

# Lake Barcroft Village, Inc.

## Minutes of Regular Meeting of the Board of Directors

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**November 10, 2016**  
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A Regular Meeting of the Board of Directors of Lake Barcroft Village, Inc. ("LBV" or the "Village") was held on Thursday November 10, 2016 at the Mason District Governmental Center commencing at 3:00 p.m.

### ATTENDING

Sam Rothman, Ron Karpick, Peg Veroneau, Adele Neuberg, Nancy Mattson, Richard Morton, George Erikson and Jane Guttman attended the meeting, along with Cindy Waters, LBV Executive Director. Sam Rothman, LBV Co-President, brought the meeting to order at 3:07 p.m.

### APPROVAL OF MINUTES

Minutes from the October 13 board meeting were approved. It was agreed that in the future committee reports would be uploaded to Google Docs rather than distributed. Jane will write a procedure for using Google Docs.

### TREASURER'S REPORT

Peg will be setting up the 2017 budget and needs a committee. She said she would ask Carl Neuberg. Richard asked if the president or vice president should be on the committee. George said that the resulting budget is brought to the Board for approval in any case.

### EXECUTIVE DIRECTOR'S REPORT

Sam asked how many certified volunteers haven't done any volunteer work. Richard thought 23, but Cindy said that some volunteer to drive but are not called upon. Sam asked how many high school kids were volunteering. Cindy said that a third had signed up this week and a woman had wanted to get her 10- and 12-year-old children involved. The children bundled up sticks for a member recently. In all, there are six children available to help.

### COMMITTEE REPORTS

**Membership:** Adele offered kudos to the Membership Committee for the survey and obtaining so many responses. Richard asked when the results would be available. Ron said that the survey was supposed to end on October 19 but the end date has been postponed and the results would be available in January. He noted that most members said they didn't want to volunteer for the Board.

Ron reported on the V to V meeting. He said he had gotten a suggestion that the nominating committee start early in looking for Board members and groom people by taking them to lunch, getting them involved in a small task, and then asking them to join the Board.

There is no cookie-cutter village. Ron gave as an example the Cape Cod Village which is all volunteer. Dues are \$75. The average age of members is 85. None of the members is a volunteer. This village uses Club Express.

The survey from the University of California at Berkeley will be on the V to V site and will show what services Villages provide.

**Operations:** The Board discussed the need for a strategic plan. George said he has papers on the original strategic plan and will look for them. Richard suggested to George that if he finds the old strategic plan, and there is some indication as to who wrote it, he should ask them if they can provide soft copy. Cindy said that there should be information for the committee chairs in the Leadership Book or in a Policies and Procedures book. It was discussed that the committee chairs write up what we do.

**Communications:** Jane mentioned the need for writers.

**Fundraising:** Cindy contacted Pat Payne about the Signature Theater. She and Pat are going to discuss the options. The report will be brought to the Board in December. George asked how often we wanted to have a fundraiser. Jane suggested every other year. The motion was seconded and approved. Richard said that the only task with a fundraiser at the Signature was to sell tickets, but that we only get a small portion of the proceeds. He suggested that we add a silent auction. We discussed advertising in Arlington and Alexandria. Ron suggested advertising at WAVE.

**Programs:** Nancy Mattson said the November/December calendar was issued. The special events include the Antique Appraisal on Nov. 17, the Quarterly Meeting with a presentation on "Are You Scam Savvy?" on November 14. In December there will be a visit to the Holiday Train Show, the Holiday Market, and the Providence Players Christmas show with dinner beforehand at La Granja de Oro.

Clyde Williams is developing a list of board games for a possible event. So far there has not been any interest in a French conversation group.

The Pot Luck was so successful that the Village plans another. In addition, there has been interest in a cruise out of Baltimore Harbor.

