

Minutes of the Regular Meeting
Of the
Lake Barcroft Village Board of Directors
October 11, 2018

A Regular Meeting of the Board of Directors of Lake Barcroft Village, Inc. ("LBV" or the "Village") was held on Thursday October, 11 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 (4:20) and ED, Cindy Waters. Not present: Ron Karpick, Victor Utgoff

APPROVAL OF MINUTES:

Ellen moved and Richard seconded that the minutes from the September 13th LBV BOD meeting be accepted. The minutes were approved unanimously. [Note: Sam informed the group that there is no requirement to vote on the minutes]

VICE PRESIDENT'S REPORT: Jane noted that she was filling in for Ron, while he is on vacation and also may not be at the November 8th meeting.

EXECUTIVE DIRECTOR'S REPORT:

Cindy discussed the contents of her report, which is attached as Appendix A. In the discussion of membership she noted that only one member, Jill Pettibone, has changed her membership from full to social. We now have 9 social members.

TREASURER'S REPORT:

Ross discussed the contents of the Financial Performance Report, which is attached as Appendix B. He noted that donations in September were strong and that with the combination of end of the year renewals and donations, LBV is on track to meet the financial targets in the 2018 Budget. Jane made the point we are unlikely to get a large donation from the individual who made the \$10K donation in 2017. The group discussed pros and cons and potential approach for sending another ask letter to people who donated in 2018.

Ross noted that he has not yet met with the small group re: Financial Management Handbook. He indicated that at least he and Cindy would need to review the Handbook before a draft is released for full comment from the Board.

COMMITTEE REPORTS:

Operations: Richard Morton reported that work is progressing on all Policies and Procedures (Fund raising, Insurance, ED Evaluation, Board, Rides, and Privacy). In a discussion of the content and coverage of the LBV whistleblower's policy, Sam made the suggestion that it should

cover volunteers. No progress has been made on the format of Keeping-In-Touch policy/document. Cindy confirmed updates have been collected for the KIT data.

Communications: Jane discussed the contents of the Communications Committee report, which is attached as Appendix C. She provided a copy of the Trifold with new photographs. The group agreed this is the format we want. In a discussion of the contents of the LBV annual report, Cindy recommended that we not invest in an elaborate color brochure, because the printing and production cost is not worth the benefit. Jane raised the issue of the challenge of obtaining photographs for LBV activities and suggested that Justice H.S. students in classes that include Photography might be a resource. Cindy noted that IB students have community hours requirements that might prove to be an incentive. Jane suggested that with such photographs in hand it would be relatively straightforward and inexpensive to produce a PDF for distribution. Cindy or Ross will contact the IB Coordinator at Justice to start the process.

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.
- Nancy Mattson and Linda Woodrow are planning a Dinner at Clyde's for Thursday November 15th and a second dinner in December at Cote D'Or in Falls Church. Cindy will record reservations, which are required.
- LBV lost one of its venues-for Happy Hour. It's too much work on a regular basis. The next one will be scheduled at Glory Days in the Barcroft Center.
- The Happy Hour scheduled in November 28 will be hosted by Dawn Donald.
- Shirley Timashev has volunteered to host a new program to assist members with writing memoirs. She will meet with interested members after the first of the year. Cindy noted the existence of a similar resource at the Fairfax Public Library in Annandale.
- The Photography Club core group of six interested members will meet in November

Membership Committee: Vic was not at the meeting, but Sam presented language for a proposal to extend the boundaries for LBV membership, which is attached as Appendix D. The Board had a spirited exchange of views that included the following points:

- The goal is to increase membership in order to increase the pool of potential members now and in the future to ensure that membership can be maintained at a level high enough to make the economics LBV service levels work. Some Board members are concerned about sustainability of LBV in the longer term.
- Adding a significant number of new members—e.g. 10—may increase the workload on Cindy and the volunteer force...but new volunteers could be solicited from the new territory.

- What would be the approach to soliciting new members and then cutting off when a specified limit is reached? The group was particularly concerned about the proposed initial solicitation in 4 neighborhoods.
- Some board members continue be concerned about eroding the sense of neighborhood that currently exists for LBV

The group did not formally act on Sam’s proposal. It will be taken up again when Ron Karpick returns.

Volunteers/Services: Pedro reported that folks had a good time and enjoyed the food at the Volunteer Picnic. Nineteen had confirmed but only 15 showed up, including 13 volunteers. Cindy confirmed that Volunteer training is required for all 81 volunteers, as a condition in our insurance policy. Cindy will deliver volunteer training refresher at Woodrow Wilson Library on three dates: November 3 (1:00-2:00pm); 10 and 17(2:30 – 3:30 pm.)

