

Minutes of the Regular Meeting  
of the  
Lake Barcroft Village Board of Directors  
July 12, 2018 v4 Final

A Regular Meeting of the Board of Directors of Lake Barcroft Village, Inc. ("LBV" or the "Village") was held on Thursday July 12, 2018 at the Mason District Governmental Center. Ron called the meeting to order at 4:00 P.M.

ATTENDING:

Ron Karpick, Ellen Feldstein, Jane Guttman, Hugh McKay, Richard Morton, Sam Rothman, Pedro Turina, Victor Utgoff, and Cindy Waters, LBV Executive Director. Not present: Ross Kory

APPROVAL OF MINUTES:

Richard moved and Vic seconded that the minutes from the June 14, 2018 LBV BOD meeting be accepted. The minutes were approved unanimously.

PRESIDENT'S REPORT: Ron Karpick

Ron questioned the Board on how to increase individual involvement in Village activities, especially related to Board, Committee and Policy matters. The resultant discussion yielded the following:

- Cindy: Past efforts to increase participation are well documented.
- Jane: Our social activities, such as Happy Hour, are open to non-members as a recruiting tool; but our providing this opportunity may only mean that one does not have to be a member to participate in the Village.
- Sam and Ellen: Expanding the Village borders beyond Lake Barcroft to adjacent localities appears the only alternative now available to increase our membership.
- Jane: We should have a map which identifies areas adjacent to Lake Barcroft which the Board can use. A discussion ensued on how such a map could be located.
- Ron : Will review map availability from a Civic Association and get back to the Board.

## EXECUTIVE DIRECTOR'S REPORT: Cindy

### Current Membership/Volunteer Status

Members: Total to date: 77 (Don Jensen passed away; Diana Jensen indicated that Vera would be renewing. Waiting on late renewals from five others.).

Certified Volunteers: 83

### Events for June 2018

Silver Foxes luncheon – Rabieng - 5

Spanish Conversation – 3 members + 2 guests = 5

Co-ed luncheon – Foxfire Grill -- 7

Stretch and Balance – cancelled this month for Geri's health reasons

German Conversation – 5

Happy Hour – 20 members + 7 guests = 27

Village Coffee – 8 members + 1 guest = 9

Chess Club – 2

June Quarterly meeting – 17 members + 8 guests = 25

Total event numbers = 85

### Request By Assistance Category for June 2018

Computers and Technology – 1

Cooks on Call – 2

Home Maintenance and Repair – 3

Home Security Check – 2

Personal Assistance -- 6

Transportation – 12

TREASURER'S REPORT: Ross Kory was absent and e-mailed his report which is attached. He reports no surprises and notes that the first social membership dues are included as Attachment 1 to this report.

## COMMITTEE REPORTS:

### Operations: Richard

- Work continues on the four procedures/policies documents: Executive Director Evaluation, Fundraising, Board Ops and Insurance respectively by Hugh, Richard, Ron and Sam. Cindy indicated that a short questionnaire was used by the Pentagon and that she could send to Hugh for review and potential inclusion in the Executive Director Evaluation procedures.

- Keep In Touch: Cindy indicated that only one-third of those requested for input to the Keep in Touch Directory responded. August 31, 2018 is the final day for input. Cindy will continue to send out reminder notes.
- Insurance: Sam: In light of the federal and state statutes that limit or preclude liability for volunteers and officer and directors of 501(c)(3) organizations Sam is trying to obtain information about the incidence of claims made and claims paid to gauge whether continuing to carry D & O coverage is worthwhile. Fairfax County staff who attended the June meeting had no relevant information regarding this issue.

**Communications:** Jane

**Lake Barcroft Newsletter**

Article will include information about the Happy Hours, the German Conversation group film and VtoV and WAVE (the latter written by Hugh McKay).

***The Villager***

Next issue will be in August. Work should start soon. Suggestions for articles are welcome. Anne O'Neil will interview Terry Stone.

**Web Site**

Various pages updated, including the Home Page with information about Social Membership and the new membership agreement.

Membership Committee

Continued working with Vic Utgoff on information about services and activities.

**Programs:** Ellen

Ellen presented the current LBV Program Calendar covering the period August – September, 2018. There was Board consensus that Program activities, such as the Chess and Photography Clubs, may be opened to non-members until a demand for participation by Village members makes this impractical. Ellen indicated that non-members often resulted in a Program's continued existence due to low member attendance.

Ellen discussed Program activities highlighting the trip to the MGM Casino at National Harbor in September 2018.

**Membership Committee:** Vic

Vic indicated that he would go through the draft paper about services and activities once more and then send to the Board for review.

Vic reminded the Board that we have a map of those 65 or older living in Lake Barcroft who are potential Village members.. He suggested we identify those living close to Board members for potential contact to provide information about Village membership. A discussion indicated the Board's distaste for either cold-calling at someone's door or telephoning to set up an appointment. Board members hosting a coffee and sending invitations to those 65 or older living close by was discussed as a possibility but no action was directed.

