

Lake Barcroft Village
Board of Directors Meeting
MINUTES OF 9 January 2020

A regular meeting of the Lake Barcroft Village Board of Directors (BOD) was held on 9 January 2020 at Mason District Governmental Center, 6507 Columbia Pike, Annandale, Va. A quorum being present, the meeting was called to order at 2:00 pm.

Members present: Mary Margaret Flannery, Jane Guttman, Ron Karpick, Ross Kory, Richard Morton, Shirley Timashev, Pedro Turina, Vic Utgoff, Cathy Williams, and Executive Director (ED) Cindy Waters. **Absent:** none

The minutes of the 12 December 2019 meeting were approved as read.

Unless otherwise noted, officer and committee reports were distributed to board members prior to the meeting; a copy of each is retained by the Secretary. Summations and additions are provided in each category, below.

Work Session: The BOD discussed the Village's 2019 financial performance and the proposed budget for 2020.

For the year 2019 the organization was \$9593.00 in the black relative to the budget, largely due to a \$10,000 private donation. Ross noted that revenue from Membership dues (both Full and Social) was approximately \$5,000 less than budgeted. He also pointed out that total expenses for the year were \$8706.00 less than budgeted. Because overall spending was not as high as anticipated Ross posited it would be possible to run the organization in 2020 at the level of dues revenue of 2019.

After discussing line items that could potentially deliver more value in Member benefits if expense were given a higher allotment, the BOD made changes to the budget for 2020. Ross will "plug in" the new numbers and present the proposed new budget at the next BOD meeting.

President's Report: [No written report.] Richard will email the BOD a committee reorganization proposal, based on the discussion at the December BOD meeting. He asks that directors engage in an online discussion during the next four weeks. Reorganization was further discussed under Old Business.

Vice-President's Report: [No written report.] Vic has three persons helping him recruit Board member nominees—Sam Rothman, Shirley Timashev, and Adele Neuberg. Jane and Cindy emphasized that they need asap a 100-150 word bio plus photo from each nominee for the ballot, *Villager*, and LB Newsletter. Cindy will do a "shout out" to Members that a ballot is coming in postal mail soon.

Executive Director's Report: Cindy reported that the Village has 69 Full Members, 20 Social Members, and 65 Certified Volunteers. In December Members made 59 appearances at Village events and made 12 requests for services.

Cindy noted that monitoring Members' health would require the services of a case manager. There may be an opportunity to share the cost with other nearby Villages and she will check into this.

Paying a case manager is an effort for which the Village might apply for a grant. In anticipation of this and other times when the Village may want to submit grant proposals, Cindy will begin estimating volunteer hours.

Treasurer's Report: Ross acknowledged that it is time for the Village financial books to be reviewed. Ron referred an accountant to him and Ross will add the expense to the 2020 budget.

Committee Reports:

Operations--[No written report.] Helpful Village (HV): Cindy described her experience of HV as far from smooth. She is doing her best to work with it and is compiling a list of dysfunctions for the HV software managers.

Richard forwarded to Ross the most recent HV invoice.

Communications—The Village article in the LB January Newsletter will be “Exercise for Life” by Cathy Williams, with photos provided by Larry Golfer. KIT may contribute an article for the February Newsletter. The February *Villager* will include bios on new candidates for the BOD. Bob Schreiber will be the quarterly interviewee. Other article suggestions are welcome.

Based on a suggestion from the recent WAVE attendance, the Village website will add website links to additional helpful sites such as AARP, Fairfax County, and senior service providers.

Fund Raising--[No written report.] Based on donation figures, Shirley noted it appears the July fundraising letter had a positive impact. She will prepare for consideration by the Village co-presidents a draft mailing to the emergency contacts of Village members, to help ensure members' families are aware of our services. The project will include notifying members in advance that we have useful information prepared for emergency contacts.

Possible future fundraisers are a White Elephant sale, one-day profit-sharing from restaurants such as Pizzeria Orso, and an “Antiques Roadshow” type event. Real estate agent Lisa DuBois again will hold a “Share the Love” fundraiser at her home on February 20 for which she and business partner Chrissy O'Donnell match donations/entry fees.

Programs—Cathy reported that George Waters may be tapped for a symposium. She said the TBDs on the Program list have been resolved and folks can contact her for the information.

Membership--[No written report.] Vic reported that KIT is proposing to conduct Village information sessions for Village newcomers. Shirley suggested there be a “continuing recruitment plan” to identify and “capture” Lake Barcroft residents when they become ready for Village services.

Volunteers and Services--[No written report.] Cindy and George Waters will host a volunteer appreciation BBQ at their home in late August or early September.

Speakers--[No written report.] Ron is in the process of requesting for March an AARP representative to talk about frauds and scams. He noted BOD elections will be at the March quarterly meeting.

Old Business: Reorganization—In order to provide to future BOD nominees an estimated workload during one's service, current directors should provide to Richard a description of their usual duties and minimum time expended. To fully orient new board members of the Village,

the March BOD meeting will be a midday, hours-long meeting. Final decisions on reorganization will be made at that time. Cindy will check on the availability of a room at the Governmental Center for this extended meeting.

New Business: none

Pedro's term is ending and the BOD thanked him for his service on the board. He will continue to serve as a Village volunteer.

Next Quarterly Membership Meeting: Monday, 9 March 2020, 7:00 pm, Mason District Governmental Center

Next Board Meeting: Thursday, 13 February 2020, 3:15 pm, Mason District Governmental Center

The meeting was adjourned at 5:10 pm.

Respectfully submitted,

Mary Margaret Flannery
Secretary