

**Lake Barcroft Village, Inc.**  
**Minutes of the Board of Directors**  
**January 10, 2019 V2**

**Present:** Ron Karpick, Richard Morton, Jane Guttman, , Ross Kory, Ellen Feldstein, Vic Utgoff, Pedro Turina and ED Cindy Waters , Guests: Mary Margaret Flannery and Shirley Timashev.

**Absent:** Sam Rothman (he called in to propose two motions)

**Call to Order:** President Karpick convened the meeting at 3:05 pm.

**Minutes:** The minutes of the December 13, 2018 meeting were approved as presented.

**Presidents Report**

Ron Karpick reported that based on feedback from board members regarding the evaluation of the Executive Director, Cindy will redo her job description and the evaluation form will be revised to reflect those activities for which she is responsible and measurable. In addition, she will add comments to her monthly report to share with the Board what other activities in which she has been involved. Her Board evaluation was overwhelmingly positive regarding her fulfilling her job description.

**Vice President's Report**

Jane, chair of the Nominating Committee, reported that the following candidates will be presented to the membership at the March Quarterly Meeting for election to the board of directors: Ron Karpick, Ross Kory, Mary Margaret Flannery, Jane Guttman and Shirley Timashev.

**Executive Director's Report**

Cindy reported that we currently have 75 full members, 9 social members, and 80 certified volunteers. Peter and Jackie Brown became Social Members on 1/1/19.

**Treasurer's Report**

The 2019 Budget, presented by Ross, was discussed and amended to include \$3,000 for conversion to new software for *Helpful Village* if, after a one-month evaluation, it is approved, plus an additional \$500 payment for monthly services. *Helpful Village* is a web-based system that would replace our current Microsoft Access-based home-made system. The budget, as amended, was seconded by Vic Utgoff and approved.

Two recommendations were made if *Helpful Village* is eventually approved:

A dedicated fundraising letter should be sent to all residents of Lake Barcroft explaining why the new software is needed and soliciting funds for same.

We should explore possible grants for funding the conversion project.

**Committee Reports:**

**Operations:** Richard presented six Policy and Procedure documents for consideration:

Fundraising – Approved

Insurance Coverage – Approved

Data Security and Confidentiality – Approved

Rides – Approved  
Board of Directors – Approved  
Assessment of the Executive Director – Approved

***Keeping in Touch***

Richard gave information that had been sent to him by the *Keeping in Touch* Co-chairs, Adele Neuberg and Louise Ziebell. They requested that information concerning people joining or leaving the Village be shared with them by email from the ED as quickly as reasonable to enhance the goals of *Keeping in Touch*. If the Team Leaders learn of individuals who are planning to move or who have a significant life event or anything thought to be important to share that information with the ED who will contact the member to learn if the Village can be of help to the member. After discussion, it was agreed that the proposal be accepted.

**Programs:** Ellen: On March 4 there will be a Symposium at the Mason District Governmental Center by Jason Samenow of the Capital Weather Gang.

**Membership:** After the new LBA membership list becomes available in March, Vic will prepare a list of those Lake Barcroft households with residents aged 65 or older. Board members will be asked to contact those who have not been contacted previously to try to interest them in membership – either full or social. Inviting them to a Happy Hour and Quarterly Meetings was one ~~suggestion~~. Use suggestion. Use of the tri-fold brochure as an educational tool was recommended.

**Expanding our Borders:**

Sam offered a two-part motion relating to the possible expansion of the Village membership area. After discussion, Sam withdrew his motion and the following was approved:

*Lake Barcroft Village should consider expanding its eligibility for membership to certain residential neighborhoods near Lake Barcroft and present this proposal at the March 2019 Quarterly Meeting for comments from the membership.*

**New Business:**

The board approved May 18, 2019, at 11:30 a.m. for the Annual Anniversary Party at the 2941 Restaurant. Cindy volunteered to take the lead.

The next meeting of the board will be held on Thursday, February 14, at **3 p.m.**

The meeting was adjourned at 5:04 p.m.

Respectfully submitted,

Ellen Feldstein  
Acting Secretary