

Lake Barcroft Village, Inc.

Minutes of Regular Meeting of the Board of Directors

August 11, 2016

A Regular Meeting of the Board of Directors of Lake Barcroft Village, Inc. ("LBV" or the "Village") was held on Thursday August 11, 2016 at Mason District Governmental Center commencing at 3:00 p.m.

ATTENDING

Sam Rothman, Ron Karpick, Peg Veroneau, Nancy Mattson, Richard Morton, and Jane Guttman attended the meeting. Sam Rothman, LBV Co-President, brought the meeting to order at 3:10 p.m.

APPROVAL OF MINUTES

Minutes from July 14 board meeting were approved. Richard Morton suggested that the minutes be issued in a package along with the Treasurer's Report and the Executive Director's Report and that all be approved at one time. The Board agreed by consensus.

TREASURER'S REPORT

Peg Veroneau said she was having trouble canceling the credit card. The company told her that Dawn Donald needs to sign the Account Closure Form as she is the one listed on the account. The bank cannot cancel the money transfer and suggested that Peg set up a new account that the credit card company could not access. Peg asked if LBV was going to continue its WAVE membership; all agreed that we should continue. Ron suggested that anyone who has not attended a WAVE meeting should do so. There is a great deal of networking with knowledgeable people from neighboring Villages. The next meeting is on 9/26 at 9:30-12 at 4901 Connecticut Ave, NW, DC

EXECUTIVE DIRECTOR'S REPORT

Cindy Waters submitted her report but was unable to attend.

COMMITTEE REPORTS

Operations: George was not in attendance so operations update was tabled until next meeting.

Membership: Sam asked if we were asking people how they learned about the Village. Ron said one new member learned about the Village from the mailing sent out earlier this year. Ron said that the survey was in process and was going to be distributed to those who will conduct the surveys. As a pilot members of the Board will be the first to complete the survey. Ron participated in a Frail Members conference call of V to V. Each frail member is assigned a volunteer who calls weekly and sees the member twice a month. It was suggested that this be passed on to the Keep in Touch committee. Ron signed up for the V to V conference in Columbus, Ohio.

Communications: Sam asked about the small typeface of the B&P page. Jane said that the page needs to be redone and that this was just a placeholder until Larry Golfer could get to it. The page needs to be updated because there is a new member of B&P but the current page is simply a screen shot of the page from the old web site and doesn't lend itself to amendment.

The next *Villager* interviews with the Board will be with Peg Veroneau, Adele Neuberg and Jane Guttman.

Fundraising: Peg Veroneau said she knows someone who would be willing to talk to us about fundraising. We agreed to invite her to a Board meeting.

Software: Jane asked Richard if he had seen the information on V to V about a new program. Richard said that the program's reporting capability was not good. He said we have 60 to 80 reports on our Access system and Cindy Waters uses all of them. In addition, the new program costs \$3000 (startup fee) and \$1 per month per member. Jane asked if there was a report writer that connects with Access for ease of writing reports. Richard said he didn't know of one. Richard said that the first six months he spent 200 hours working on the system but that recently there has been little maintenance needed. At one point Mike Sternad was going to be Richard's backup. We discussed whether to have a volunteer back up Richard or whether to get a professional as needed. We agreed that we would hire a professional Access programmer if the need arose and Richard was unavailable. Richard will research this and find a few possibilities.

Programs: Nancy Mattson said that the November topic for the quarterly meeting was still undecided. Ron suggested Home Care and Respite Care; Jane suggested information about senior residences; Richard suggested that we hear more about home care. Nancy will also look into the topic of Nutrition.

Volunteers and Services: We need a replacement chair for Adele Neuberg. Adele was unable to attend the meeting. Sam contacted three persons about taking over the committee, but all declined.

Vendors: Richard said he had not heard from Bob Gonzalez. Jane Karpick is willing to continue on this committee. Richard had asked Cindy if she needed vendors in certain categories; Cindy said she did not.

OLD BUSINESS

The Advisory Council was discussed and Sam mentioned some of the guidelines that the Board had adopted, including that it need not meet more than once a year with an "easy" way of meeting to be devised. Stuart Feldstein will draft a letter to invite the following people to participate: Dottie Bennett, Sally Determan, Tina Trapnell, Kaye Kory, Carol Rievers, Joann Crantz and Tom Davis. We discussed finding a Social Chair and agreed that the Social Chair should be a member of the Village.

The volunteer picnic is September 18 and is for active volunteers. The question was asked if volunteers could bring a guest and all agreed that the answer was "no."

NEW BUSINESS

Ron recommended that all committee heads submit a report each month even if they are unable to attend so that the Board can continue to discuss the issues.

We agreed that the annual party be for members only. Volunteers will not attend. We discussed what to do if someone has a caregiver and agreed the caregiver could attend. A suggestion that non-members could attend upon payment of a charge was made, but no action was taken.

Richard asked for a definition of "parties." Peg suggested that "parties" be defined as events that cost the Village money. We voted unanimously that there be two parties a year—one for members and one for volunteers. The member party will be held in March or early April and will be an opportunity to introduce the new Board. We discussed whether B&P members should be invited and the decision was that B&P members should participate in the listed activities: two happy hours, the boat ride, and the business resource fair. Jane suggested that the November meeting be used for the business resource fair.

Peg noted that a fundraiser would be open to all who purchase tables.

Richard suggested that the parties be under the auspices of the Volunteers and Services committee.

Sam asked the committee chairs to produce operating procedures. Richard suggested these be called the Chairperson's Handbook. The idea would be to provide some "dos and don'ts" guidance based on the experiences of the current committee chairs.

We agreed that the BOD would continue to meet on the second Thursday of the month and the Quarterly Meeting would be held on the third Monday. Cindy Waters will make the arrangements.

Sally Determan had suggested a Grandparents' Closet for things a child might use when visiting. We would need storage space and someone to manage the Closet. We agreed that, at this point, filling our other vacancies takes priority. Sam will talk to Sally about managing the Closet.

Sam asked about insurance policies. Peg had brought them; they are up to date. Our insurance is with the Alliance of Non-Profits for Insurance.

Jane will talk to Carol Bursik regarding the Volunteers and Services Committee.

ACTION ITEMS:

- Peg will pay annual dues to WAVE
- B&P website page will be redone by Jane and Larry Golfer
- Next Villager interviews with Peg, Adele and Jane
- Fundraising resource to be investigated by Peg
- Richard Morton will research of ACCESS experts
- Volunteer and Services needs a replacement chair: entire Board should be thinking of individuals, Jane will talk with Carol Bursik
- Social Chair position
- Discussion with chairs of Fundraising and Operations about submitting minutes each month and progressing with plans by Sam Rothman
- All Chairs should write up Standard Operating Procedures for the committees.
- Grandparents closet to be explored by Sally Determan and Sam Rothman

ADJOURNMENT

The meeting was adjourned at 5:27 p.m. The next regularly scheduled board meeting will be Thursday, September 8, 2016 at the Woodrow Wilson Library.

Respectfully submitted,

Jane Guttman