

LAKE BARCROFT VILLAGE, INC.

Minutes of the Board of Directors Meeting  
July 10, 2014

Attending: Carol Bursik, Dawn Donald, Stuart Feldstein, Dale Gianturco, Jane Karpick, Nancy Mattson, Adele Neuberg, Carl Neuberg, Sam Rothman, Julie Uritus, and Clyde Williams.

Clyde called the meeting to order at 3:07 pm at the Mason District Governmental Center.

Minutes: The Board reviewed the minutes of the June 12, 2014, meeting and approved them without change.

Treasurer's Report: Dawn noted that since Peggy Veroneau is away there was no formal report for June. She provided a summary of income (one new dual membership) and expenses, including a new laptop and accessories for the office. Our dues for membership in the Washington Area Villages Exchange (WAVE) are going up by \$10 to \$35, and we may be asked to share in the cost of a new software package and printing expenses.

Village Coordinator's Report: Julie reported that we currently have 83 members. She sent the calendar to several potential members.

In June we sponsored a Notebook Project meeting on in-home care services. Three of our vetted service providers presented a panel discussion and answered questions from the 22 attendees. Clyde mentioned that he and Carol went to an introductory session on Goodwin House at Home, which provides long-term care to individuals. The program is just getting off the ground, so we will hear more about it in the near future.

The technology class on smart phones by Zack Feldman was rescheduled to July 19 from 10:00-11:30. Julie will be attending the next WAVE meeting on July 14 at the Mt. Vernon Government Center.

As Julie concludes her tenure as our Coordinator, she said she would need to move the office from her home to the new location before August 30.

Committee Reports

Programs (Nancy): The co-ed luncheon will be at Cote d'Or on July 13. It was suggested that we try the Turkish restaurant next door. A future lunch will take place at Raaga, the Indian restaurant on Leesburg Pike. Nancy reported that the committee would meet on July 16 to firm up the rest of the July calendar. On July 20 there will be an outing to the Starlight Concert at Mason District Park featuring the Capitol Steps. Happy Hour, our most popular event, will continue on the fourth Saturday of the month at Terry Stone's home.

In August the Silver Foxes lunch will be at Kenji Fusion in Bailey's Crossroads. Tech Wednesdays will continue, and AARP will conduct a class on driving safety.

Tentative plans have been made for a September boat ride and dinner on the Potomac with Odyssey Cruises. However, we would need to guarantee the number of participants, and once we commit we would be charged a cancellation fee if we do not attend. We decided to ask the committee to pursue other options. Marian Cromley had planned to organize a cruise from Baltimore to the Bahamas, but she has recently decided not to do it.

Communications (Adele): Adele asked for ideas for the next article in the Lake Barcroft newsletter. Larry Golfer is working with Charlotte Flounders on a piece about the auction.

Membership (Adele): Two small group gatherings are planned for July 26 and 27. Another couple is interested in joining the Village and has the forms to fill out.

Planning (Dale): The committee is researching tax deductibility but is not ready to make a report yet.

Volunteers/Services (Jane): They are restructuring the committee and need a leader for the services portion of the group. Carl offered to help with services after the auction in October. Jane distributed a framework for division of responsibilities that will lead to development of procedures and protocols. All decisions and guidance will be put in writing so that we have a record.

*Fund Raising (Dawn):* The Auction Committee has been very active and will soon be asking for volunteers to help on the day of the event. Volunteers will need to purchase a ticket so that they can eat, bid, and buy. Dawn asked that we chat up our neighbors to volunteer for the auction and purchase tickets.

Louise Ziebell and Dawn are organizing a Business Club party on September 12. Board members and committee chairs should attend this social to get to know our business donors and to let them know what we are doing in the Village.

Old Business:

*Annual Report:* There was nothing to announce regarding the Annual Report for 2013. Sam offered to help with the publication, which will be printed as a ½-size pamphlet this time.

*Hiring Committee:* Stuart reported that he, Ann Cook, and Sam had interviews with two candidates for Village Coordinator this week. They recommended that we offer the position to Cindy Waters, who lives in the Lake and has held several important positions with Lake Barcroft groups and knows many of the residents.

