

Minutes of the Regular Meeting  
of the  
Lake Barcroft Village Board of Directors  
April 12, 2018 v2 Final

A Regular Meeting of the Board of Directors of Lake Barcroft Village, Inc. ("LBV" or the "Village") was held on Thursday April 12, 2018 at the Mason District Governmental Center. Ron called the meeting to order at 4:00 P.M.

ATTENDING:

Ron Karpick, Jane Guttman, Ellen Feldstein, Ross Kory, Hugh McKay, Richard Morton, Sam Rothman, Victor Utgoff, Pedro Turina, and Cindy Waters, LBV Executive Director.

APPROVAL OF MINUTES:

Jane moved and Sam seconded that the minutes from the March 8, 2018 LBV BOD meeting be accepted. The minutes were approved unanimously.

PRESIDENT'S REPORT: Ron Karpick

Suggested that we develop a Village Strategic Plan for our way forward.

- Ross said that a Strategic Plan contains mission, short and long term goals (including growth goals) and how to measure progress on these goals and financial projections.
- Jane said that strategic planning must await the Board membership decisions.
- Vic indicated the Board had the experience to create a strategic plan.
- Sam said he would provide feedback from previous attempts.
- Richard suggested sending an outline to membership and asking for help.

TREASURER'S REPORT: Ross Kory

The LBV March Financial Report (Attachment 1) reflects red ink in the projected variance column. This simply documents (1) We bought a laptop and paid for new meeting signs that were not included in the Equipment budget; and (2) As we discussed at the last meeting, the 2941 Brunch may cost \$1200 -\$1300 more than we had in the budget for the Anniversary event. He noted that Interest income and Amazon Smile revenues will likely exceed our estimate for miscellaneous income. He plans on using financial projections for more rigorous capture of our current and future financial position for future budgets. LBV does not need to submit to IRSE the form 990EZ but can continue to use form 990N.

- Ellen asked for the procedures governing approval and payment for Program Activities. there is no formal process at this time. The planned Procedure and Policy Manual will address this issue among many other items..

EXECUTIVE DIRECTOR'S REPORT: Cindy

She distributed updates for the individual Board member's Leadership Notebooks.

Current Membership/Volunteer Status

Members: Total to date: 84 (a couple on Pinetree is contemplating joining; two new members: Nancy Shands, Whispering Lane; Mike Gaffen, Cavalier Corridor.

Certified Volunteers: 84 (potential new volunteer to be trained next week)

Events for March 2018

Silver Foxes luncheon – Mussel Bar and Grill – 6  
 Spanish Conversation – 4 members + 3 guests = 7  
 Co-ed luncheon – Raaga – 5 members + 1 guest = 6  
 Stretch and Balance – 15 total  
 German Conversation – 1 member + 3 guests = 4  
 Happy Hour – 24 members + 12 guests = 36  
 Village Coffee – 9 members  
 March Quarterly Meeting = 24 members + 6 guests = 30  
 Village Symposium = 13 members + 12 guests = 25  
 Total event numbers = 138

Request By Assistance Category for March 2018

Computers & Technology Assistance – 1  
 Cooks on Call - 4  
 Home Maintenance & Repair – 1  
 Home Security Check - 1  
 Transportation – 18

COMMITTEE REPORTS:

**Operations:** Richard

- Will work with Sam, Hugh and Ron on Policy and Procedures draft.
- Keeping In Touch (KIT) database is complete with locations of people and identification of captains for each section. It needs to be decided what information goes into the Directory and how it is published - either print it ourself or pay to have it printed and bound. Ron asked Richard to get with Adele Neuberg and Louise Ziebell to determine the contents of the Handbook and to suggest to the Board how the Handbook should be printed and distributed..

**Programs:** Ellen provided a schedule of program activities and indicated that LBV activities are shown in the Lake Barcroft Newsletter schedule. There was a general discussion of potential future program activities such as a photographer's group, chess and backgammon.

**Membership:** Vic

Vic indicated that potential members are most interested in what the village offers, services and social opportunities. He stressed the importance of contemporary friends. How do we develop new social activities for our members? Ellen suggested that all suggestions be shared with Cindy and any Board members to bring to the Program Committee and to the Services Committee.

The Board discussed ways of improving interaction with membership on potentially attractive and needed additional services. Ross mentioned a focus group with a trained leader.

