

LAKE BARCROFT VILLAGE, INC.

Minutes of the Board of Directors Meeting
December 12, 2013

Attending: Carol Bursik, Ann Cook, Dawn Donald, George Erikson, Stuart Feldstein, Larry Golfer, Jane Karpick, Harriette Kinberg, Nancy Mattson, Adele Neuberg, Carl Neuberg, Sam Rothman, Julie Uritus, and Clyde Williams.

Carl called the meeting to order at 3:00 pm at the Mason District Governmental Center. He welcomed committee members, who will be attending all future Board meetings.

Minutes: The Board reviewed and approved the minutes of the October 24 meeting.

Village Coordinator's Report: Julie reported that we now have 92 members, 22 of whom have renewed their membership for the next year. Seventy-eight memberships are due for renewal in January; the others are on a 12-month rolling schedule from the date of joining the Village. We have received 168 requests for services since January 7; the majority of the requests are for transportation. Nine households have requested a safety inspection offered free of charge by the Fairfax County Fire Department.

Invitations are in the mail for the First Anniversary Dinner Party on January 12.

Julie distributed a summary of the input she has received for a revised version of the Member and Volunteer Handbooks. It has been suggested that we combine them into one Village handbook. We need to make it clear that the member bears the cost of incidentals, like parking fees, when a volunteer provides transportation services. Clyde recommended that we add a paragraph on Community Emergency Response Team (CERT) training, since a number of people from our community are enrolled currently. An article on CERT should be published in the LBA newsletter. Julie can provide testimonials on the Village from members and volunteers, with or without attribution as the individual prefers.

Leadership Retreat/Workshop: Carl reported that evaluations of the retreat/workshop elicited high ratings from the participants. All comments have been captured and consolidated. One suggested improvement was to allow more time for the group to review the wall charts and the rankings of elements that need to be changed. The expansion of Board meetings to include committee representatives was one example of an idea that came from the feedback.

Treasurer's Report: Dawn distributed the Profit and Loss statement to date and a chart of Profit & Loss Budget vs. Actual. She pointed out that there was no budget line item for the auction this year. We are meeting all expenses and should have roughly \$35,000 in carry-over in January 2014, not counting renewal memberships. Dawn will prepare a streamlined list of income and expenses to give to the members. Stuart noted that our liability insurance policy is in place, with a rider that covers the volunteers. We are working on a separate insurance policy to cover the Village Coordinator.

Committee Reports

Membership (Harriette): The committee has organized two brainstorming sessions, each attended by 12-15 people drawn from our members, volunteers, non-members who have attended Village events, and the Board. A third session will be rescheduled after the new year. The purpose is to find out how to improve and sustain the Village and to offer a "soft sell" to move non-members closer to becoming part of the Village. Harriette invited Board members to host an event or suggest names of those who might want to attend. Adele reported that the committee does a member all-call once a month based on talking points of upcoming events.

Volunteers (Jane): No report at this time.

Communications (Larry): The committee has been busy adding information to the web site, e.g. the Business Club, and making the pages more readable. With our subscription to Adobe Muse, Larry can post the changes himself, so we save the cost of paid technical assistance. We currently have an option to use PayPal for membership fees and donations. The Board decided to keep this feature for another year to see if it is worthwhile; a small percentage of each transaction goes to PayPal for a convenience fee. The brochure is underway, and a final draft will be available in a few days. Julie's article on Renee Gholz will appear in the December LBA newsletter.

Programs (Nancy): The committee met yesterday to finalize the January calendar. Since social events are the most popular, they will continue next year. The group will be adding a technical program on computers and phones plus a monthly shuttle service for members to visit museums and galleries on their own. A series of events on senior issues, titled The Notebook, will help members to assemble documents and information, such as medical directives and financial records, in case of emergencies or serious illnesses. The committee will coordinate with the Women's Club so that we do not appear to be in competition with their events and to distinguish our programs from others available in the Lake.

Anniversary Party: Carol reported that invitations went out on December 16 with RSVPs due on December 27. Volunteers will make follow-up calls at the end of December so that we can report our final numbers to Goodwin House on January 6. Louise Ziebell has arranged for Tom Cunningham to provide a four-piece band for music. Goodwin House will be catering the dinner, and we have five volunteers from Lake Barcroft to prepare the desserts. We are working on table decorations and will visit GH next week to look at the venue. Carol distributed the current spreadsheet for the party budget and planning details.

Associate Membership:

Carl has appointed a committee headed by Stuart to develop a proposal on associate membership for Board approval and membership vote. Other members of the committee are Harriette, Adele, and Cindy Waters. The proposal will include goals and objectives, the rights and privileges of associate memberships, a timeline, a cost matrix, and conversion opportunities for existing members. The committee will present a written proposal at the January 9 Board meeting. The Board discussed the roll-out of the proposal and the potential start-date for an alternative form of membership. Until we have a defined proposal in hand we can not project the date of availability.

Executive Committee:

Carl raised the need to appoint an Executive Committee of the Board as required in the LBV Bylaws.

Motion: Stuart moved and George seconded that we appoint an Executive Committee to act on behalf of the Board on matters that require immediate action; the Executive Committee will consist of the President, Vice President, Secretary, and Treasurer. Motion passed.

Because the liaison structure was not working well, Carl announced that each Board member will be an active participant in one of the Village committees, effective immediately.

Dawn noted that the sales tax waiver from the state of Virginia should be used for all purchases made on behalf of the Village. She will send out copies to anyone who has not received the form.

Sam asked how we should handle requests for information from other villages or outside organizations. Carl responded that the requests should be forwarded to the president to handle.

Carl brought up the need to revise the membership form. In cases when a member needs to move to an assisted living community, we should refund the pro-rated balance of their paid membership. The Board decided that this should be for moves based on medical reasons.

Motion: In the event significant medical issues require an LBV member to permanently move from Lake Barcroft, on request, the Village will refund the pro-rated balance of the paid membership upon receipt of notice. Motion passed.

The meeting adjourned at 4:35 pm. The next board meeting will be January 9 at 3:00 pm.

Respectfully submitted,

Carol J. Bursik, Secretary