

LAKE BARCROFT VILLAGE, INC.

Minutes of the Board of Directors Meeting  
May 2, 2013

Attending: Moya Atkinson, Carol Bursik, Ann Cook, Dawn Donald, Stuart Feldstein, George Erikson, Sunny Greene, Carl Neuberg, and Sam Rothman.

Carl called the meeting to order at 3:02 pm at the Woodrow Wilson Library.

Approval of Minutes

The Board reviewed the minutes of the April 25, 2013, meeting and amended them to include the names of the three new members cited at that meeting. Ann will rewrite the paragraph on participation of the Past President. It was noted that there are 64 individuals who are considered founding members.

**Motion:** Stuart moved and George seconded approval of the minutes as amended. Motion passed.

In future the minutes will go out to all Board members at one time for review. After Board approval, they will be sent electronically outside the Board.

Treasurer's Report

Dawn reported a balance of \$42,980 at the end of March 2013. In April we received donations of \$1,040 and dues from three new members for \$1,250. We paid expenses totaling \$2,430. Our balance at the end of April was \$42,840.

Report of the Village Coordinator

Moya circulated two reports generated from the Access database: one listing the member request history from January 7 to date, and the other listing the same requests sorted by category. There have been 26 requests for transportation, 7 for computer support, and 1 for errand services.

Moya is updating forms for posting to the web site. We have one potential member, whose son is interested in volunteering. Moya is training volunteers to handle office responsibilities while she is away for three weeks in May/June. The meeting with Jennifer Robinson, manager of the adult day care program in Fairfax County, will be rescheduled at a later date so that more people can attend. Moya will have information packets on the Village for distribution at the general meeting on May 13.

In response to a question about training for volunteers who were unable to attend the sessions in December, Stuart reported that the Volunteer Committee met on April 22. Training will be set up for those volunteers. Service reports should go to Jane Karpick and India Walsh, who are the co-chairs of the committee.

We discussed how and when reminders should go to our members concerning Village activities. Right now Moya is sending a weekly e-mail calendar to all members, volunteers and LakeLink. Monthly calendars go by postal mail to members who don't use e-mail. Some Board members felt individual reminders should be sent in addition to the calendar. This is something the organizers of the events could generate. We will discuss this topic at the May 13 meeting. Carl mentioned that the organizers are responsible for writing the event descriptions, and Moya's role is to get the information out, not create it.

## WAVE Meeting

Carl attended the WAVE meeting this week, which featured a speaker from the Lighthouse for the Blind and a presentation on computer applications that assist people with low vision. They also talked about how to handle the situation when vision problems impact a person's ability to drive. AAA has a self-exam to test driving skills.

During the small group discussion the focus was on associate and alternate memberships. Carl passed along contact information to Sunny.

## Old Business

Carl met with the chairs of the Membership and Programs Committees to craft a program for our May 13 meeting. He distributed a copy of the agenda to the Board. The purpose of the meeting is to talk about events people would like to see happen and elicit skills and talents people could contribute as volunteers. A feedback form will allow attendees to rate the suggestions for future programs. The Volunteer Committee will follow up with volunteers who cannot be present so they can provide input using the skills/talents survey form. Dawn recommended we plan a volunteer recognition event before the end of the year.

We talked about the need for a central calendar to track the many events and meetings. Sunny offered to help Moya set this up in the office on erasable calendar boards.

Ann suggested we include a discussion of how to reach out to friends, neighbors, and potential members at the May 13 meeting. Stuart will seek out a volunteer to help with room setup and recruited George and Sam to help him. In the future the committee with program responsibility will need to have this on the "to-do" list. For this meeting Adele Neuberg and Louis Ziebell will be setting up the food table.

We are still searching for a web site administrator. Instead of Bobby Bermudez, we will be using Adobe Muse to host our site at \$15/month, which includes technical support. With the site running on Muse, content maintenance should be a relatively easy task. Perhaps we can get assistance from a high school student, a George Mason University student or a retiree from Goodwin House. George will handle the transition to the new host.

We have a draft advertisement for a new Village Coordinator. Moya will review the text to make sure it reflects what she is doing and make changes as necessary. George will post the ad in the very near future.

We need to provide Carl with e-mail addresses for committee members. The Programs Committee is looking for additional members. It was noted that co-chairs are expected to participate in the work of the committee and not merely assign work to other committee members.

Sunny has the list of individuals who have accounts on Village systems. She will send this information to Carl and Moya.

We need to transfer the responsibility of Registered Agent for the corporation from Ann to another officer or director. The change can be made online.

**Motion:** George moved and Sam seconded that the Village president serve as the Registered Agent. Motion passed.

Sunny is collecting a lot of information on associate memberships through the Village to Village network. Others need to be involved in the dialogue, and she recommended that more of us participate in the network.

### New Business

To avoid overlap or conflict in events and meetings, we need a consolidated calendar. Harriette Kinberg has been developing a schedule for program events and socials.

Carl introduced a proposal from the Membership Committee to host small group gatherings in members' homes during June and July. The purpose is to introduce members to each other and give them an opportunity to know each other better. Carol reported that these gatherings will lead up to a Village Summer Social for all members sometime in August. The venue will be at a home on the lake. The comment was made that some people do not want more social events. A question came up about what to do if people already know each other. The Membership Committee will exercise flexibility in assigning guests to groups so that we can avoid this situation as much as possible. The Board endorsed the concept and gave the Membership Committee the go-ahead to plan the gatherings.

A silent auction is scheduled as a fund-raiser on September 10 and will include 20-30 pieces of art donated by Lake artists. Dawn reported that Trippi Penland and Janet Hall will take the lead in planning the event and will be training other members to handle fund-raisers in the future. Dawn said the committee is looking into adding donations of weekends away, restaurant certificates, golf certificates, etc. Organizers will be contacting residents for donations, and they may go outside the Lake Barcroft community. The original venue is too small for an expanded auction, so the organizers are looking for a larger space. A \$10 ticket price will include one drink. Bid cards will list minimum bids and increments; decisions regarding whether bids are silent or oral have yet to be made. An auction has been extremely successful as a fund-raiser for Dupont Circle Village for the past few years.

The meeting adjourned at 4:35 pm.

### Next Meeting

The next meeting will be Wednesday, May 8, at 3:00 in the Woodrow Wilson Library.

Respectfully submitted,

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Carol J. Bursik, Secretary