

Lake Barcroft Village, Inc.
 Minutes of the Regular Meeting of the Board of Directors v3 Final
 Woodrow Wilson Library
 October 12, 2017

Attendance: Jane Guttman, Ron Karpick, Nancy Mattson, Deenie McKay, Richard Morton, Sam Rothman, Pedro Turina, Peg Veroneau, Priscilla Weck and Cindy Waters. Hugh McKay

Call to order: President Ron Karpick convened the meeting at 3:00 PM.

Minutes: Sam moved that the minutes of the September 14, 2017 LBV BOD meeting be approved as amended and Nancy seconded.

Treasurer's Report: Peg Veroneau (Details are in Attachment 1)

SNAP SHOT						
			REVENUE			EXPENSES
	Member	875.00		Personnel		2,643.13
	Corp Donations	750.00	Operating Expenses			314.16
	Total	1,625.00				2,957.29
Checking Account Balance 8/31/17			37,027.74			
CD Balance			40,179			
Total			77,206.75			

Review update: Peg and Cindy have shared information with Nadir Salti. His report is pending.

Financial policy update: Ron introduced a California Village financial policy that he found through a request sent out through VtV. The Board discussed a mechanism for creating a Village Financial Policy to replace the current Policy document which is incomplete and has never been voted upon. Ron indicated that more Lake Barcroft Village participation is needed in developing a Financial Policy. Cindy suggested that a Village Financial Policy Committee be established with previous Treasurers invited to participate. Action on this is to be determined.

A question arose on an apparent decrease in the annual amount of membership dues. Peg responded that the first year's membership dues total was increased by the amount of pre-membership dues that were collected. Subsequent years indicate current year

membership dues and are accordingly a lower total amount. There are some individuals who pay dues semi-annually.

Ron instituted a discussion of the donor appreciation letter process. He asked if the picnic cost donation had been acknowledged by a letter signed by Peg. Neither Cindy nor Peg had taken action. Discussion indicated that the picnic donation was an “in kind” donation which Cindy did not handle. Ron indicated that the donation should be documented via letter since this exception to the normal donor letter process was new to him and the generosity of the donors should be acknowledged by the Village. Action on this is to be determined.

The Board decided that there should not be a Villager article on specific donors.

Bylaws update: Sam

After discussion, the Board indicated that Village Membership voting would continue to be only for the slate of Board Members at the Annual Meeting; otherwise, the Board will make decisions.

Richard recommended the Bylaws contain a provision for non-member volunteers to serve on Board Committees based on a Committee Chair’s request to them. Non-members could be solicited by way of the LBA Newsletter, notes to our Volunteers and by direct communication.

The Board discussed the Past President’s role. The Board indicated that the Past President should be a voting Board Member while serving in that capacity.

The Board discussed Services. Richard indicated that the Volunteer Committee should continue to also contain Services, e.g. Volunteer and Services Committee. The Board agreed. On the subject of Volunteer training, the Board indicated that periodic meetings should be held to emphasize Volunteers are part of the Village and for the Chair to provide Volunteer training. At a prior Board meeting, it was agreed that Volunteer training should occur every two years.

Sam will update the Bylaws and provide to the Board. A Policy and Procedures manual will be developed in the future.

Executive Director’s Report: Cindy Waters

Current Membership/Volunteer Status

Members: Total to date: 85 + 1 alum status. (Waiting on one late renewal)

Certified Volunteers: 84

Events for September 2017

Silver Foxes luncheon – Foxfire Grill – 4 members + 1 guest = 5
Spanish Conversation – 3 members + 2 guests = 5
Co-ed luncheon –Idylwood Grill – 12
Stretch and Balance – 5 members + 1 guest = 5 total
German Conversation – not held this month
Happy Hour – 17 members + 6 guests = 23
Village Coffee – 4 members
Volunteer Appreciation Barbecue – 21 members + 13 volunteers only = 34
September Quarterly Meeting – 19 members + 7 guests = 26
Total event numbers = 114

Request by Assistance Category for September 2017

Computers and Technology – 2
Home Maintenance & Repair – 5 (2 referred)
Personal Assistance – 3 (2 referred)

Cindy has approached Larry Golfer to begin the Holiday Card process. Because we do not have a B&P Committee Chair, Cindy will write a letter that outlines the restructuring of the B&P Corporate donors for review by the Board.

Cindy indicated and the Board agreed that the Executive Director's position description should not appear in the Bylaws. The Board indicated that the position description should be part of a to-be-developed Village Board Procedures Manual.

The Board indicated that the Executive Director (ED) Review should be a simple process and should be handled subsequent to a normal Board meeting by the Board sitting as a Special Committee chaired by the President. Jane asked Cindy if the ED position description had changed and Cindy will respond.

Committee Reports:

Document Retention and Destruction policy update: Richard

Richard and Cindy will discuss and get back to the Board at the next Board meeting.

