

Minutes of the Regular Meeting
of the
Lake Barcroft Village Board of Directors
March 8, 2018 [v4](#) Final

A Regular Meeting of the Board of Directors of Lake Barcroft Village, Inc. ("LBV" or the "Village") was held on Thursday March 8, 2018 at the Mason District Governmental Center. Ron called the meeting to order at 4:00 P.M.

ATTENDING:

Ron Karpick, Jane Guttman, Ross Kory, Nancy Mattson, Deenie McKay, Victor Utgoff, Priscilla Weck, and Cindy Waters, LBV Executive Director. Hugh McKay

APPROVAL OF MINUTES:

Nancy moved and Richard seconded that the minutes from the February 8, 2018 LBV BOD meeting be accepted. The minutes approved unanimously.

PRESIDENT'S REPORT: Ron Karpick

Ron suggested that there should be a survey identifying what members want from the Village so the Village can be more responsive. However, it was noted that past Village surveys of needs got zero response. Ross indicated that Focus Groups with a trained Focus Leader had the potential to yield the best results. Jane said that Adele Neuberg had a great focus group with the attendees more than willing to participate and offer their suggestions. Nancy said that Keeping in Touch needs to respond to the needs of Village women who live alone. .

Ron asked each Board member to think about their role on the Village Board. He e-mailed information to each Board member and had established a special Board meeting at his home on 3/18/2018 at 3PM to discuss future positions. Since Nancy was departing, someone needs to become Vice President. Ron emphasized that the Board should be prepared to discuss how to fill each at the special meeting.

TREASURER'S REPORT: Ross Kory

Ross provided the Treasurer's Report for the Board's review (Attachment 1):

- The Treasurer's Report for February is attachment 1. Ross proposed to adapt the monthly process to show known budget variances, as well as known "non-variances." In some cases, like the Executive Director's salary, the Board has a pretty solid forecast of expense through the year, which is what was planned. So this is a known non-variance.

- The Board should periodically assess the Village's final financial position as we go forward. We should forecast the end-of-year net income:
 - Some items are easy to assess to forecast, e.g. In the case of equipment expense, when we made up the budget, the new laptop was not included, so there's a forecast "negative" variance that should be incorporated in our forecast. Similarly, we now have a good idea that the Anniversary Brunch is going to come it at more than planned...so there's a negative variance. Going forward, each month Ross will add variances or "non-variances" based on new information.
 - The next level is projection based on assumptions such as projected changes in membership and where we expect to end up.

- As we discussed at the last meeting, I think it will be useful to add new "projections" when we have accumulated enough additional information for the key line items to be able to forecast a scenario that is reasonably different from the assumptions on which the present budget was based.

- The amount for "Program Services" is ambiguous since Cindy's salary is not included. Cindy does provide many program services in addition to her administrative role. Cindy stated that she would alter her daily log to reflect this.

- Ross stated that he and Cindy would define a fiscal policy and procedures document as per the Table of Contents he distributed.

- The Board discussed the status of the Village vis-a-vis the age and potential membership variance. The Board agreed that the currently constituted Village to be a viable and growing organization.

- Jane recommended that the Board vote on social membership to reflect the potential for adding new members which could then be briefed during the next Quarterly Meeting. Ron indicated that the Board should have a special meeting on social membership and deferred the vote.

- Ross is preparing form 990 for tax purposes. We can no longer use the post card form. (Can Ross clarify this statement, please?)

EXECUTIVE DIRECTOR'S REPORT: Cindy

Current Membership/Volunteer Status

Members: Total to date: 81; two member deaths – George Brock and Bert Snyder.

Certified Volunteers: 84.