OLD BUSINESS: None

NEW BUSINESS:

- Dr. Courtney Fisher, interim Director of JCADA (Jewish Coalition Against Domestic Abuse) will deliver a presentation at the Quarterly Membership meeting.
- The Nominating Committee (Ellen, Jane and Bob Schreiber) was encouraged to “refresh” the leadership pool of LBV by reaching out to new folks
- Cindy recommended that LBV go back to Larry Golfer for Holiday Cards and the group agreed.

Next Board meeting: November 8th at 4 p.m. at the Mason District Governmental Center.

The meeting was adjourned at 5:35 p.m.

Respectfully submitted,

Ross Kory

Appendix A

Executive Director's Report – For October 11, 2018 BOD meeting Data for September 2018

Current Membership/Volunteer Status

Full Members: Total to date: 75 (waiting on 2 renewal checks)

Social Members: 9 (Rick Kercz, Marcia Grabowski, Shirley and Slava Timashev joined as social members)

Certified Volunteers: 81

Events for September 2018

Silver Foxes luncheon – Mediterranean Chicken --5

Spanish Conversation – 2 members + 4 guests = 6

Co-ed luncheon – Peking Gourmet Inn -- 11

Stretch and Balance – 5 total

German Conversation – 5 members + 2 guests = 7

Happy Hour -- CANCELLED

Village Coffee – CANCELLED

Chess Club – ?

September Quarterly Meeting – 22 members + 15 guests = 37

Volunteer Picnic – 11 members + 4 volunteers = 15

Total event numbers = 86

Request By Assistance Category for September 2018

Computers and Technology – 2

Transportation – 7

Appendix B Treasurer's Report (Minutes, LBV Board Meeting 10-11-2018)

LAKE BARCROFT VILLAGE SEPTEMBER 2018 FINANCIAL REPORT							
			September	2018 Actuals to date	Forecast (or Projection) Through EOY	2018 Budget	Current Variance Estimates
REVENUE	Donations						
	Corporate/B&P			\$ -			
	Individual		\$ 4,715.00	\$ 8,290.00			
	TOTAL DONATIONS		\$ 4,715.00	\$ 8,290.00		\$ 12,000	
	Fundraising Event Proceeds			\$ 1,137.36			
	TOTAL FUNDRAISING EVENTS		\$ -	\$ 1,137.36		\$ 3,000	
	Membership Dues						
	New			\$ 3,500.00		\$ 2,000	
	Renewing		\$ 1,000.00	\$ 16,525.00		\$ 34,000	
	Social		\$ 900.00	\$ 2,100.00			
	TOTAL MEMBERSHIP DUES		\$ 1,900.00	\$ 22,125.00		\$ 36,000	
	Other Income						
	Miscellaneous		\$ 18.74	\$ 262.29		\$ 300	
	TOTAL OTHER INC		\$ 18.74	\$ 262.29		\$ 300	
	TOTAL REVENUE		\$ 6,633.74	\$ 31,814.65		\$ 51,300	
EXPENSES							
	Personnel						
	*Executive Director Comp.		\$ 2,662.00	\$ 23,716.00		\$ 31,702	
	Employer Payroll Taxes		\$ 203.64	\$ 1,814.25		\$ 2,425	
	Payroll (ADP) Service Fee		\$ 41.00	\$ 426.30		\$ 522	
	ED Backup			\$ -		\$ 400	
	TOTAL EXECUTIVE DIR.		\$ 2,906.64	\$ 25,956.55		\$ 35,049	
	Operating Expenses						
	Business registration--SCC			\$ 50.00		\$ 75	
	Copying and Printing-Local			\$ -		\$ 200	
	Postage, Mailing Service			\$ 397.14		\$ 500	
	Telephone/Internet		\$ 99.46	\$ 889.53		\$ 1,500	
	Supplies			\$ 509.79		\$ 1,200	
	Equipment/Software			\$ 1,040.17		\$ -	\$ (1,040)
	wix.com			\$ 362.20		\$ 250	
	Insurance (Org&Officers)			\$ -		\$ 2,900	
	Service Fees					\$ -	
	Bank Fees		\$ 4.00	\$ 36.00	\$ 40.00	\$ 50	
	PayPal/Don.Fees		\$ 1.75	\$ 24.45		\$ 150	
	Credit card fees			\$ -		\$ -	
	Dues/Subscriptions						
	Checkbook, etc.			\$ 516.00		\$ 700	
	VTV Memberships			\$ -		\$ 500	
	WAVE			\$ 35.00		\$ 70	
	DMV Checks			\$ -		\$ 50	
	Background Checks			\$ 49.15		\$ 350	
	Registration fees/publications			\$ -			
	Operating Expenses -- Other			\$ 5.00		\$ 100	
	TOTAL OPERATING EXPENSE		\$ 105.21	\$ 3,914.43		\$ 8,595	\$ (1,040)
	Professional Development						
	(V-o-V Conf.)		\$ -	\$ -		\$ 3,000	
	Miscellaneous					\$ 1,000	
	TOTAL PROFESSIONAL DEVELOPMENT		\$ -	\$ -		\$ 4,000	\$ -

