SNAPSHOT

REVENUE

Donations	\$350
Renewals	\$3,250
New	\$500

EXPENSES

Exec Dir Comp	\$2,907
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End of Month Balances

Checking Account	\$ 43,759.57
CD +Interest Check Balance	\$ 40,348.35
Total	\$ 84,107.92