Events for February 2018

Silver Foxes luncheon – 4

Spanish Conversation – 2 members + 1 guest = 4

Co-ed luncheon – Pistones – 7 members

Stretch and Balance – (several dates cancelled due to Geri's health issue)

German Conversation – 2 members + 3 guests = 5

Happy Hour – 17 members + 9 guests = 26

Village Coffee – 8 members

Total event attendees = 54

Request By Assistance Category for February 2018

Referral -- 1

Computers & Technology Assistance -- 1

Home Maintenance & Repair – 2

Transportation – 4

Total event attendees=54

Other information: New laptop computer was purchased with the assistance of Jane and Steve Richardson, our Village computer specialist. A \$10 monthly maintenance program was set up with Steve. Having the computer records on Carbonate made transfer of data easy. .

Cindy stated that she created, assembled and mailed out ballots for the Board election at the 3/12/18 Quarterly Meeting.

Cindy and Ron attended tri-annual WAVE meeting in Bethesda.

COMMITTEE REPORTS:

Operations: Ron

- The Articles of Amendment and Form 899 were accepted by the Virginia State Corporate Commission. Types of membership envisioned are social, snowbird and expanded boundaries. These will be discussed in a later meeting.

Programs: Cindy

- The Program Calendar has been published and is up-to-date
- Dr. Stanton Samenow is hosting a LBV seminar at his home, 3422 Mansfield Road, on March 22, 2018 at 7 PM
- Deenie is planning the LBV Anniversary Party as a brunch at 2941 restaurant for May 5, 2018.

- The Programs Committee is still investigating a LBV Book Club.

Membership: Priscilla and Vic

The Village needs a 'cheat sheet' paper which outlines the services and social activities provided. As we project new membership categories, we need to concisely identify the benefits to potential members. It was noted that the information needed for the cheat sheet is listed in the 2013-14 Annual Report and they are also listed on the LBV website. It was noted that the tri-fold brochure would be a subset of this paper but will need to be revised.

- Vic indicated that we should decide what benefits the Village offers and be prepared to 'jazz these up' so that membership becomes a memorable event in a person's life.
- Pedro asked about exit interviews and Cindy indicated that she performed this for all departing members.

Communications: Jane

Lake Barcroft Newsletter

Next article will be about our Quarterly meeting. I hope everything is on target—haven't heard back from the contact person at OneVirginia2021.

The Villager

Next issue is May, deadline April 30. Ideas for articles needed. Anne will interview Janet Kerley. Priscilla will have a book review. Reviewing one of our services each month may be helpful.

Web Site

Updated: home page, photo pages.

Fundraising: Cindy and Ron

- Ron said that John Albertella may be of help in fund raising in the future, but he felt his present approach to fund raising is at variance from what the Board is comfortable doing now..
- Money from the Panera fund raiser on 2/28 has to come from their corporate office and may take a while to be sent to us.
- Cindy: We are confirmed that Dogfish will host a LBV fundraiser on Tuesday, April 24 -- all day and no flyer is needed.

Cindy said she is investigating a silent auction; perhaps at lunch at Dogfish. Dogfish was enthusiastic about any method of fundraising including coupons for other restaurants.

- Cindy said that she felt that Foxfire preferred larger organizations for its fundraiser events but it was still worthwhile to consider. She has taken Red Robin off the list.

Volunteer Services: Richard and Pedro.

- Keeping in Touch needs more information in order to contact members. The recent widespread and prolonged electrical power outage highlighted the fact that land line phone numbers and computer based contact information were not sufficient to reach out to our members. The Board discussed a member's booklet like that of the LBV Women's Club. This booklet would have bullets with information for members and data needed by Keeping in Touch. 100 booklets were projected to be needed. The motion will be shared with Louise Ziebell and Adele Neuberg, the co-chairs of Keeping in Touch to act upon.
- Ron asked for a motion to prepare a booklet directory. Priscilla made a motion to do so and Jane seconded. Pedro noted that there is a liability concern when services, specifically, rides are given to non-members. There is concern that non-members have gotten rides and this is a problem. Ron will speak with individuals who may have inadvertently used the service.
- If we want to use Beach 5 for the Volunteer picnic, a date has to be chosen and scheduled by Cindy with Chris Lawson of LBA. A date after Labor Day is easier to schedule. Jane felt we should do a fancier Volunteer celebration.

