

**Lake Barcroft Village**  
**Board of Directors Meeting**  
MINUTES OF 13 JUNE 2019

A regular meeting of the Lake Barcroft Village Board of Directors (BOD) was held on 13 June 2019 at Mason District Governmental Center, 6507 Columbia Pike, Annandale, Va. A quorum being present, the meeting was called to order at 3:03 pm.

**Members present:** Mary Margaret Flannery, Jane Guttman, Ron Karpick, Ross Kory, Richard Morton, Shirley Timashev, Pedro Turina, Vic Utgoff, and Executive Director (ED) Cindy Waters. **Absent:** none

The minutes of the 9 May 2019 meeting were approved as read. As a quorum was not present for the May meeting, the minutes of the 11 April 2019 were also approved as read.

The following reports were distributed to board members in advance; a copy of each is retained by the Secretary. Summations and additions are provided in each category, below.

**President's Report:** Jane reported that there is little evidence that residents of Barcroft Woods are interested in LBV membership. She questioned the BOD about soliciting other neighborhoods. It was noted that Ravenwood Park is contiguous to Lake Barcroft and has a civic association.

Shirley made a motion that the LBV reach out to Ravenwood Park, in the same manner as it did with Barcroft Woods, to ascertain if residents are interested in becoming LBV members or volunteers. The motion was seconded and passed unanimously.

*Action Item:* Jane will contact the Ravenwood Park Civic Association to assess their interest.

*Action Item:* Vic will contact Dave Remy of Barcroft Woods to issue LBV Happy Hour invitations to potential Village members/volunteers. Vic will also be in touch with Sam Rothman to see if Sam's friends in Barcroft Woods would be interested in joining LBV. He will also get their help identifying two other residents with whom he had promising discussions and contact them as well.

Richard reported that he met with Tanya Disselkoen of Fairfax County's Long Term Care Development Program. She has been a Village liaison who provides information on marketing, long-term viability, and fundraising. Cindy will contact their office with questions about services that Fairfax County could provide to LBV.

**Vice-President's Report:** Vic had nothing to report.

**Executive Director's Report:** Cindy stated that the Village has lost 4 members since compiling her May report. She continues to cull the list of current volunteers as many have been inactive. She will post a note on Lakelink recruiting new volunteers.

*Action Item:* Vic asked Cindy to report on the changes in types and numbers of membership in the last 18 months.

**Treasurer's Report:** Ross reported that LBV is currently closely aligned with its budget. He noted that if the Village membership drops below 70 it will mean total revenue of less than \$30k and at least \$15k in donations will become necessary.

## **Committee Reports:**

Operations—Richard reported that the trial period of Helpful Village has begun and that he, Jane, Ross, and Cindy are testing its functions relative to how they can be customized to the Village's needs. A question arose as to the security of a Helpful Village website.

*Action Item:* Jane will check the HV packet to determine if its URL will be an "https."

Communications-- The LBV website displays Anniversary Party photos and announced the Stefanie Gans presentation for the June 10<sup>th</sup> Quarterly Meeting. The July Lake Barcroft Newsletter will contain a writeup about the Stefanie Gans presentation. Articles in the next *Villager* will include the Stefanie Gans presentation and photos from the Anniversary Party. Suggestions and articles are welcome for the upcoming July 30<sup>th</sup> *Villager* deadline.

Fund Raising—The BOD was asked to think about other venues for fundraising, such as was done with Bawadi Grill, and to remember that the volume of business determines the business's donation.

*Action Item:* Cindy will check with both Dogfish Head Alehouse and Foxfire Grill about hosting fundraisers.

Shirley reminded the BOD that she will be attending the Village to Village Network Conference in September from which she hopes to bring back fundraising ideas.

In relation to fundraising it was decided that LBV will formally recognize corporate donors as "sponsors."

*Action Item:* Jane will list corporate sponsors on the LBV website and inform the companies of such.

Relative to fundraising and in the interest of lowering expenses, Shirley moved that LBV discontinue sending annual holiday cards. The motion was seconded and carried with 6 Yea-s and 2 Abstentions.

