

# Lake Barcroft Village, Inc.

## Minutes of Regular Meeting of the Board of Directors

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**September 8, 2016**  
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A Regular Meeting of the Board of Directors of Lake Barcroft Village, Inc. ("LBV" or the "Village") was held on Thursday September 8, 2016 at the Woodrow Wilson Library commencing at 3:00 p.m.

### ATTENDING

Sam Rothman, Ron Karpick, Peg Veroneau, Nancy Mattson, George Erikson and Jane Guttman attended the meeting, along with Cindy Waters, LBV Executive Director and Sheila Wayman. Sam Rothman, LBV Co-President, brought the meeting to order at 3:05 p.m.

### APPROVAL OF MINUTES

Minutes from the August 11 board meeting were approved with the correction of the venue for this month to the Woodrow Wilson Library.

### TREASURER'S REPORT

Sam Rothman asked where we stood with member renewals. Peg Veroneau said about half have come in but that the budget encompassed the year. Cindy Waters noted that most renewal letters are sent out in December for January and there are some rolling renewals throughout the year. Cindy suggested that January not be set as the date because then we have to prorate everything to January. Sheila Wayman asked if people outside the Lake Barcroft community could join and asked about associate membership. Jane said the associate membership had not passed the last vote of the membership. Jane asked if the people from neighboring areas were willing to pay the full membership. George Erikson noted that the mission statement might need amendment; Sam said the bylaws would have to be amended. George asked why we needed to expand; the reason was given that we were having trouble finding committee members and chairs.

Cindy said that the Board can have three non-members on it so we might do the same for committees. Ron said the decision was made because of an issue brought up at the last meeting. Sam recalled that Carl Neuberg had implemented a policy that non-directors serve as committee chairs, but that arrangement resulted in internal communications issues.

Sam called the conversation back to the agenda.

### EXECUTIVE DIRECTOR'S REPORT

Cindy Waters amended her report to include one guest at the Silver Fox luncheon, for a total of 89 attendees at events.

### COMMITTEE REPORTS

**Communications:** Jane asked for a third person to be interviewed for *The Villager*. George is considering being interviewed.

Sam asked what was given to new LB residents. Cindy said that the brochure was in the Newcomers packet. Sam will contact Dawn to see if there are enough Annual Reports to include. Jane suggested including a copy of *The Villager*. Cindy will call the Newcomers Club.

**Medical Note-Taking:** Ron said this was a work in progress. Cindy said she would send an email to the members with a note from Ron asking if anyone would volunteer to have Ron go along to a doctor's appointment.

**Operations:** George said he was planning to have a notebook that included Policies, Procedures and Practices and hoped to have some documents for the next meeting. Jane asked about using Google Docs. George said that their agreements gave too much control over the documents to Google but that there were other similar services. Cindy said she would work with George since she provided the LBA directors with notebooks.

A question came up as to what Sam was looking for in the procedures of the committees. Sam responded that he wanted the chairs to list what they do over the course of a year, including problems that might be encountered. Ron said we need Policies and Procedures for Board positions and should incorporate a succession plan.

**Membership:** Expanding the membership was discussed briefly at the outset of the meeting.

**Fundraising:** Sam asked what the deadline was for a fundraising plan. George said we needed to develop a strategy for a fundraising event. Cindy explained that the auction line item in the budget was a placeholder. George said there were two tried-and-true formulas for fundraisers: an auction and a gala. Cindy noted that we are selling to Lake Barcroft, a small community. Jane suggested a gala with an entertainer. Sheila said she could ask Acura to donate a car. Jane suggested we talk to Dottie Bennett who is on the board of Signature about having a gala with Signature performers. Sam suggested we have the gala at Signature; Cindy said she would talk to Pat Payne who is also on the board of Signature.

**Programs:** Nancy Mattson suggested that in addition to the tables for B&P members, Veronica Li might be invited to speak. Ms. Li has written a novel about caring for aging parents. Nancy will attend Ms. Li's lecture in September to see if a similar lecture would be appropriate.

**Volunteers and Services:** Jane suggested that Sam ask Richard Morton if he would chair the committee.

**Vendors:** The Board voted to discontinue the Vendors Committee.

#### OLD BUSINESS

The volunteer picnic is September 18 at the house of Cindy and George Waters. Cindy needs RSVPs by September 12.

Sam reported that Sally Determan had no venue for the closet. Cindy suggested she could create a "virtual closet" by asking members what children's equipment they had in their homes.

The insurance policies come up for review in November. We will continue with the same organization. With respect to barge rides offered to Village members the Village and its directors have liability coverage. Barge owners also are covered if they are volunteers.

Cindy and Ron will attend the September WAVE meeting. Nancy will attend the Sept. 26 Legislative Breakfast.

#### NEW BUSINESS

Sam asked committee chairs to look at the annual report and update their sections. Peg asked if we could get the current write-ups via email. Sam will ask Dawn to share the documents.

Jane said that she and Sheila would arrange to meet with the Sales Department at the Fairview Marriott early in October to try to book a room. We agreed that we would plan for 90 people, members and caregivers only. We will try to get the best deal and are willing to have the party on a weekday. If that is not successful, we would try the Hilton at the Mark Center and 2941.

Cindy brought up the issue of one member asking for six rides a week, some of which are to social events. We discussed limiting the number of requests but decided that we did not need to make the change to our policy at this time.

Cindy related that one member asked if we could have Snowbird memberships. Nancy suggested a six-month membership. Sam suggested using reciprocal privileges with other Villages where such arrangements are in place, hopefully in snowbird locales. George felt that we should not have such memberships. Whether we needed a membership vote on the Snowbird issue was discussed; we agreed that would not be necessary.

We discussed how to recognize Terry Stone and Torren Stone. We decided that Sam would recognize them for their service in holding the Happy Hours at the September meeting. Jane will pick up flowers for Terry and Peg will go to Barnes and Noble to get a book on airplanes for Torren.

Cindy said that all BOD dates are the second Thursdays of the month for 2017 and the quarterly meetings are all the third Monday, except for November 2017 when we are having the meeting a week earlier to avoid Thanksgiving week.

#### ACTION ITEMS:

George agreed to:

- Consider being interviewed for the November *Villager*.
- Work on the Operations Book and think about online options for storage and document review.

Cindy agreed to:

- Call the Newcomers Club about including more materials from the Village in the handout package.
- Send an email to Village members who have medical appointments asking that Ron Karpick accompany them for the purpose of taking notes during their visits.
- Work with George on the Operations Book.
- Contact Pat Payne regarding having a fundraising gala at Signature.
- Send out an email to create a "Virtual" Grandparents' Closet

Nancy agreed to:

- Attend Veronica Li's lecture.

Committee chairs agreed to:

- Update their portions of the Annual Report

Sam agreed to:

- Contact Dawn regarding the number of Annual Reports still available
- Ask Dawn to share the Annual Report documents
- Talk to Dawn about our idea for a fundraiser.
- Ask Richard about chairing the Volunteer/Services Committee

Jane agreed to:

- Visit the Fairview Marriott to try to book a banquet room for the March Anniversary Party.
- Pick up flowers for the Sept. 19 meeting recognitions.
- Ask Sheila Wayman to bring Terry and Torren to the Sept. 19 meeting.

Peg agreed to:

- Purchase the airplane book.

#### ADJOURNMENT

The meeting was adjourned at 4:42 p.m. The next regularly scheduled board meeting will be Thursday, October 13, 2016 at the Woodrow Wilson Library.

Respectfully submitted,

Jane Guttman