

LAKE BARCROFT VILLAGE, INC.

Minutes of the Board of Directors Meeting  
August 8, 2013

Attending: Moya Atkinson, Carol Bursik, Ann Cook, Dawn Donald, George Erikson, Carl Neuberg, Sam Rothman, and Clyde Williams.

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

Approval of Minutes

The minutes of the July 18 meeting and the special meeting on July 31 were approved.

Treasurer's Mid-Year Report

Dawn distributed the Profit and Loss Statement from January through July 2013 as well as a comparison of the budget to current financial performance. We decided to record restricted donations in the general account under a separate subaccount. Also, Dawn will create a subaccount under category 65010 (Copying and Printing) to reflect all costs associated with the annual report. When Dale returns, he will make adjustments to the budget.

Report of the Village Coordinator

Moya distributed the statistical report of requests for service and number of members and volunteers through July 31, 2013. For the remainder of the summer Moya will use office volunteers on an as-needed basis. She will provide Board members with updated lists of members, volunteers, and donors when there are changes in those categories.

As a follow-up to the July 29 meeting, Moya is working with Harriette Kinberg to schedule CERT training for the 14 people who signed up to assist in the event of an emergency. Moya is also looking at a long-range effort to help people scan important documents and create their 72-hour kits.

Committee Reports

Sam is looking for a co-chair for the Communications Committee and wants to identify an individual who will be the point person for our connection to Village to Village network and WAVE (Washington Area Volunteer Exchange). The committee is working on refreshing the web site by consolidating information under tabs and adding new photographs. Larry Golfer is doing much of the prep work before passing information to Finley Martin. After the Island Party, they will add photos of auction items.

Business

Distribution of the annual report is nearly complete; we have received \$1,100 thus far in donations using the contribution form inserted in the report. A question was raised regarding the postage affixed to return envelopes. This was done to encourage residents to contribute to the Village. Carl will look into a postage paid stamp so that in the future we do not pay for postage that isn't used.

Dawn is working on publicity for the Village Dinner and Auction on September 10. She identified 8-10 publications that will run free ads as well as several that would charge for a month-long ad. After some discussion, the Board decided to go with the free ads only and post flyers in local businesses, libraries, etc.

We decided to reschedule the discussion of the new brochure layout to our August 22 meeting. The brochure will be completed by the end of August.

Dawn revised her analysis of four companies to provide credit card processing services. Her recommendation was to use Flagship Roam Play based on the cost and range of features.

**Motion:** Ann moved and Carol seconded that we use Flagship for credit card services. Motion passed. Dawn will look into using Flagship on our web site as well.

Carl reported that Jill Beres accepted our offer to be the Village Coordinator beginning September 1, 2013. We should have the signed contract within the week. Jill would like to check the office space available in Dawn's home before deciding where she would prefer to set up operations. Ann will notify the other candidates of the selection by phone.

We reviewed the evaluations completed by attendees at the emergency preparedness meeting on July 29. Feedback was positive. We will be setting up a CERT team and will seek assistance from one of the attendees who knows the structure of the emergency response system.

In Carl's absence Sam will organize the next general meeting, scheduled for September 30. Stuart will lead a discussion of membership options and the impact on our organization.

We discussed the need to plan for a membership drive this fall and to start the renewal process for current members. We will hold an event to recognize volunteers and help members and volunteers get to know one another.

Carl made a brief proposal of Board goals for the remainder of the year and linked each one to potential income that would support the Village. We will discuss this again at a future meeting.

The meeting adjourned at 5:00 pm. The next meeting will be August 22 at 3:00 pm at the Mason District Governmental Center.

Respectfully submitted,

Carol J. Bursik, Secretary