

LAKE BARCROFT VILLAGE, INC.

Minutes of the Board of Directors Meeting
February 17, 2014

Attending: Moya Atkinson, Carol Bursik, Ann Cook, Dawn Donald, George Erikson, Stuart Feldstein, Dale Gianturco, Jane Karpick, Adele Neuberg, Carl Neuberg, Julie Uritus, and Clyde Williams.

Carl called the meeting to order at 3:00 pm at his home in Lake Barcroft.

Minutes: The Board reviewed the minutes of the January 9 meeting.

Motion: Ann moved and George seconded that the minutes be approved. Motion passed.

Carl noted that we are assembling all prior documentation on the Village and that George will provide Task Force minutes, which we will scan and place on the web site. Notes compiled by Ann and D'Wayne Gray will also become part of the historical record, but will not be treated as minutes. Carl reported that the Articles of Incorporation were amended and approved on March 3, 2013. They state that there is only one membership category, so if associate membership is approved, we will need to update the Articles.

Treasurer's Report: Dawn distributed several documents by e-mail before the meeting, including the Profit and Loss Budget Performance for January 2014 and the detailed income and expenses for that month. Julie prepared a spreadsheet of LBV Membership Tabulations showing member payments by month; we currently have 83 members and 55 memberships. We had net income in January of \$22,396 and expenses of about \$5,000. Balance in the checking account was \$65,062 at the end of January.

Dawn presented the proposed budget for 2014, along with figures for the 2013 budget and the actuals from that year. She also provided a narrative of the assumptions the Budget Committee used in drafting the budget. During discussion, questions arose concerning the need to indicate how each line item is derived. Dawn will obtain that information and provide it to the Board.

Motion: George moved and Clyde seconded that we adopt the proposed budget. The Board discussed how to treat this budget, since a new Board will be taking office in March and may want to make adjustments. It was decided to take a vote on the budget as presented and to recommend that the new Board review and revise the plan as necessary. Motion passed.

Village Coordinator's Report: Julie distributed a statistical report on membership, attendance at events, and requests for assistance in January. In early February she created the first newsletter for volunteers to communicate information to them about the Village and caregiving for seniors. Julie proposed that we publicize LBV through the Newcomers Open House on March 23 and that we participate in National Volunteer Week, April 6-12, by recognizing our volunteers and reaching out to groups within the Lake and the surrounding community.

Committee Reports

Programs (Moya): The class on communicating through information technology drew 5 people to the session. The committee is figuring out how to best provide monthly shuttle service to museums. There has not been much interest so far, but the inclement weather has had an impact on many activities. The recurring programs, like the co-ed lunch and Happy Hour, continue on schedule. We will be sponsoring a trip to Providence Players again.

Communications: No report at this time.

Membership (Adele): Nan Brent hosted a brainstorming session at her home on January 23. Participants included some younger residents and several people who have not attended other Village events. At the last WAVE meeting they advocated using current members to recruit new

members. As a way to facilitate this process the Neuberger will be holding a soup supper soon, and the committee would like to encourage others to do the same. We need to publicize the Get a Member/Get a Free Month initiative.

Fund Raising (Dawn): No report at this time.

Volunteers (Jane): The committee is planning a coffee and a wine-and-cheese party so that they can meet the volunteers and the volunteers can get to know each other. They will be identifying homebound individuals who want to be contacted during weather emergencies for any assistance they may need. The committee is seeking legal advice to determine what types of assistance we can provide.

Planning (Dale): No report at this time.

Services (Clyde): The committee is working on a list of tasks associated with the external house check service and adding morning phone calls for people who want to be contacted. Julie suggested we offer to housesit for members who are involved in the funeral of a family member; she did this for one of our LBV members today. Other ideas for new services need to go through the Services Committee. It was suggested that due to the overlap of Services with the Volunteer Committee we should consider combining the two groups in the future. It was further suggested that we create a new committee for special events planning.

WAVE (Washington Area Volunteer Exchange) Meeting: Carl reported on the meeting he and Julie attended. The following are highlights from the WAVE discussion:

- *Software is in development that could be used by all villages in support of every aspect of operation.

- *Village to Village will be holding a national meeting in October in Washington, D.C. All Board members should consider attending. Registration fee will run about \$200.

- *The best way to market to new members is to invite them to small get-togethers with existing members. It is more effective to provide actual accounts of services received than to itemize the available services.

- *Overnight trips to events have proved to be a popular social activity.

- *Rotating staff and management positions keeps a village healthy and avoids "Founders Syndrome."

- *Associate Membership fosters involvement of younger people, brings in new ideas, and generates more revenue.

- *Social media can be an effective tool for communicating with members and non-members about a village. An intern could be assigned to create a presence on Facebook.

2014 Auction: Adele reported that 12 people recently met to review the 2013 auction. Another meeting is scheduled with a smaller group to brainstorm what needs to be done for this year and to map out a plan.

Business:

Associate Membership: Stuart reported that the ad hoc committee is researching questions that have been raised by the Board. They prepared a one-page list of questions that they are posing to each village they contact. The information they gather will be used to respond to questions

from members at the next Village meeting. The schedule calls for sending the committee's proposal on associate membership to all members by e-mail on March 1. A presentation and discussion will be the focus of the quarterly meeting on March 17 at Mason District Governmental Center. Using the input from members, the Board may revise the proposal as necessary before putting it to the members for a vote.

Nominations Committee: Stuart announced that the committee, consisting of Bruce Meigs, Susie Hall, Ann Cook, and himself, met three weeks ago. They sought to identify five candidates for the three vacancies in accordance with the Board decision on the size of the slate. Sam Rothman and George Erikson have agreed to run for another term. Seven other members were contacted about running for director; five declined to run and two are still considering. Ann Cook agreed to stand for re-election and is no longer a member of the Nominations Committee. We need two additional people to complete the slate.

Village Meeting Program: The next meeting will be on March 17, and the Volunteer Committee will organize logistics and refreshments. We decided to show the Brian Williams clip on villages, which was broadcast recently on NBC Nightly News. The agenda will include a description of new services and the discussion of associate membership. Clyde suggested that we mention the File of Life, which contains vital information about household members and which homeowners should attach to the refrigerator. The Fire Department looks for this first whenever they enter a home in an emergency situation. We can attach LBV contact information and distribute the packets to our members and neighbors.

Annual Report: Dawn prepared the report last year and is willing to coordinate work this year. Each committee should write a report of their activities in 2013. The Communications Committee will also be involved in developing the report.

The meeting adjourned at 5:00 pm. The last meeting for this Board will take place on March 13 at 3:00 pm in the Mason District Governmental Center.

Respectfully submitted,

Carol J. Bursik, Secretary