**Motion:** Stuart moved that the Board of Directors offer the job of Village Coordinator to Cindy Waters. Carl seconded the motion. Motion passed. Stuart will make the offer, and he and Sam will review the contract and make revisions as needed.

Although the office will continue to be located in the coordinator's home, Clyde said he would pursue the offer of space in the renovated Woodrow Wilson Library. Stuart mentioned that this might not be the best solution due to space constraints and other considerations. For the time being we will not rule out this possibility.

*Summer Social:* Adele announced that the party would take place on September 6 at the home of Gloria and Stuart Starr. A committee is working on the details, but they could use assistance from Board members. They have a budget of \$1,000 for food and beverages. There will be music but no live entertainment.

*Scheduled Meetings:* The next Board meeting is set for August 14. In a discussion of this meeting Clyde announced that he had received an e-mail from Ann Cook resigning from the Board effective July 11. A signed letter will follow. The Board discussed whether to fill her vacancy now or wait until the next meeting. We agreed to delay a decision until August. In view of the schedules of Board members we considered whether to change the date of the meeting.

**Motion:** Stuart moved to meet on August 7. Sam seconded. Motion carried.

The next Village meeting is scheduled for September 15. Adele recommended that we focus on volunteers and services and ask attendees to brainstorm ways to get more people involved in our activities and committees.

*National Village Gathering:* The Village to Village Network will be sponsoring a national conference in Crystal City from September 29-October 1. At our June Board meeting we decided to use the \$1,000 in our budget for professional development to help pay for attendance at this conference. The cost of an individual member registration is \$249. We decided to pay the fee for the Village Coordinator and three other Board members who request reimbursement.

*Alumni Members:* Julie drafted a letter to alumni of Lake Barcroft Village; i.e. members who moved from the community but who may be interested in maintaining their ties to the Village through our social functions and activities. The Board offered suggestions of minor revisions.

**Motion:** Stuart moved to approve the alumni benefit plan as reworded. Carl seconded the motion. Motion passed.

New Business:

*Member and Volunteer Handbooks:* We decided it would be useful to combine the two manuals into a single handbook. We reviewed the contents last fall and made edits to the text, but we need to finalize the

document and get it published. Stuart offered to work on the content for a "Village Handbook." When he completes the editing work, he will take it to the printer for duplication.

*Openness/Encourage Friends and Neighbors:* The Board discussed ways to encourage non-members to participate in our socials and programs, with the idea that they will eventually want to join the Village. There is a misperception that Village activities are only for members. We decided to promote the idea of bringing a neighbor or friend and to advertise our events as open to all Lake Barcroft residents. We discussed incentives for joining the Village and ways to communicate this information to potential members.

*Barcroft Woods:* Sam mentioned that this neighborhood is a small, tight-knit community that may someday be interested in becoming part of Lake Barcroft Village. This is not anything we need to decide now, but if, in the future, we want to reach out to other nearby areas to expand the Village, Barcroft Woods could be a good possibility.

*Long Term Planning Calendar:* Adele distributed a draft of a planning calendar so that we can avoid scheduling conflicts and have a reminder of the timing of annual events, like budget development and elections. She and Carol will continue working on a master calendar in Excel that can be viewed in a narrow or broad context. She asked Board members to contribute ideas for anything missing from the draft and update information as necessary.

*Retreat:* Adele proposed that we convene a retreat this fall for Board members and committee chairs. We need to set aside time to do strategic planning and discuss how to sustain the Village. Adele's proposal included a modest budget of about \$500 for a facilitator and supplies.

**Motion:** Adele moved that we hold a retreat this fall in accordance with her proposal. Carol seconded. In discussion Nancy asked about the results of the 2013 retreat. Carl summarized the outcomes of that meeting, including the fact that committee chairs now attend all Board meetings to foster better communication and that the general tone of the Board is more positive and interactive. Dawn asked if the cost of the retreat would come from the professional development line item in the budget or from the contingency fund. Adele amended the motion to pay for the retreat from contingency funds. Carol seconded. Carl felt that we could make room in the budget to cover the cost of the retreat. Amendment was rescinded. In a vote on the original motion, motion passed.

The meeting adjourned at 5:05 pm. The next meeting will be August 7, from 3:00-5:00 pm at the Mason District Governmental Center.

Respectfully submitted,

Carol J. Bursik, Secretary