Programs: Cindy: meeting to be held next week..

Nominating: Nancy

There are four nominees for Board positions: Ellen, Ross, Richard, and Hugh. Cindy has sent out the Ballots.

Old Business:

- Annual Member Party. The Board discussed the 2941 Brunch for May 5, 2018 proposed by Deenie. Deenie will work with Cindy to obtain flowers and will prepare the designs for the 'save the date' and 'invitation' cards and will handle the mailing of these to members. Richard made a motion to

limit the brunch spending to \$6000.00 and Ross seconded. The Board approved the brunch and spending limit.

- Quarterly Membership Meeting speakers:
 - 1) March 12-Gerrymandering, Contact-Jane Guttman
 - 2) June 11- Possibly "Shingles"-Carol Bausell, but needs to be confirmed
 - 3) September 10-
 - 4) November 13-Jewish Coalition Against Domestic Abuse, Contact-Jane Guttman, Elissa (Lis) Malter Schwartz, ED, 301-315-8040

Suggested speakers/topics:

- Vic: Geriatric medicine defined, possibly by Dr. Crantz who is on our Advisory committee
- Ron: AARP speaker's bureau, Bernice Courtenay, 904-525-7583 <newbern117@gmail.com>
- If anyone has a specific topic and speaker, please bring that information to the next Board meeting as we do not have speakers scheduled for June and September.

New Business:

- Ron indicated that a Policy and Procedures manual needs to be prepared. This could be done by the Operations committee over the next several months.
- Annual Calendar: Ron reviewed the calendar containing changes the Board recommended and sent it to all by email.
- Next Quarterly Membership Meeting: 3/12/18 at 7 PM, Mason District Governmental Center
- Next Board meeting on 3/15/18 at 3 PM at Ron's home to decide on Board member's jobs
- VtV Annual Meeting: October 7-10, 2018, San Diego California, Hyatt Regency Mission Bay.

The Meeting was closed at 6 PM.