Communication: Jane

Jane needs a LBA Newsletter article. The Board suggested she use Richard's article on Fundraising. Other topics suggested included information about the Jewish Coalition for Domestic Abuse (JCADA) <https://jcada.org/www> which provides support for victims of domestic abuse with no charge to the individual, aging and loneliness and medical note taking.

LBV signs for announcing Quarterly meetings and events: Richard/Pedro

Pedro provided two mock-up versions of LBV Signs. The Board voted for the sign featuring the Sailboat Logo. Richard and Pedro will look for sources for these signs both on line and locally.

Programs: Cindy

The next Quarterly LBV meeting is on Monday, November 13, 2017 at the Mason District Center. The topic is "Connections between Hearing and Health" by Dr. Travis Stehouwer.

Membership: Vic/Priscilla

We are preparing a questionnaire for former members of LBV to ascertain the reasons for their not renewing to identify what did not work for them. In doing so, we may be able to adjust our activities to promote member retention.

Vic and Priscilla provided the Board a map of Lake Barcroft that identified non-members over 65 and superimposed on where Village and Board members live. The Board praised this effort. Vic noted that the map does not accurately reflect the present lots. However, the location of members and those non-members above the age of 65 may allow members to engage neighbors in discussions about the value of joining the Village, becoming Volunteers or donating.

Fund Raising: The Board decided that there was no need for a Fundraising Standing Committee. Richard recommended that each Board-Approved fundraising activity have a Chair and a Committee specific to that activity to ensure success. Cindy indicated that local restaurants, if contacted by the Village, would share profits for a Village day (Eat for a Cause). Cindy indicated that she would follow-up with restaurants and provide details. Nancy indicated that there should be someone on the Board to identify and track good fundraising ideas and assist the Board to implement those chosen.

Old Business:

1. PA system replacement is now on hand thanks to Carl Neuberg. He purchased a Hisonic amplifier for \$250.00 and a microphone cover for \$3.00. The new amplifier is at Ron's home. Note: It would have cost \$75.00 just to evaluate the old amplifier system in addition to the repair cost.

New Business:

1. Executive Director's review

Other:

2. Richard: The WAVES IT committee is looking for volunteers to help create a survey mechanism to compare various software programs, inclusive of Club Express (CE). CE went down twice recently.
3. Next WAVE meeting is on Tuesday, October 17, 2017, St. Augustine's Church, Waterfront, DC, 9-12:30
4. VtV Annual meeting in Baltimore begins Sunday November 5, 2017 and runs through November 8, 2017.

Next LBV Board Meeting on Thursday, November 9 at 3 PM at the Mason District Government Center

Meeting adjourned at 4:40 PM as another group had reserved the Library meeting room.

Respectfully submitted, Deenie McKay

ATTACHMENT 1 – TREASURER’S REPORT

September Running Tally of Income and Expenses: First column is Year-to-Date and second column on the right is the 2017 budgeted amount:

LAKE BARCROFT VILLAGE REPORT SEPTEMBER 2 2017					
			September	To-Date	2017 Budget
REVENUE					
Donations					
	Corporate/B&P		750.00	750.00	4300.00
	Individual			7420.00	1200.00
	Designated: ie annual report			16.73	25.00
	TOTAL		750.00	8186.73	5525.00
Fundraising Event					
				0.00	
	TOTAL			0.00	6000.00
Membership Dues					
	New		375.00	1375.00	3750.00
	Renewing		500.00	26800.00	33500.00
	Other Types of Membership			0.00	100.00
	TOTAL		875.00	28175.00	37350.00
Other Income					
	Misc.			55.72	100.00
	TOTAL			55.72	100.00
	TOTAL REVENUE		1625.00	36417.45	48975.00
EXPENSES					
Personnel					
	*Executive Director(Emplo		1954.38	17589.42	29040.00
	Employee Overhead/Taxes		650.75	5673.93	2220.00
	Service Fee		38.00	394.10	420.00
	ED Backup			0.00	350.00
	TOTAL		2643.13	23657.45	32030.00
Operating Expenses					
	Business registration–SCC			0.00	25.00
	Copying and Printing-Local			0.00	0.00
	Postage, Mailing Service		98.00	196.00	500.00
	Telephone/Internet			779.24	1560.00
	Supplies			384.14	1500.00
	Equipment/Software				
	wix.com			207.20	250.00
	Insurance (Org&Officers)			0.00	2900.00
	Service Fees			0.00	
	Bank Fees		4.00	126.57	50.00
	PayPal Fees			29.30	20.00
	*Credit card f		-38.59	0.00	100.00
	Dues/Subscriptions				
	Checkbook, f		163.00	507.00	900.00
	VTV Memberships			0.00	400.00
	WAVE			35.00	35.00
	DMV Checks			0.00	50.00
	Background Checks		87.75	306.85	150.00
	Registration fees/publications			0.00	100.00
	Operating Expenses – Other			0.00	100.00
	TOTAL		314.16	2571.30	8640.00
Professional Development					
				0.00	
	TOTAL			0.00	2000.00