**Communications:** Jane

#### **Lake Barcroft Newsletter**

Next articles will be about:

- The Board decision on Social Membership.
- The Dr. Stanton Samenow Symposium.

#### ***The Villager***

Next issue is coming up: deadline April 30. Articles about our social activities and programs might be useful, but writers are needed.

Anne will interview Janet Kerley.

#### **Web Site**

BOD officers updated.

**Fundraising:** Cindy

Cindy indicated that the Dogfish LBV fundraiser was on and solicited Board members to both attend and to stay to interact with patrons attending. Cindy announced that the Dogfish fundraiser would be the last fundraising event she would organize.

Jane indicated the Board needed a dedicated fund raiser.

**Volunteer Services:** Pedro.

Pedro noted that April is Volunteer Appreciation month. He suggested having 3-4 events throughout the year so that the volunteers would be appreciated and would get to know each other. Richard noted that the BBQ last fall was for volunteer appreciation and not for meeting each other. This year's Volunteer Appreciation activity needs to be defined for date, place and type of activity. Pedro also felt that he would like to quantify the services provided, such as number of miles driven and hours of technology support. He felt that this would be helpful to show the community what the Village actually did. Cindy felt that this information might be difficult to obtain and is usually used for grant applications.

**Old Business:**

- Ron will present the new Social Membership category at the June Quarterly Membership meeting; no other program would be needed.
- For the September 10, 2018 Quarterly Meeting, we need a program. The Shingles play and an AARP speaker will be considered..

**New Business:**

- Ice Cream Social on June 16, 2018. Ron will communicate with Annie O'Neill if we can have a table to pass out Village information.
- Signage. Ron asked Pedro to design an event sign to be used at activities such as the Ice Cream Social. The LBV banner is large and does not lend itself to smaller events..
- Ron asked everyone to be aware that the Biennial Report is coming up. Cindy said she enjoyed the earlier Biennial Reports which had more photographs in them.

The Meeting was adjourned at 5:51 PM

The next LBV Board meeting on 5/10/18 will be at 4PM at the Mason District Government Center.

Respectfully Submitted: Hugh McKay

# ATTACHMENT 1 - THE LBV TREASURER'S REPORT

## LAKE BARCROFT VILLAGE March 2018 FINANCIAL REPORT

	March	2018 Actuals to date	2018 Budget	Current Variance Estimates
<b>REVENUE</b>				
<u>Donations</u>				
Corporate/B&P		\$ -		
Individual	\$ 725.00	\$ 1,625.00		
<b>TOTAL DONATIONS</b>	<b>\$ 725.00</b>	<b>\$ 1,625.00</b>	<b>\$ 12,000</b>	
<u>Fundraising Event Proceeds</u>				
<b>TOTAL FUNDRAISING EVENTS</b>		<b>\$ -</b>	<b>\$ 3,000</b>	
<u>Membership Dues</u>				
New	\$ 500.00	\$ 1,750.00	\$ 2,000	
Renewing	\$ 2,875.00	\$ 7,250.00	\$ 34,000	
Other Types of Membership		\$ -		
<b>TOTAL MEMBERSHIP DUES</b>	<b>\$ 3,375.00</b>	<b>\$ 9,000.00</b>	<b>\$ 36,000</b>	
<u>Other Income</u>				
Miscellaneous	\$ 25.69	\$ 93.53	\$ 300	\$ 150
<b>TOTAL OTHER INC</b>	<b>\$ 25.69</b>	<b>\$ 93.53</b>	<b>\$ 300</b>	<b>\$ 150</b>
<b>TOTAL REVENUE</b>	<b>\$ 4,125.69</b>	<b>\$ 10,718.53</b>	<b>\$ 51,300</b>	<b>\$ 150</b>
<b>EXPENSES</b>				
<u>Personnel</u>				
*Executive Director Comp.	\$ 2,662.00	\$ 7,744.00	\$ 31,702	\$ -
Employer Payroll Taxes	\$ 203.64	\$ 592.41	\$ 2,425	\$ -
Payroll (ADP) Service Fee	\$ 38.00	\$ 221.30	\$ 522	\$ -
ED Backup		\$ -	\$ 400	
<b>TOTAL EXECUTIVE DIR.</b>	<b>\$ 2,903.64</b>	<b>\$ 8,557.71</b>	<b>\$ 35,049</b>	<b>\$ -</b>
<u>Operating Expenses</u>				
Business registration--SCC		\$ 50.00	\$ 75	
Copying and Printing--Local		\$ -	\$ 200	
Postage, Mailing Service	\$ 152.14	\$ 397.14	\$ 500	
Telephone/Internet	\$ 97.50	\$ 292.50	\$ 1,500	
Supplies	\$ 33.98	\$ 33.98	\$ 1,200	
Equipment/Software	\$ 223.60	\$ 1,040.17	\$ -	\$ (1,040)
wix.com		\$ -	\$ 250	
Insurance (Org&Officers)		\$ -	\$ 2,900	
Service Fees			\$ -	
Bank Fees	\$ 4.00	\$ 12.00	\$ 50	
PayPal/Donation	\$ 16.50	\$ 19.50	\$ 150	
Credit card fees		\$ -	\$ -	
Dues/Subscriptions				
Checkbook, etc.		\$ -	\$ 700	
VTV Memberships		\$ -	\$ 500	
WAVE	\$ 35.00	\$ 35.00	\$ 70	
DMV Checks		\$ -	\$ 50	
Background Checks		\$ -	\$ 350	
Registration fees/publications		\$ -		
Operating Expenses -- Other	\$ 5.00	\$ 5.00	\$ 100	
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 567.72</b>	<b>\$ 1,885.29</b>	<b>\$ 8,595</b>	<b>\$ (1,040)</b>
<u>Professional Development</u>				
(V-o-V Conf.)	\$ -	\$ -	\$ 3,000	
Miscellaneous			\$ 1,000	
<b>TOTAL PROFESSIONAL DEVELOPMENT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,000</b>	<b>\$ -</b>

