

LAKE BARCROFT VILLAGE, INC.

Minutes of the Board of Directors Meeting  
March 12, 2015

**Attending:** Carol Bursik, Dawn Donald, George Erikson, Stuart Feldstein, Adele Neuberg, Carl Neuberg, Cindy Waters, and Clyde Williams.

Clyde called the meeting to order at 3:00 pm at the Mason District Governmental Center.

**Minutes:** The Board reviewed the minutes of the February 12, 2015, meeting.

**Motion:** George moved and Stuart seconded that the minutes be approved. Motion passed.

**Treasurer's Report:** Dawn distributed the expense report for February 2015. We received three contributions from members of the Business and Professional Club totaling \$1,000 and \$1,460 in donations from individuals. Expenses for the two executive directors will be tracked separately on the spreadsheet. Bills for the Anniversary Party held in January were paid last month and came to \$1,718. We currently have \$63,332.11 in the checking account and a certificate of deposit for \$30,000.

**Motion:** Carl moved and Carol seconded that we accept the treasurer's report. Motion passed.

Dawn reported on an arrangement she has set up with the Amazon Smile Foundation that will allow the Village to earn .5% from Amazon on any purchases made through the Amazon Smile web site. The Board agreed that we should announce this fund raising opportunity to the Lake Barcroft community through LakeLinks. Dawn will draft an e-mail and send it to Board members.

**Executive Director's Report:** Cindy reported that we had 82 members in February. Erma Frieden, who joined the Village in the fall and took an active part in our activities, passed away in early March. We will send our condolences to the family and make a \$100 memorial contribution to the charity of their choosing. In addition, Cindy will talk with the family about if they would like a refund of membership fees or if they would prefer another arrangement. With the addition of three new volunteers, we have 84 individuals ready and willing to assist our members.

Cindy has proposed that we establish a support network by pairing our frailest members with volunteers who would regularly check in and maintain social contact with them. Other villages have found this to be a beneficial program that can mitigate emergency situations. Cindy will identify members and volunteers who would be good matches for a buddy system.

The Board discussed the need to develop a procedures manual and a record of our policies, which could be stored in a central electronic file. Cindy will begin working on the manual, and Dawn will extract policy decisions from the Board minutes of the last two years.

**Committee Reports**

**Programs:** Cindy reported that the committee plans to expand our cultural and educational offerings in the coming year. Several events are in the works, including a talk on cooking with Julia Child by Colette Convisser, and author talks by Patrick Sloyan ("Politics of Deception; JFK's Secret Decisions on Vietnam, Civil Rights, and Cuba") and Tom Davis with co-author Martin Frost ("The Partisan Divide: Congress in Crisis").

As a thank-you to our volunteers we will host a barbeque at Beach 5 on Saturday, June 13, from 5:00-7:00 pm. The Board approved a budget not to exceed \$500. Cindy will find individuals who would be willing to plan and organize this event.

The Board discussed the need for a committee to handle special events, such as the several parties we sponsor each year. The topic of committee structure and responsibilities will be addressed at a future meeting.

**Communications:** No report.

**Membership (Adele):** Our general meeting on March 16 will feature Bill Cook's talk on his experiences as a reporter in Selma, Alabama, in 1965. This meeting should draw a good crowd and could be a marketing

opportunity to inform non-members about the Village. We will provide handouts and talk with people who may be interested in joining the Village.

The Membership Committee would like to include Eddie Rivas in their next meeting as a resource for planning activities this year. The Board discussed the need to provide Eddie with an orientation to our operations. The directors will define the procedures for engaging him in Village activities with an eye to the budget for his contract. However, committees who would like to work with Eddie may schedule his time and pay him from the committee budget at the hourly rate specified in the contract.

**Motion:** George moved that we plan an orientation to office procedures for Eddie Rivas that is not to exceed 10 hours. Stuart seconded. Motion passed.

*Vendor Services:* No report. Carl recommended that we rename this group Vendors Committee to eliminate any confusion with the former Services Committee.

*Fundraising (Dawn):* The committee is meeting weekly and, as previously noted, has established a connection to the Amazon Smile Foundation.

*Volunteers:* No report.

Old Business:

*Nominating Committee:* George reviewed the procedures for counting ballots as part of the election process. Twenty ballots have already been received; the polls will be open during the first part of the annual meeting on Monday night. The election committee will consist of George, Stuart, and Cindy, who will verify members and tabulate ballots.

*Scheduled Meetings:* The next Board meeting will take place on March 26 from 3:00-5:00 pm at the home of Nancy Mattson. The purpose will be to elect officers for 2015/2016.

The April meeting will be held on the 9<sup>th</sup> of the month from 3:00-5:00 pm at the Mason District Governmental Center.

New Business:

*Volunteers Committee:* There is a need to find new co-chairs and members for this committee, whose responsibility is to recruit, manage, and encourage volunteers. This will be discussed at the next monthly Board meeting.

*Packet for New Board Members:* The Board developed a list of essential documents that need to be compiled as a resource for all directors. Carl will gather the source material so that copies can be made.

We discussed whether to maintain a list of Village members on our web site. The existing list is out of date and needs to be revised or eliminated. We decided to send a list of names only to our current members by e-mail; they will be able to look up contact information in the Lake Barcroft Directory.

*Adjournment:* Stuart moved and George seconded that we adjourn the meeting at 5:00 pm. Motion passed.

Respectfully submitted,

Carol J. Bursik, Secretary