LAKE BARCROFT VILLAGE SEPTEMBER 2018 FINANCIAL REPORT

	September	2018 Actuals to date	Forecast (or Projection) Through EOY	2018 Budget	Current Variance Estimates
Professional Services					
Misc. (Review+Honoraria)				\$ 1,600	
TOTAL PROFESSIONAL SVS.	\$ -	\$ -		\$ 1,600	
Fundraising Events					
Event 1		\$ -		\$ 1,000	
B&P Club		\$ -			
TOTAL FUNDRAISING EVENT EXPENSE		\$ -		\$ 1,000	
Special Events					
Anniversary Dinner		\$ 5,939.67		\$ 4,500	\$ (1,440)
Volunteer BBQ		\$ -		\$ 500	
Summer Social		\$ -			
TOTAL SPECIAL EVENTS		\$ 5,939.67		\$ 5,000	\$ (1,440)
Meetings					
General Membership Meetings		\$ -		\$ 250	
TOTAL MEETINGS		\$ -		\$ 250	
Membership & Program Activities	\$ 100.00				
		\$ -		\$ 1,000	
TOTAL MEM. PROGRAMS & ACTIVITIES	\$ -	\$ -		\$ 1,000	
Marketing					
Communication & general	\$ 602.74				
Holiday Cards- LGolfer				\$ 500	
Annual Report & Shipping		\$ -		\$ 150	
TOTAL MARKETING		\$ 153.77		\$ 650	
Other Expenses/Contingencies					
		\$ -		\$ 1,000	
TOTAL OTHER/CONTINGENCIES	\$ -	\$ -		\$ 1,000	
TOTAL EXPENSES	\$ 3,011.85	\$ 35,964.42		\$ 58,144	\$ (2,480)
Total Income	\$ 6,633.74	\$ 31,814.65		\$ 51,300	\$ -
Total Expenses	\$(3,011.85)	\$(35,964.42)		\$ (58,144)	\$ (2,480)
NET INCOME	\$ 3,621.89	\$ (4,149.77)		\$ (6,844)	\$ (2,480)
SNAPSHOT					
REVENUE			EXPENSES		
Donations	\$4,715		Exec Dir Comp	\$ 2,906.64	
Renewals	\$1,000		Ask letter	\$ 602.74	
New-Regular	\$0				
Social	\$900				
End of Month Balances					
Checking Account	\$ 42,959.62				
CD +Interest Check Balance	\$ 40,439.75				
Total	\$ 83,399.37				

Appendix C (Minutes LBV Board Mtg. 10-11-2018)

Communications Committee Report for October 11, 2018, BOD meeting

Lake Barcroft Newsletter

The article will be about the “Losing Your Spouse” presentation. The newsletter has a new editor, Larry Hoffer.

The Villager

Next issue will be published in November. The deadline is October 30. The interview will be with Don Christian. Suggestions for articles are welcome. So far we have “Losing Your Spouse,” the volunteer picnic, an article about Lee Nelson’s performance.

Web Site

Home Page and Events Pages have been updated.

Membership Committee: Tri-fold Brochure

The group working on the brochure consists of: Sam Rothman, Don Christian, Judy Hilton, Cindy Waters and Jane Guttman. The brochure has been designed by Don Christian. We now have a photo of Rosie Barton getting a ride with Rick Kercz and a photo of Bob Schreiber at his computer, both thanks to Sam. Don Christian has provided us with a first draft of the brochure.

Nominating Committee

Ellen Feldstein, Bob Schreiber and I will meet in November to select a group of possible candidates.

Respectfully submitted,

Jane Guttman

Appendix D Membership—Sam Rothman Proposal for Expanding LBV

I move that Lake Barcroft Village expand its eligibility for membership to certain residential neighborhoods that border Lake Barcroft (Barcroft Woods, Malbrook, Ravenwood and Ravenwood Park). I further move that if Lake Barcroft Village does not reach a total membership of 93 --- the membership number when the Village began operating --- by December 13, 2018 that the Board issue an invitation to Barcroft Woods to join the Village. If Lake Barcroft Village attains the membership number stated above, then the Board shall identify and issue invitations to join the Village to those neighborhoods at such times and in such manner as it deems appropriate.