Cindy proposed that we invite non-members to Coffees and Happy Hours.

Jane proposed that we ask Chris Lawson to drop the age to 60 and the Board concurred. Cindy will take this action.

Pedro identified a Washington Post article on the advantages of elder socializing and recommended we put an article quoting the loneliness portion into the Lake Barcroft Newsletter. Our bottom line: "If this is you, call Cindy Waters to join the Lake Barcroft Village."

Ron indicated that when we encounter current Village members we should encourage their recruitment of new members and help us in 'selling' Village benefits to non-members.

**Volunteer Services:** Pedro

Pedro indicated that he thought the Volunteer Appreciation Party, Sept. 29, Beach 5, should feature Paella, a Spanish dish of rice, saffron, chicken, and seafood cooked and served in a large shallow pan. He has identified someone to prepare. The Board agreed. Cindy indicated that if the party was outside of beach hours and alcohol was not being sold, there was no need for a Lake Barcroft Association application for an alcohol permit..

Cindy indicated that Volunteers should be coached not to contact members who request services directly. Volunteers contact Cindy who then contacts members.

With respect to Volunteer Training, Cindy has a handbook for their use. Discussion of training indicated that it might be held in one of the local library conference rooms. No definite action was proposed.

Cindy indicated that there should be a Lake Barcroft Newsletter and Villager article on Village ride services, or any other full member-exclusive services. Emphasis of the article should be that this service does not extend to non-members in a member's home, either family or friends. For example, if a member and a non-member couple request a ride, the service cannot be extended to the non-member, unless they are a care giver. Volunteers should be trained on how to respond to this situation.

### Old Business

Ron attended the June 16, 2018 Lake Barcroft Association Ice Cream Social. He thanked those Board members who supported him at this effort.

Richard's Annual Donation Letter was praised by the Board and its issuance discussed. There was consensus that the Donation Letter should go out in July or August 2018.

The Board discussed production and mailing options and approved use of a contractor for duplication and mailing using Lake Barcroft Association's bulk mailing capability..

Quarterly Membership Meeting speakers: BOD

- 1) September 24- "Losing a Spouse" by Louise Ziebell and Linda Woodrow
- 2) November 13 (Tuesday)-Jewish Coalition Against Domestic Abuse, Contact- Jane Guttman, Elissa (Lis) Malter Schwartz, ED, 301-315-8040

### New Business

Ron asked the Board if we should continue to award a restaurant gift certificate to former Board members when they leave. The Board consensus was that serving on the Board was sufficient reward in of itself and no gift was necessary.

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Cindy sends a Village sympathy card to families of deceased members: The action provides a sympathy card, an offer of help and a \$100 contribution to a charity selected by family (Refer to Board Motion 5/8/14 as identified in Dawn's paper)

The Board asked if there was a rebate for deceased member's fees. The response was yes, should the family request it.

Ron suggested that this response to a Villager Member's death should be made a part of the Policy and Procedures. A Board discussion indicated that someone selected as Executive Director should not have to be told to take this sort of action.

Next Board meeting on August 9 at 4 PM at the Mason District Governmental Center  
(Ron will be on vacation, so Jane Guttman, Vice President, will preside)

Next Quarterly Membership Meeting: 9/24/18 at 7 PM, Mason District Governmental Center

VtV Annual Meeting: October 7-10, 2018, San Diego, California, Hyatt Regency Mission Bay

The meeting was adjourned at 5:43 PM.

