

LAKE BARCROFT VILLAGE, INC.

Minutes of the Board of Directors Meeting
April 4, 2013

Attending: Moya Atkinson, Carol Bursik, Dawn Donald, George Erikson, Stuart Feldstein, Dale Gianturco, Sunny Greene, Carl Neuberg, and Sam Rothman. Harriette Kinberg and Clyde Williams were guests. All Task Force members received an invitation to the meeting.

Carl called the meeting to order at 3:02 pm at the Woodrow Wilson Library.

Approval of Minutes

The Board reviewed minutes of the meetings held March 21 and March 28.

Motion: George moved and Sunny seconded a motion to approve both sets of minutes. Motion passed.

Report of the Village Coordinator

Moya distributed a detailed report of our members, volunteers, service requests, and attendance at Village events. She reported that business is picking up, and with 67 vetted volunteers we are able to meet the members' needs. However, there are gaps in volunteer availability due to vacations, and we need more people with computer expertise. Sunny is sending birthday cards to our members, using the work of Lake Barcroft artists and photographers. The database continues to be developed; we need more work on capturing data on donors and vetted service providers. The Board briefly discussed whether we need an advisory council from the membership or an ethics group.

The question was raised as to whether new residents receive information and an application form for joining the Village. Cindy Waters can list us along with other Lake Barcroft organizations in the literature she provides to new folks; however, she has to operate within the covenants of the Association. Realtors can pass along information about the Village to prospective buyers.

Treasurer's Report

Dawn reported that the March expenses have been turned over to Peggy Veroneau, our bookkeeper, and Dawn will make a full report after receiving the reconciliation. At the end of March, the Village had \$42,900 in the bank, plus three new memberships that were not counted until April.

Our membership total is now 84.

Old Business

The contract for our Village Coordinator has been extended to September 13, 2013. We will begin recruiting for a new staff member so that we can have someone on board by July 15 for a two-month transition period.

George and Sam are working on completing their background checks as volunteers.

Carl will be meeting with Richard Morton, our database administrator, to review concerns with the system and to ensure that the associate database administrator, Michael Sternad, is on board with the current state of our database.

We are seeking a new web administrator and a site for hosting our web pages. Bill Cook will be handing off these responsibilities to a new volunteer. Any leads should be sent to Carl. Larry Golfer will continue his work with the Communications Committee, which involves preparing ads for the LBA directory and newsletter, updating the web site and calendar, photographing Village events, posting notices to LakeLink and VillageLink, and putting up road-side signs announcing our meetings.

Carl surveyed the Board to see how we are coming with phone calls to Village members. Some calls still need to be made. In general, people are pleased with the Village but some are hesitant to use the services. Stuart reported that there are volunteers who feel under-utilized, so we should encourage members to call with their requests. One of our members suggested starting a neighborhood chess club. A question was raised about our distance limits for rides to medical appointments, such as Johns Hopkins in Baltimore. If it is a non-recurring request, we can poll drivers to see if anyone is willing to help out for a one-time trip.

Clyde commented that we should look at the Village as another layer of social glue for our community. We need to integrate our activities with the many Lake Barcroft groups that are focused on particular hobbies or interests.

Sunny, Adele Neuberg, and Harriette have begun a study of associate memberships for the Village. They plan to do careful research before preparing a proposal and will use Village to Village Network to gather information on fees charged by other villages, including the amount that is tax deductible. They asked that Stuart review their work from a legal standpoint before presenting it to the Board. Related with tax-deductibility, the Board was reminded to turn in to Moya the hours we spend on Village business. We need this information for grant proposals and the IRS. Sunny will e-mail a reminder at the end of each month with a copy of the timesheet attached.

Dale is preparing the outline for our annual report from the beginning of 2012 through the elections held in March 2013. He will contact Larry Golfer and Bill Cook for photos taken at Village events. Carl and Ann will write brief summaries of our activities last year.

On April 29 the Membership Committee will convene the full committee for a brainstorming session. Topics on the agenda include: ways to recognize founding members; ideas for interviews or quotes from Village members for future LBA newsletter articles; follow-up with residents interested in the Village and guests who have attended our functions; and outreach to members who have not attended any of our activities. Carl would like to make the quarterly membership meetings more interactive to elicit comments and ideas from those in attendance.

George will check with Avery for card stock that could be used to make business cards for Board members.

Carol will develop a phone tree so that we can contact all of our members quickly in the event of emergency.

Carl raised the need for job descriptions for Board members; we will review what has already been done and make necessary edits.

George and Dawn volunteered to head a search committee for a new Village Coordinator. We need to advertise the position soon so that we can have a new staff member on board by July 15.

Minutes of all Board meetings will be posted to the Village web site after they have been approved. Carol will contact Larry Golfer about creating a portal for limited access to certain information.

Motion: George moved and Sam seconded that we provide the minutes to members only on the web site. After a discussion of legal requirements for transparency versus limiting access to Village members, the motion passed by a vote of 6 to 2. Non-members will be able to request copies of the minutes, but they will not receive web access to the documents.

Sunny will collect information on individuals who have access to our restricted systems, such as the LBV database, Intellicorp, and the Village to Village network.

New Business

Each Board member will be a liaison to one of the standing committees of the Village. The role of a liaison is to be a sounding board for the committee and to bring information on their activities to the Board. In some cases we need to identify new committee chairs and members. Sunny will put out a call for committee volunteers through Larry Golfer to the Lake Barcroft Association. Stuart and Moya will work together on receiving the responses and establishing assignments. Board members were reminded to fill in the names of committee members for our organization chart. Dale will put together a committee to work on Strategic Planning/Marketing.

Typeface for letterhead on all correspondence should be Brush Script M7.

The projected dates for quarterly Village meetings will be May 13, July 29, September 30, and November 23. All will take place at the Mason District government building, with the exception of the November meeting.

In response to a question about the public address system, Carl said that we could use the one from the Rotary Club, which is a better unit than others he has looked at from commercial suppliers. The prior authorization to purchase a new one was withdrawn.

Motion: Stuart moved that we adjourn at 4:25 pm. Dawn seconded the motion, and it passed.

Respectfully submitted,

Carol J. Bursik, Secretary