

Minutes of the Regular Meeting
Of the
Lake Barcroft Village Board of Directors
November 8, 2018

A Regular Meeting of the Board of Directors of Lake Barcroft Village, Inc. ("LBV" or the "Village") was held on Thursday November 8, 2018 at the Mason District Governmental Center. Vice President Jane Guttman called the meeting to order at 4:03 p.m. In attendance were: Ellen Feldstein, Jane Guttman, Ross Kory, Richard Morton, Sam Rothman, Pedro Turina, Ron Karpick, Victor Utgoff and ED, Cindy Waters.

APPROVAL OF MINUTES:

Ellen moved and Ron seconded that the minutes from the October 11, 2018 LBV BOD meeting be accepted. The minutes were approved with small changes in wording.

VICE PRESIDENT'S REPORT: Jane noted that the LBA website description of LBV did not really describe us. She suggested adding the LBV Mission statement, but that does not convey the notion of social activities, so the following wording was accepted and Jane will send to LBA. *"Lake Barcroft Village is a community-based, membership-driven organization that provides ongoing assistance and social activities to its members who wish to remain in their homes, living as independently as possible and staying connected with their community".*

EXECUTIVE DIRECTOR'S REPORT: We have 77 Full members, 9 Social members and 81 volunteers. There were 73 event numbers and 9 requests for assistance (7 transportation).

TREASURER'S REPORT:

In October, we had donations of \$600.. There was \$750 from renewing members and no new social members. Our total revenue to date is still below what we budgeted. Significant expenditures included \$2,675 for insurance and \$351 for Washington Consumer Checkbook subscriptions. The estimated Current Variance Estimate for Net Income is a negative \$211.

Ross asked that the Draft Financial Management Handbook he passed out last month and revised with comments from Ron and Cindy be reviewed by each of the Board members. Comments should be sent directly to him before the next Board meeting for his collation.

COMMITTEE REPORTS:

Operations: Richard reported that all Policies and Procedures (Fund raising, Insurance, ED Evaluation, Board, Rides, and Privacy) will be sent out to the entire Board for comments. It is hoped that these can be reviewed before the next Board meeting in December.

The format and font size of the Keep-In-Touch directory has yet to be defined. Cindy has updates for the KIT data and she will write a paragraph for the introduction as to how the Directory should be used. She and Richard will work on downloading the information from the Village computer into a format for Richard to work with.

Communications: Jane shared that the deadline for the November Villager is tomorrow, 11/9, the deadline for the LBA newsletter is 11/15 and for the February Villager 1/30/19. The Trifold is complete and ready for printing. Cindy shared that McCabe's would print 1000 on 100 lb stock for \$314. Everyone agreed that that cost was reasonable and printing should take place. It was felt that the new trifold be given to all new residents of LB in the Newcomers basket and be available at gatherings of the Village, but the trifold would not be sent to the entire LBA community.

Biennial report: Material needs to be organized in short paragraphs and bullet points. Don Christian will be asked to help format it.
Priscella Weck has joined the committee.

Programs: Ellen reviewed items in progress:

- Ellen noted the December Snappy Tappers show is scheduled for 1:00PM December 10th at St Albans Church on Columbia Pike. Cookies, coffee and tea will be served.
- Need suggestions of individuals who would be appropriate for our Seminar series. Please tell her of people you know who have special talents, interesting hobbies or jobs.

Membership Committee: Vic is concerned with the members who do not participate in events and activities. He would like to know why they do not participate and if these concerns need addressing.

It was suggested that Vic ask at least one person to assist him in Membership.

Jane suggested that new members be introduced to current members at Happy Hour and other events. Ron felt that we should put our efforts regarding new members into the present LB residents by asking them directly if they would like to join. Discussion ensued regarding the fact that most LB residents know about the Village and have elected not to join, but Ron wonders if they have been personally asked to join. Cindy suggested interviewing some of the recent new members to learn why they joined and put the replies into an article for the LBA newsletter. It will be of interest with the new dues statement how many Full members will join as Social members. Another potential Village LBA article could highlight the value of the social aspects of the Village as noted in the paper written by Vic.

Volunteers/Services: Pedro noted that there were 14 people at the Nov. 3 training program. The question arose as to whether we could have snacks at the meeting so that the attendees might

mingle before and after the session as long as the room was not reserved for another group immediately after ours.

The total cost of the Volunteer Picnic was \$320.

OLD BUSINESS:

- Holiday cards. Two of Larry Golfer's photos were shown and the beach scene was selected for the card. The cards will be sent to full and social members, donors and vendors, but not to B&P members as no one signed up in that category this year.
- Nominating committee: Jane related that the committee met at Starbucks, developing a list of 4 potential individuals for the one open Board position as a result of Hugh's resignation with 2 years remaining in his position.

NEW BUSINESS:

- Ross will communicate with Justice High School about getting a photographer for our events.
- Board Handbook: It was discussed that each Board member develop a job description and tailor their Handbook so that it can be passed on to the next Board member fulfilling that job. Richard pointed out that he wears 2 hats: data base administrator and head of Operations Committee so will need to develop 2 notebooks.
- Village computer support: At the present time Richard Morton is the only one who has a complete grasp of the system which we adapted from the system used by Alexandria-at-Home Village. Mike Sternad was trained in the past, but has not used the program in a long time. Jane felt it would be best if we could use a commercial program so that problems could be addressed outside of the Village and not be dependent on one person knowing the system. Richard noted that the present commercially available systems do not print out reports which we need. WAVE is looking at several new commercial products and will be sharing their reviews this coming year.

Next Board meeting: December 13, 2018 at 4 p.m. at the Mason District Governmental Center.

Next Quarterly Membership meeting: 3/11/19 at 8 & PM at the Mason District Governmental Center, there will be Board Election and the educational topic will be "Fall Prevention". Cindy will help organize.

Next Village to Village Annual conference: 9/18-20/2019, Chicago, IL.

The meeting was adjourned at 5:52 p.m.

Respectfully submitted,
Ron Karpick