**Volunteers and Services:** Adele said she and Richard were considering a goal of signing up a new volunteer each month. Cindy said she had gotten five new drivers from the Book Club when they discussed getting people to the polling place. George asked if we were underutilizing our volunteers. Adele said that issue would be on the agenda for the committee. Richard noted that we need another category in the database for volunteers who are not service providers. Cindy said that she would also need us to send her the information on the volunteers.

#### OLD BUSINESS

Sam said that he and Jane will do the Annual Report. He asked if any of the WAVE ideas appealed to the Board. Sam said that he spoke to V to V regarding reciprocal memberships but that has not become operational. The Advisory committee so far consists of Ann Cook, Stuart Feldstein, Sally Determan and Dottie Bennett. Sam suggested Jane Woods.

Ron said that the Nominations Committee had met; he distributed a by-laws change proposal by email before the meeting. No action was taken regarding the suggested changes.

Anniversary party: Sam and Barbara Rothman, Peg Veroneau and Jane Guttman visited the room we would have at Clyde's for the Anniversary party. Peg offered to provide small flower arrangements for the tables. The name of the event will be "Sail into Spring."

Cindy will issue an email about a Virtual Grandparents' closet.

Adele reported on the meeting with the WID regarding a railing at a beach to make access to the water easier. George Waters has gotten a group together, including Luis Fernandez, Kevin Hardy and Carl

Neuberg. The probable location will be Beach 3, with Beaches 1 and 2 as second choices. Money from LBA is available for this project.

Adele and Richard discussed Club Express. The decision was that we do not need to make a change now since Richard is handling our database. Richard will continue to monitor the availability of other software programs and any changes with Club Express. The main audience for Club Express is large clubs, such as country clubs. Villages comprise 10% of their business. There is a new program available, Helpful Village, but so far it is a one-person shop. Cindy asked if we had asked for someone to help Richard. Richard said he had trained Mike Sternad but that there had been no need for Mike to take over. In the beginning of the Village, Richard put in 200 hours on the system and then in the six months after August 2013, another hundred hours. Recently there haven't been many changes. Cindy said the problems arise when the signatures change once a year.

Peg and Jane will work on the ad for the LB directory. Don Christian will be helping.

#### NEW BUSINESS

Moya's idea of day care was brought up. Nancy said that Fairfax has day care set up for seniors. The Board decided that we were not set up for professional help in that way.

Adele talked about having a Village history. Ann Cook has agreed to do the narrative of the early days.

Adele brought up accessibility of events. She asked if we wanted a policy that we would do our best to make events accessible. George said we could make a statement to that effect. Jane suggested looking into purchasing a ramp so wheelchairs could go up a few steps; that would make more houses accessible.

Jane brought up having a brainstorming session to get more people involved in what the Village provides. We discussed having it at someone's house. No decision was reached.

#### ACTION ITEMS:

Cindy agreed to:

- Get in touch with Charlotte Flounders about the Newcomers Package.
- Contact Pat Payne again regarding details of a fundraising gala at Signature.
- Send out an email to create a "Virtual" Grandparents' Closet

George agreed to:

- Look for the strategic plan papers
- Work on Policies and Procedures with Cindy

Adele and Richard agreed to:

- Discuss honoring volunteers.

Sam agreed to:

- Save the agenda as a pdf.
- Work on the Annual Report with Jane

Jane agreed to:

- Help Peg with the ad for the LB Directory.
- Send out procedures for Google Docs.
- Work on the Annual Report with Sam
- Put an article in *The Villager* that we have agreed to attempt to make events accessible or to help with accessibility.
- Write up the teenage and juvenile volunteers.

Peg agreed to:

- Work on the ad for the LB directory.
- Talk to Carl Neuberg about the Budget committee.

Richard agreed to:

- Monitor Club Express.
- Create a new category of volunteer for our database.

#### ADJOURNMENT

The meeting was adjourned at 5:00 p.m. The next regularly scheduled board meeting will be Thursday, December 8, 2016 at the Woodrow Wilson Library.

Respectfully submitted,

Jane Guttman