ATTACHMENT 1 - THE LBV TREASURER'S REPORT  
(CONTINUED)

**LAKE BARCROFT VILLAGE March 2018 FINANCIAL REPORT**

	March	2018 Actuals to date	2018 Budget	Current Variance Estimates
<u>Professional Services</u>				
Misc. (Review+Honoraria)	\$ 127.00		\$ 1,600	
<b>TOTAL PROFESSIONAL SVS.</b>	<b>\$ 127.00</b>	<b>\$ -</b>	<b>\$ 1,600</b>	
<u>Fundraising Events</u>				
Event 1		\$ -	\$ 1,000	
B&P Club		\$ -		
<b>TOTAL FUNDRAISING EVENT EXPENSE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000</b>	
<u>Special Events</u>				
Anniversary Dinner	\$ 500.00	\$ 500.00	\$ 4,500	\$ (1,267)
Volunteer BBQ		\$ -	\$ 500	
Summer Social		\$ -		
<b>TOTAL SPECIAL EVENTS</b>	<b>\$ 500.00</b>	<b>\$ 500.00</b>	<b>\$ 5,000</b>	<b>\$ (1,267)</b>
<u>Meetings</u>				
General Membership Meetings		\$ -	\$ 250	
<b>TOTAL MEETINGS</b>		<b>\$ -</b>	<b>\$ 250</b>	
<u>Membership &amp; Program Activities</u>				
		\$ -	\$ 1,000	
<b>TOTAL MEM. PROGRAMS &amp; ACTIVITIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000</b>	
<u>Marketing</u>				
Holiday Cards- LGolfer			\$ 500	
Annual Report & Shipping		\$ -	\$ 150	
<b>TOTAL MARKETING</b>		<b>\$ -</b>	<b>\$ 650</b>	
<u>Other Expenses/Contingencies</u>				
		\$ -	\$ 1,000	
<b>TOTAL OTHER/CONTINGENCIES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000</b>	
<b>TOTAL EXPENSES</b>	<b>\$ 4,098.36</b>	<b>\$ 10,943.00</b>	<b>\$ 58,144</b>	<b>\$ (2,307)</b>
Total Income	\$ 4,125.69	\$ 10,718.53	\$ 51,300	\$ 150
Total Expenses	\$ (4,098.36)	\$ (10,943.00)	\$ (58,144)	\$ (2,307)
<b>NET INCOME</b>	<b>\$ 27.33</b>	<b>\$ (224.47)</b>	<b>\$ (6,844)</b>	<b>\$ (2,157)</b>

SNAPSHOT

**REVENUE**

Donations \$1,625  
Renewals \$2,875  
New \$500

**EXPENSES**

Signage \$224

**End of Month Balances**

    Checking Account \$50,180.34  
    CD +Interest Check Balance \$40,297.82  
    **Total \$90,478.16**