Respectfully Submitted: Deenie McKay

ATTACHMENT 1 - THE LBV TREASURER'S REPORT

LAKE BARCROFT VILLAGE FEB. 2018 FINANCIAL REPORT

	February	2018 Actuals to date	2018 Budget	Current Variance Estimates
REVENUE				
<u>Donations</u>				
Corporate/B&P		\$ -		
Individual	\$ 50.00	\$ 900.00		
TOTAL DONATIONS	\$ 50.00	\$ 900.00	\$ 12,000	
<u>Fundraising Event Proceeds</u>				
TOTAL FUNDRAISING EVENTS	\$ -	\$ -	\$ 3,000	
<u>Membership Dues</u>				
New		\$ 1,250.00	\$ 2,000	
Renewing	\$ 1,250.00	\$ 4,375.00	\$ 34,000	
Other Types of Membership		\$ -		
TOTAL MEMBERSHIP DUES	\$ 1,250.00	\$ 5,625.00	\$ 36,000	
<u>Other Income</u>				
Miscellaneous	\$ 19.00	\$ 19.00	\$ 300	
TOTAL OTHER INC	\$ 19.00	\$ 19.00	\$ 300	
TOTAL REVENUE	\$ 1,319.00	\$ 6,544.00	\$ 51,300	
EXPENSES				
<u>Personnel</u>				
*Executive Director Comp.	\$ 2,662.00	\$ 5,082.00	\$ 31,702	\$0
Employer Payroll Taxes	\$ 203.64	\$ 388.77	\$ 2,425	\$0
Payroll (ADP) Service Fee	\$ 38.00	\$ 142.30	\$ 522	\$0
ED Backup		\$ -	\$ 400	
TOTAL EXECUTIVE DIR.	\$ 2,903.64	\$ 5,613.07	\$ 35,049	
<u>Operating Expenses</u>				
Business registration--SCC	\$ 50.00	\$ 50.00	\$ 75	
Copying and Printing-Local		\$ -	\$ 200	
Postage, Mailing Service		\$ 245.00	\$ 500	
Telephone/Internet	\$ 97.50	\$ 195.00	\$ 1,500	
Supplies		\$ -	\$ 1,200	
Equipment/Software	\$ 816.57		\$ -	(\$817)
wix.com		\$ -	\$ 250	
Insurance (Org&Officers)		\$ -	\$ 2,900	
Service Fees			\$ -	
Bank Fees	\$ 4.00	\$ 8.00	\$ 50	
PayPal Fees	\$ 3.00	\$ 3.00	\$ 150	
Credit card fees		\$ -	\$ -	
Dues/Subscriptions				
Checkbook, etc.		\$ -	\$ 700	
VTV Memberships		\$ -	\$ 500	
WAVE		\$ -	\$ 70	
DMV Checks		\$ -	\$ 50	
Background Checks		\$ -	\$ 350	
Registration fees/publications		\$ -		
Operating Expenses -- Other		\$ -	\$ 100	
TOTAL OPERATING EXPENSE	\$ 971.07	\$ 1,317.57	\$ 8,595	
<u>Professional Development</u> (V-o-V Conf.)	\$ -	\$ -	\$ 3,000	
Miscellaneous			\$ 1,000	
TOTAL PROFESSIONAL DEVELOPMENT	\$ -	\$ -	\$ 4,000	

ATTACHMENT 1 - THE LBV TREASURER'S REPORT
(CONTINUED)

LAKE BARCROFT VILLAGE FEB. 2018 FINANCIAL REPORT

	February	2018 Actuals to date	2018 Budget	Current Variance Estimates
<u>Professional Services</u>				
Misc. (Review+Honoraria)	\$ -		\$ 1,600	
TOTAL PROFESSIONAL SVS.	\$ -	\$ -	\$ 1,600	
<u>Fundraising Events</u>				
Event 1		\$ -	\$ 1,000	
B&P Club		\$ -		
TOTAL FUNDRAISING EVENT EXPENSE	\$ -	\$ -	\$ 1,000	
<u>Special Events</u>				
Anniversary Dinner		\$ -	\$ 4,500	\$1,267
Volunteer BBQ		\$ -	\$ 500	
Summer Social		\$ -		
TOTAL SPECIAL EVENTS	\$ -	\$ -	\$ 5,000	
<u>Meetings</u>				
General Membership Meetings	\$ -	\$ -	\$ 250	
TOTAL MEETINGS	\$ -	\$ -	\$ 250	
<u>Membership & Program Activities</u>				
TOTAL MEM. PROGRAMS & ACTIVITIES	\$ -	\$ -	\$ 1,000	
<u>Marketing</u>				
Holiday Cards- LGolfer			\$ 500	
Annual Report & Shipping		\$ -	\$ 150	
TOTAL MARKETING		\$ -	\$ 650	
<u>Other Expenses/Contingencies</u>				
TOTAL OTHER/CONTINGENCIES	\$ -	\$ -	\$ 1,000	
TOTAL EXPENSES	\$ 3,874.71	\$ 6,930.64	\$ 58,144	
Total Income	\$ 1,319.00	\$ 6,544.00	\$ 51,300	
Total Expenses	\$ (3,874.71)	\$ (6,930.64)	\$ (58,144)	
NET INCOME	\$ (2,555.71)	\$ (386.64)	\$ (6,844)	

SNAPSHOT

REVENUE

Donations \$50
Renewals \$1,250
New \$0

EXPENSES

New Laptop \$817

End of Month Balances

 Checking Account \$49,769.21
 CD Balances \$40,272.13
 Total \$90,041.34