Respectfully submitted,

Hugh McKay

# ATTACHMENT 1

## LAKE BARCROFT VILLAGE June 2018 FINANCIAL REPORT

	June	2018 Actuals to date	2018 Budget	Current Variance Estimates
<b>REVENUE</b>				
<u>Donations</u>				
Corporate/B&P		\$ -		
Individual	\$ 50.00	\$ 2,525.00		
<b>TOTAL DONATIONS</b>	<b>\$ 50.00</b>	<b>\$ 2,525.00</b>	<b>\$ 12,000</b>	
<u>Fundraising Event Proceeds</u>		\$ 1,137.36		
<b>TOTAL FUNDRAISING EVENTS</b>		<b>\$ 1,137.36</b>	<b>\$ 3,000</b>	
<u>Membership Dues</u>				
New	\$ 500.00	\$ 3,000.00	\$ 2,000	
Renewing	\$ 500.00	\$ 11,750.00	\$ 34,000	
Social	\$ 450.00	\$ 450.00		
<b>TOTAL MEMBERSHIP DUES</b>	<b>\$ 1,450.00</b>	<b>\$ 15,200.00</b>	<b>\$ 36,000</b>	
<u>Other Income</u>				
Miscellaneous	\$ 24.93	\$ 180.62	\$ 300	
<b>TOTAL OTHER INC</b>		<b>\$ 180.62</b>	<b>\$ 300</b>	
<b>TOTAL REVENUE</b>	<b>\$ 1,500.00</b>	<b>\$ 19,042.98</b>	<b>\$ 51,300</b>	
<b>EXPENSES</b>				
<u>Personnel</u>				
*Executive Director Comp.	\$ 2,662.00	\$ 15,730.00	\$ 31,702	
Employer Payroll Taxes	\$ 203.64	\$ 1,203.33	\$ 2,425	
Payroll (ADP) Service Fee	\$ 41.00	\$ 303.30	\$ 522	
ED Backup		\$ -	\$ 400	
<b>TOTAL EXECUTIVE DIR.</b>	<b>\$ 2,906.64</b>	<b>\$ 17,236.63</b>	<b>\$ 35,049</b>	
<u>Operating Expenses</u>				
Business registration--SCC		\$ 50.00	\$ 75	
Copying and Printing-Local		\$ -	\$ 200	
Postage, Mailing Service		\$ 397.14	\$ 500	
Telephone/Internet		\$ 491.60	\$ 1,500	
Supplies		\$ 509.79	\$ 1,200	
Equipment/Software		\$ 1,040.17	\$ -	\$ (1,040)
wix.com		\$ -	\$ 250	
Insurance (Org&Officers)		\$ -	\$ 2,900	
Service Fees			\$ -	
Bank Fees	\$ 4.00	\$ 24.00	\$ 50	
PayPal/Donation Fees		\$ 19.50	\$ 150	
Credit card fees		\$ -	\$ -	
Dues/Subscriptions				
Checkbook, etc.		\$ 342.00	\$ 700	
VTV Memberships		\$ -	\$ 500	
WAVE		\$ 35.00	\$ 70	
DMV Checks		\$ -	\$ 50	
Background Checks		\$ -	\$ 350	
Registration fees/publications		\$ -		
Operating Expenses -- Other		\$ 5.00	\$ 100	
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 4.00</b>	<b>\$ 2,914.20</b>	<b>\$ 8,595</b>	<b>\$ (1,040)</b>
<u>Professional Development</u>				
(V-o-V Conf.)	\$ -	\$ -	\$ 3,000	
Miscellaneous			\$ 1,000	
<b>TOTAL PROFESSIONAL DEVELOPMENT</b>		<b>\$ -</b>	<b>\$ 4,000</b>	<b>\$ -</b>

LAKE BARCROFT VILLAGE June 2018 FINANCIAL REPORT

	June	2018 Actuals to date	2018 Budget	Current Variance Estimates
<u>Professional Services</u>				
Misc. (Review+Honoraria)			\$ 1,600	
<b>TOTAL PROFESSIONAL SVS.</b>	\$ -	\$ -	\$ 1,600	
<u>Fundraising Events</u>				
Event 1		\$ -	\$ 1,000	
B&P Club		\$ -		
<b>TOTAL FUNDRAISING EVENT EXPENSE</b>	\$ -	\$ -	\$ 1,000	
<u>Special Events</u>				
Anniversary Dinner		\$ 5,939.67	\$ 4,500	\$ (1,440)
Volunteer BBQ		\$ -	\$ 500	
Summer Social		\$ -		
<b>TOTAL SPECIAL EVENTS</b>	\$ -	\$ 5,939.67	\$ 5,000	\$ (1,440)
<u>Meetings</u>				
General Membership Meetings		\$ -	\$ 250	
<b>TOTAL MEETINGS</b>		\$ -	\$ 250	
<u>Membership &amp; Program Activities</u>				
		\$ -	\$ 1,000	
<b>TOTAL MEM. PROGRAMS &amp; ACTIVITIES</b>		\$ -	\$ 1,000	
<u>Marketing</u>				
Communication & general	\$ 153.77			
Holiday Cards- LGolfer			\$ 500	
Annual Report & Shipping		\$ -	\$ 150	
<b>TOTAL MARKETING</b>	\$ 153.77	\$ 153.77	\$ 650	
<u>Other Expenses/Contingencies</u>				
		\$ -	\$ 1,000	
<b>TOTAL OTHER/CONTINGENCIES</b>		\$ -	\$ 1,000	
<b>TOTAL EXPENSES</b>	\$ 3,064.41	\$ 26,244.27	\$ 58,144	\$ (2,480)
Total Income	\$ 1,500.00	\$ 19,042.98	\$ 51,300	\$ -
Total Expenses	\$ (3,064.41)	\$ (26,244.27)	\$ (58,144)	\$ (2,480)
<b>NET INCOME</b>	\$ (1,564.41)	\$ (7,201.29)	\$ (6,844)	\$ (2,480)

SNAPSHOT

REVENUE		EXPENSES	
Donations	\$50	Exec Dir Comp	\$2,907
Renewals	\$500		
New-Regular	\$500		
Social	\$450		
<b>End of Month Balances</b>			
Checking Account	\$ 42,192.71		
CD +Interest Check Balance	\$ 40,373.38		
<b>Total</b>	\$ 82,566.09		