It was decided that holiday greetings would be sent to Village members and volunteers via PDF in email. Supplemental to this, members and volunteers would be invited to an enhanced Happy Hour in December provided it doesn't conflict with the current Programs calendar.

*Action Item:* Jane and Cindy will find an open date in December and ask Lee Jay Nelson to provide music. They will seek the Programs Committee approval for this calendar addition.

Programs—Cindy reported for Cathy and Clyde Williams, the new co-chairs leading a substantial committee. Calendar activities for June, July, and August have been established. Potential future programs include music for the August Happy Hour; museum visits in September; the topic of shipwrecks for the October Symposium; winetasting in early 2020; and a potential Green Spring Garden tour, date unknown.

It was also decided to continue to encourage Village members to host a meeting on a topic of special interest. It's recognized that if there is enough general interest these can lead to monthly Program meetings. On this topic, the BOD has noted that a crucial element is a person who is willing to make meeting arrangements and become the point of contact (POC.) In that event Cindy and Jane will make announcements in email and on the LBV website to help the POC gauge interest.

Membership—Vic distributed 9 pairs of Happy Hour "ticket" invitations at the Ice Cream Social. He is pleased with the strategy and would like to include the tickets in LBA Newcomer Packets as well as all LBV brochures.

*Action Item:* Cindy will distribute LBV brochures to board members. Vic will send a PDF of the tickets to all board members who will print them at home to slip into the brochures.

*Action Item:* Mary Margaret will invite Maurice Gervais to a Happy Hour as he has a potential interest in the LBV.

Vic reported that 20 of the 35 LBV day-glo vests have sold. He will bring some to the June 22<sup>nd</sup> Happy Hour.

*Action Item:* Cindy will include the vest information in the next Happy Hour announcement.

Volunteers and Services—Pedro noted that after Cindy has updated the volunteer list he will have a better sense of how many and what kind of new volunteers are needed.

There is no volunteer appreciation plan yet.

*Action Item:* Pedro will contact Glory Days to determine if they would be willing to make hosting arrangements comparable to what they did for the LBA volunteer appreciation event.

There was discussion regarding health-support subgroups as part of the service component to LBV members.

*Action Item:* Pedro will obtain information and materials on diabetes from Culmore Clinic, in support of a potential diabetes subgroup.

*Action Item:* Shirley will write a description of a diabetes subgroup for the next *Villager* issue.

*Action Item:* Jane and Richard will meet with the heads of the Membership, Volunteers and Services, and Programs committees to more clearly define what LBV activities fall under each of those committees.

Symposia Speakers—Ron reported that an exercise topic/program for the September 9<sup>th</sup> meeting is still a work-in-progress.

**Old Business:** Cindy reiterated her April findings: Advisory Councils are not used in other regional Villages. Jane commented that since we only heard from one member of the Advisory Committee in response to our letter, it was in essence already defunct.

**New Business:** The BOD still has board member vacancy. It was noted that Cathy and Clyde Williams contribute a lot to LBV with their work on the Programs Committee.

*Action Item:* Vic is pursuing some potential replacements to serve on the BOD.

Jane would like board members to analyze how the Keeping In Touch (KIT) group liaisons with the LBV BOD. Currently, KIT reports to Pedro as part of Volunteers and Services.

*Action Item:* Pedro will contact the KIT organizers to discuss how they are fulfilling their stated role vis-à-vis Village members.

Cindy will begin enacting background checks on lifeguard candidates for the LBA and pass the cost on to the LBA. LBV has received from LBA an indemnification letter in this regard and will require the LBA do so on an annual basis while the service is needed.

Next Quarterly Membership Meeting: Monday, 9 September 2019, 7pm, Mason District Governmental Center

Next Board Meeting: 11 July 2019, 3pm, Mason District Governmental Center

The meeting was adjourned at 5:08 pm.

Respectfully submitted,

Mary Margaret Flannery  
Secretary