

LAKE BARCROFT VILLAGE, INC.

Minutes of the Board of Directors Meeting
August 7, 2014

Attending: Carol Bursik, Dawn Donald, Stuart Feldstein, Dale Gianturco, Adele Neuberg, Carl Neuberg, Sam Rothman, Donna Sanger, Julie Uritus, and Clyde Williams.

Clyde called the meeting to order at 3:00 pm at the Mason District Governmental Center.

Minutes: The Board reviewed the minutes of the July 10, 2014, meeting and approved them without change.

Treasurer's Report: Dawn reported expenses of \$2,500 in July for normal operating costs, including the Village Coordinator's salary, bank fees, Intellicorp charges, and computer assistance. She distributed a proposed information security policy for the Village to manage our compliance with the secure use of credit card information. We do not store credit card data on any computers and keep membership renewals with credit card information in a locked file cabinet. Duplicate copies of renewal forms will be locked in a file at the Treasurer's residence. We received a certificate of compliance from the Payment Card Industry (PCI) based on information Dawn provided to them online. We must renew our compliance each year.

Motion: Sam moved that we adopt the information security policy as presented. Adele seconded. Motion passed.

In a review of our representation at the Village to Village National Gathering in late September, we noted that Carl, Adele, Carol, and Jane Karpick have volunteered to attend at their own expense. Stuart may also be going on his own. Lake Barcroft Village will pay the registration fee for Cindy Waters.

Sam mentioned that even though we are members of VtV, our village does not come up on a search of their web site or national map. Sam reported that he researched whether we could invest some of our money in an uninsured account or non-government obligations. He found that in Virginia corporate boards are subject to the "prudent investor rule," which means that the Board has the discretion to invest in private funds and obligations so long as the Board exercises prudence in its business judgment in doing so.

Village Coordinator's Report: Julie reported that we currently have 86 members; Choung and Dominique Phung recently joined. She sent the second newsletter to our group of volunteers. Julie provided a written report of the July activities along with her thoughts on the year she is completing with us. The transition to the new Village Coordinator is going well.

Committee Reports

Programs: Julie mentioned that the Notebook Project will cover much more than estate planning and legal issues. Programs will continue throughout the year on a variety of topics.

Communications: Carl asked everyone to look at the web site before August 15. We need to make updates before tickets go on sale for the auction. Larry Golfer is unable to serve as photographer for all of our events, so we now have a list of other photographers who can take pictures for us. We have plenty of photos of our social events, but we need more showing volunteers providing services to our members.

Membership (Adele and Carol): We held two more small group gatherings: one on July 26 at the home of Dottie Bennett and Richard Morton and one on July 27 at Jane and Ron Karpick's home. Both events were well attended and elicited a number of ideas for the Village. The committee will be following up with Happy Hour attendees who have not yet joined.

Planning (Dale): Bob Schreiber will be taking the lead on the analysis of tax deductibility of membership expenses with assistance from Julie, Clyde and Dale. We should try to get information on this topic at the VtV National Gathering.

Volunteers/Services (Donna): Donna has recently come on board as the chair of the Services portion of this committee. She and Jane Karpick met to review what has happened over the past year. They will be able to use the information from the small group gatherings to shape their goals and new initiatives.

Fund Raising (Dawn): Dawn will be meeting with Louise Ziebell and others the week of August 11 to plan the Business Club social on September 12. Selected members of the Board and the Village will be invited to this event. Also, we will invite Business Club members to the Happy Hour on September 27 if they renew their contribution to the Village. We should recognize those who attend Happy Hour and identify them with special badges. We should contact businesses who advertise in the auction catalog as potential members of the Business Club.

Old Business:

Annual Report: Sam and Dawn will put together a report in time to distribute copies at the auction on October 17. Stuart is developing a new handbook for the Village that will combine information from the Volunteer Handbook and the Member Handbook. He will have a draft ready by the September Board meeting. The new handbook will be short and to-the-point and will include a table of contents. Stuart would like to include photographs with the text.

Summer Social: Adele reported that the invitations have gone out for the September 6 social. A group conducted a taste test of the food last week. Donna will create the name tags. A number of volunteers are lined up, but we still need help with setup and cleanup.

Scheduled Meetings: Adele congratulated the great team of volunteers working on the auction. We will need help from Board members on the day of the event.

The next Board meeting is set for September 11 from 3:00-5:00 pm. The quarterly Village meeting will take place on September 15 from 7:00-8:00 pm. The focus will be on services and volunteers, and there will be tables for small group discussion organized by geographic sections within the Lake. Board members will serve as facilitators and note-takers. We discussed the possibility of inviting a local psychologist to work with us on helping people get over their reluctance to ask for assistance from the Village.

The Board members and committee chairs will participate in a retreat on November 20 to plan for the future and discuss ways to ensure the sustainability of the Village. Rick Uritus has agreed to facilitate the meeting, and Adele, Sam, and Carol will work with him to plan the agenda. Carl is talking to Goodwin House about using their facilities again this time.

New Business:

In closed session just prior to this Board meeting, the directors approved the appointment of George Erikson to fill the vacancy created by the resignation of Ann Cook. Clyde will contact George to tell him of this decision.

Associate Membership: The Board considered revising the timeline for discussion of associate membership.

Motion: Sam moved and Stuart seconded that we reconsider our prior decision to postpone discussion of AM to November and instead put the topic on the agenda for the September Board meeting. Motion passed.

Stuart recapped the results of the research done by the subcommittee on associate membership and the information gleaned from other villages. Dues rates are an important component of adding a new category of membership because they will have an effect on not only potential members but existing ones who may change from full membership to associate. Since we are required by our charter to take a vote at the member level, Stuart felt we need to invest 2-3 months for an educational campaign.

Carl said we have already done the financial analysis of the impact of associate membership and that, even with some members switching to associate status, the result would be a wash or close to it. Associate membership would allow us to pick up new members without suffering financially.

Adele reiterated the goal of associate membership, which is to get more people involved in the Village so that we can sustain it for the future. We will need people to fill positions on the Board and committees, and we have to expand the membership to make sure we have folks who will take an active role.

Dawn recommended that we search the archives of the VtV web site or post a question about how other villages have dealt with the question of associate membership. We have directly contacted 13 villages but could get information from a wider pool of villages. Adele offered to put a query on the listserv.

In the meantime, we need to amend our charter to allow for the possibility of more than one category of membership.

Motion: Carl moved and Stuart seconded that we amend our charter with the state of Virginia to read that the Corporation shall have unlimited classes of membership. Motion passed.

We will need three signatures of Board members for the amendment to the charter.

Prior to the September Board meeting Stuart will send out a proposal from the subcommittee for the directors to review.

Adjournment:

Motion: Stuart moved and Sam seconded that we adjourn the meeting at 4:50 pm. Motion passed.

The next meeting will be September 11 from 3:00-5:00 pm at the Mason District Governmental Center.

Respectfully submitted,

Carol J. Bursik, Secretary