

**Lake Barcroft Village**  
**Board of Directors Meeting**  
MINUTES OF 8 August 2019

A regular meeting of the Lake Barcroft Village Board of Directors (BOD) was held on 8 August 2019 at Mason District Governmental Center, 6507 Columbia Pike, Annandale, Va. A quorum being present, the meeting was called to order at 3:05 pm.

**Members present:** Mary Margaret Flannery, Jane Guttman, Ron Karpick, Ross Kory, Richard Morton, Pedro Turina, Vic Utgoff, Cathy Williams

**Absent:** Shirley Timashev, and Executive Director (ED) Cindy Waters

The topic of a Legacy Gift program was added to the agenda under New Business.

The minutes of the 11 July 2019 meeting were approved as read.

**President's Report:** Jane reported that the installation of the handrail at Beach 3 is in progress. She passed along acknowledgement and thanks from the LBA to the Village for its \$500 contribution to this project.

After input from Board members it was decided that LBV BOD meetings in the next fiscal year will begin at 3:15 p.m.

**Vice-President's Report:** Vic had nothing to report.

**Executive Director's Report:** The ED was absent but the report was distributed to board members prior to the meeting. LBV has 67 full members, 16 social members, and 70 certified volunteers. There were 85 attendees at events in July. There were 11 requests for service in July. In reference to this written report, Jane noted that in the category "Events for July 2019" Spanish Conversation had been cancelled in July due to the unavailability of the regular venue.

**Treasurer's Report:** A written report was distributed to board members prior to the meeting. July revenue was \$1,660; July expenses were \$3,994. As of July LBV's Actual net income was -\$6,066; the net income Budgeted for the 2019 fiscal year is -\$10,550. Ross noted that the numbers for Member renewals, donations, and spending are all close to the numbers we had in these categories this same time last year.

**Committee Reports:**

Operations—Now that review of and deliberation over the Helpful Village (HV) software has been completed with positive outcomes, Richard stated that it is time to commit to signing a contract for it. He noted that the LBV requested changes to the contract that would help ensure continued service and price consistency for the Village in the event the company is sold. Helpful Village did not agree to such changes. However, Richard, Jane, and Ross are all confident in the founder/owner's ability and willingness to maintain the business. They are also encouraged by the security precautions that are part of Helpful Village's operating procedures.

Ron moved that the LBV co-presidents sign the contract. The motion was seconded. The motion passed unanimously.

Richard and Jane will sign the Helpful Village contract for an initial service term of one year and authorize the \$3000 conversion fee. Helpful Village will then begin moving the LBV data to the new HV software. The monthly cost to the Village for the software and technical support will be \$1.00 per Member per month.

Jane, Richard, and Ross will monitor the data conversion and troubleshoot glitches. They will turn over to Cindy primary user status once the software is fully functional.

Communications-- A written report was distributed to board members prior to the meeting. Jane noted that submissions for the next *Villager* are due 30 October. She needs suggestions for the September LBA Newsletter.

Fund Raising—Shirley was absent but asked that Board members refer to the July financial report to see the results of the recent solicitation letter sent to all Lake Barcroft households. The mid-year solicitation letter generated \$1410 in revenue. As the cost of printing and mailing the letters was approximately \$700, the effort yielded a net gain of approximately \$700. The consensus was that a mid-year Lake Barcroft-wide solicitation letter not be done again. However, it was suggested that re-solicitation letters be sent to this year's donors next year.

Programs-- A written report was distributed to board members prior to the meeting. It was decided that the Notebook Project—a project designed to address late-in-life and end-of-life concerns with a binder of information that would include advance directives, types of wills and trust, choosing an attorney, etc.—would be a good basis for a seminar. Vic pointed out the importance of mental and psychological preparedness for one's end-of-life issues, as well, and would like to make sure this is addressed in a Notebook Project seminar or symposium.

*Action Item: Jane will give to Ron and Cathy her notes on the Notebook Project.*

*Action Item: Cathy will draft for the BOD a general interest survey to help determine if Village members would like an informational session on estate planning and on other topics.*

The "LBV Cruise Survey" will be given to Members at the next Quarterly Meeting.

Membership—Vic reported that at the next BOD meeting Shirley will present her idea of having group meetings of those Members having health issues in common.

As a follow-up to his idea of helping LBV Members have house numbers adequate for emergency responders, Vic did a small survey of Village Members' houses and the visibility of their house address numbers. He will study this further by using addresses from the updated KIT directory. It was suggested that he enlist the help of KIT team leaders in reviewing the house numbers of those in their sections.

Vic reported he has five day-glo vests remaining to be sold.

Volunteers and Services—Pedro suggested that Emergency Preparedness checklist bags produced by Fairfax County police be distributed to Village members as a service. It was further suggested that Officer Eddie Azcarate be asked to present these at a future LBV Quarterly Meeting.

Pedro noted that in the interest of the mutual benefits derived from the interaction of older and younger generations, students at Justice High School may be good prospects for Village volunteers.

*Action Item: Pedro will contact the principal at Justice High School to discuss the possibility of the high school students becoming LB Village volunteers.*

Pedro reported that KIT team leaders will make a point of communicating with their team members via cell phones in the event of a power outage. He also reported that KIT's use of lanyards and name tags will be restricted to their internal get-togethers. Pedro is to let the team members know that ongoing updates (versus annual updates) to the LBV Membership will be provided to KIT via PDF only.

Pedro had no updates on a Volunteer Appreciation event.

*Action Item: Jane will check with Anne O'Neil regarding the fee for Garrett Green, an entertainer at this year's LBA Ice Cream Social.*

Speakers—Ron confirmed that Gary Jewell will talk about the cruise ship experience at the September 9<sup>th</sup> Quarterly Meeting, and that the three fitness experts for the November 11<sup>th</sup> meeting are ready to present.

Pedro noted that the director of Culmore Clinic is willing to give a presentation on Nutrition, Aging, and Diabetes.

**Old Business:** No Old Business to discuss.

**New Business:** Considering the poor response from the neighborhood-wide invitations to Barcroft Woods and Ravenwood, Jane and Richard suggested it is time for the BOD to re-visit the topic of individuals who live outside of Lake Barcroft and who have asked to be allowed to join the Village.

Mary Margaret moved that the LBV specifically invite to Membership those residents who show an interest in joining and who live in subdivisions contiguous to Lake Barcroft by having them contact the LBV Executive Director. The motion was seconded. The motion passed unanimously.

Richard pointed out that once people become Members, word-of-mouth regarding their positive experiences may prompt others in their subdivision to join.

In response to a question from Ron, it was noted that the next LBV Annual Report would cover the term 2019-2020, and that publication should be March 2021.

Ron suggested that the BOD institute a planned giving program similar to the Village-to-Village Legacy Society. The topic will be discussed at a future meeting.

Jane suggested that the LBV have a regular presence at LBA social events to increase familiarity with the Village, and that the effort falls under the Membership Committee rubric.

Next Quarterly Membership Meeting: Monday, 9 September 2019, 7:00 p.m. Mason District Governmental Center

Next Board Meeting: 12 September 2019, Mason District Governmental Center

The meeting was adjourned at 5:14 p.m.

Respectfully submitted,

Mary Margaret Flannery  
Secretary