**Lake Barcroft Village**

**Board of Directors Meeting**

**December 9, 2022 MINUTES (Draft)**

President Ellen Raphaeli called to order the December 9, 2022, meeting (postponed from December 8, 2022) of the Board of Directors at 3:19 p.m. Also present were Sam Rothman. Liz Gianturco, Ross Kory, Cathy Williams, Jane Guttman, Walt Cooper, Beth Auerbach, Sue Morse, and Executive Director Cindy Waters. Lisa Dubois was absent.

After a request from Ellen for any further additions, the Board approved the agenda for the December meeting. After some suggested revisions, the minutes of the November 9, 2022, meeting, prepared by Secretary Sue Morse, were also approved, pending one addition.

Treasurer’s Report – Ross Kory presented the financial summary for November which was approved. Ross gave a positive financial report for the year. After Ross’s initial session for our financial review, the auditor sent a note to Ross with something that needs discussion by the Board. The key issue is that accounting principles for nonprofit membership billing incorporates a process of recording liabilities for receivables for membership and recording dues in advance. What that means is that a typical large nonprofit needs to match revenue with costs over the course of a year. Presumably, this gives management a better sense of the costs for delivering services.

The issue is that this type of accounting is not applicable to the way the LBV does business. We have choices for different ways of paying in terms of billing on the dues payable side. The LBV doesn’t have a refund policy. To execute that kind of accounting which allows us to plan for future delivery is not an issue for us. Ross hasn’t written a refund check since he became treasurer.

We have a policy of maintaining a financial reserve. In effect, we guarantee delivery of service. Ross discussed this with the accountant. In the total scheme of non-profits, it’s not the best plan. We should describe our account as modified accrual accounting. The auditors are going to propose language for this process. Ross said that the Board should expect a draft financial review report and he’ll circulate the report before the next LBV Board meeting.

On the investment front, Ross advised the Board that it needs to acquire layered Treasury bond funds instead of a Vanguard account. Interest is in the 4% range. Bond funds do bring with them some risk; therefore, Ross wants to suggest an alternative approach. If there is a Treasury direct account, management fees will be avoided. Ross moved that LBV proceed with the Treasury account rather than the Vanguard account. Ellen and Jane seconded the motion. The motion was approved.

Executive Director’s Report -- Cindy Waters referred the Board members to her November report. Two late renewals have come through. Cindy asked about the couple from Barcroft Woods and their interest in joining. Beth volunteered to follow up with the couple and ask them to come to the Winter Solstice Party on December 21 at the Mandelbergs. Cindy’s additional comments were concerning the November Quarterly Meeting. She emphasized that the speaker from the Burke Historical Society was unfortunately not effective. Ellen took the responsibility on herself for not vetting the speaker before the meeting. Jane took part of the blame because she recommended the organization as a good source for programs.

Vice President’s Report

Ad-hoc Committee on Rethinking Committees and Updating Bylaws for the Website. Liz Gianturco reported it has not finished its work.

Nominating Committee. Liz said the report with nominees for the election of Board members would be provided in January. The number of nominees will again be equal to the number of slots because there is a limited pool of nominees. Cindy reminded the committee that, according to the Bylaws, the list of nominees is to be sent 60 days in advance before the Quarterly Meeting, which is on March 6 this year. Liz mentioned that she had not noted that schedule in the current Bylaws.

**Committee Reports**

Communications Committee Chair Jane Guttman apologized that *The Villager* is late this quarter because the graphic artist is out of the country. When it is published, there will be many photos to make it a colorful issue. Jane made changes to the LBV Home Page on the website to incorporate the video of Louise Ziebell’s exercise program,

Fundraising Committee Chair Lisa DuBois was not present but she reported by email that she is actively pursuing sponsorships from area businesses.

Volunteers and Services Committee Chair Walt Cooper announced that he had nothing to report for this committee.

Program Committee Chair Walt Cooper reviewed the six programs left for December and reported that activities are in place for the next few months.

He is also working on setting up a program to place Village members in volunteer positions in the nearby elementary schools. The program is called GrandInvolve, which runs an ongoing program that places volunteers in approximately 24 elementary schools in Fairfax County. The director, Dot Keenan, has provided a narrative announcing the establishment of a liaison with Baileys Elementary School. Cindy Waters distributed a message about this project and four Village members have already indicated an interest in participation. Walt said another call will go out in the next newsletter.

 Another school project at Justice High School is looking for volunteers to help support Pantry Assistance to provide food for needy students. Kim Wilkins is in charge of this program.

Keeping in Touch Chair Cathy Williams told the Board that she attended a luncheon recently of all the KIT captains. She said the gift bags for LBV members would be distributed on December 17.

Operations Committee Chair Beth Auerbach reported nothing new, but that she is always ready on standby.

Technology Committee Chairs Jane Guttman and Ross Kory have nothing to report.

**Old Business**

Auditor’s Report

This report was already discussed in the Treasurer’s report.

Vanguard Fund Account

This report was covered in the Treasurer’s report.

Gift Bags

Already covered in another report.

Biennial Report

Sam Rothman said that he has nothing yet to report.

November Quarterly Meeting Review

Ellen reported that she included in her thank you letter to the Burke Historical Society that they might put video clips of different speakers on their website.

Survey of members enrolled/resigned

Ellen said that she will send around by email her proposal for the survey of current members. She will look at questions on the previous survey. Sending the survey at the same time as the list of nominees for new members of the board was discussed. Ellen doesn’t feel we need to ask why people left. Instead, she would like to ask them an open-ended question, such as “what other question do you think I should have asked?” All replies should be anonymous.

 Regarding the proposal to poll the members who have left LBV, Ellen asked Cindy how many members had resigned in the last three years. Cindy answered 22, for various reasons, such as some moved, some died, some were incapacitated. Ellen asked whether the Board thought it worth surveying former members who could reasonably be surveyed. Cathy thought it would be important to get some feedback from them.

 It was agreed that two surveys needed to be written. Ellen wants to sign the letters, but Cindy is unable to do a merge with the data base she currently uses. Rather, she will provide Ellen with labels. Both surveys should go out in January.

**New Business**

Celebration of 10th Anniversary of the Village

The Treasury already has some funds for the celebration, a credit of $500 from the 294l Restaurant. One suggestion is to use that money toward a cocktail party. Ross asked what the budget would be. If the event is a luncheon, he predicts the total cost of the celebration to be between $7,000 and $8,000. Ellen suggested that the event be held in either May or June following Jane’s recommendation that the event be outside to accommodate any members who are still preferring safe spaces. Flower arrangements could be taken to those members who wouldn’t be able to attend the affair. Cindy offered to start the conversation with 2941 for the Celebration Event.

Tech Assistance

Ellen would like to know if we have members who might help with computer and web advice or actually helping to train people on two kinds of proprietary software. We need people to learn how to use our software. Jane told the Board that Larry Gofer knows Wix.

Helpful Village

A question was brought up as to whether using Helpful Village currently adds to our financial management. The answer was not at this time, but it may be helpful in the future.

Nominating Committee

Covered in another part of meeting.

Ellen asked if anything else needed to be taken up. She then requested a motion to adjourn the meeting. Cathy moved and Walt seconded the motion. The meeting was adjourned at 4:46 p.m.

Respectfully submitted,

Sue Morse, Secretary

Next Board meeting – January 12, 2023, at 3:15 pm via Zoom