

Lake Barcroft Village, Inc.  
 Minutes of the Regular Meeting of the Board of Directors v5 Final  
 September 14, 2017

Attendance: Ron Karpick, Nancy Mattson, 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. Since the Secretary was absent, the President requested Hugh McKay to take the minutes as Deenie was unable to be present.

Minutes: Pricilla moved that the minutes of the August 10, 2017 LBV BOD meeting be approved as amended and Nancy seconded. The Board approved the August 10, 2017 LBV BOD meeting minutes after correction of Pedro Turina's name.

Treasurer's Report: Peg Veroneau

Audit update: I will meet with Nadim Salti on Wednesday, September 20, 2017 to continue the audit discussions.

Financial policy update: Peg indicated that the financial policy which has never been ratified by the Board needs to be rewritten. Original was too complex. Unfortunately, the individual who volunteered to produce a new financial policy is no longer available. Ron will look for examples of a financial policy on the VtV website and try to get something put together.

August Running Tally of Income and Expenses, first column is Year to Date and second column on the right is the 2017 budgeted amount:

	General Membership Meetings		0.00	250.00
	TOTAL		<b>0.00</b>	<b>250.00</b>
	Membership & Program Activities			
	TOTAL		377.95	1000.00
	Marketing		<b>377.95</b>	<b>1000.00</b>
	Annual Report & Shipping		0.00	250.00
	TOTAL		<b>0.00</b>	<b>250.00</b>
	Other Expenses/Contingencies		1005.00	
	TOTAL		<b>1005.00</b>	<b>1000.00</b>
	TOTAL EXPENSES	<b>2859.06</b>	<b>29351.82</b>	<b>53720.00</b>
	Total Income	4471.49	<b>34792.45</b>	48975.00
	Total Expenses	-2859.06	<b>-29351.82</b>	-53720.00
	NET INCOME	<b>1612.43</b>	<b>5440.63</b>	<b>-4745.00</b>
	<b>SNAP SHOT</b>			
		<b>REVENUE</b>		<b>EXPENSES</b>
	Member	3,375.00	Personnel	2,643.13
	Donations	1075.00	Operating Expenses**	215.93
	Amazon Smile	21.49		
	<b>Total</b>	<b>4,471.49</b>		<b>2,859.06</b>
	Checking Account Balance 8/31/17	38438.03		
	CD Balance	40179.01		
	<b>Total</b>	<b>78617.04</b>		

## Executive Director's Report: Cindy Waters

The B&P letters were mailed on July 25, 2017 and have brought in two new donations. It was discussed whether the letters should be followed up with a personal phone call. It was felt that this should be a function of the Fund Raising Committee which unfortunately does not exist yet.

The Village Quarterly Meeting will be held on Monday, September 25, beginning at 7:00pm at the Mason District Government Center on Columbia Pike. Courtnay Weitekamp, a teacher consultant with the Northern Virginia Writing Project. There will be a brief Village business meeting prior to the program. Refreshments will be available courtesy of Old Dominion Home Care.

The next Village Quarterly Meeting will occur on Monday, November 13, 2017 at the Government Center.

See Attachment 1 for the list of meeting dates for 2018 which was submitted on Sept. 1, 2017 to the Mason District Governmental Center. The list includes the changes in the quarterly meeting dates. The time of the monthly meetings has been changed from 3-5 to 4-6 PM.

Dustin Gamache of Beachway signed up as a new volunteer and Leo and Gloria Suslow of Patrick Henry Drive signed on as new members. Unfortunately and unexpectedly, Leo passed away shortly after joining the Village. Gloria will continue as a member.

## Committee Reports:

### *Document Retention and Destruction policy update:* Richard

The ADP policy on document destruction needs to be factored in as its policy would trump the LBV guidelines. Peg will try to get these guidelines for Richard. Also, there needs to be more discussion regarding the specific documents and who is in charge of each document.

### *Communication:* Jane

Jane needs a LBA Newsletter article. The Board discussed using photographs of the Volunteer picnic rather than an article.

Update of revisions of new trifold: Discussion regarding the trifold was tabled until the By-Laws are finalized and there is better definition of memberships and services. The McCabe's Printing Group needs a PDF file of the Trifold and will publish 1000 trifolds for the discounted price of \$320.00.

LBV signs for announcing Quarterly meetings and events: Richard

Cindy suggested that we get about a dozen signs, double sided. . Richard shared the cost if done by Staples. .”

Size	Double Sided with Stake Included, but shipping extra
18" x 24"	\$22.99

Cindy suggested that we get generic two-sided signs that say something like “Lake Barcroft Village Meeting.” Richard will investigate other potential sources for the signs.

Programs: Nancy

She does not want to be the liaison between the Programs committee and the LBV Board. Fortunately, Cindy does attend these meetings regularly and can take on that role.

Cindy indicated that the Board resume the responsibility for the Quarterly Meetings, selecting the topic and arranging for the speaker. This action removes this responsibility from the Program Committee.

Membership: Priscilla

It is important to question former members on the reasons for their departure 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 I have the over 65 year old list of residents in LBA and it is pretty good for our purposes. We will put pins on a map of Lake Barcroft to identify where members live. We hope to see islands of members and non-members. We are thinking of hosting small social hours within these islands in order to invite members and non-members with a view to explaining Village membership benefits and solicit new member.

Ron: There are a number of VtV suggestions to increase membership that we should consider:

1. Invite friends/neighbors to the Happy Hour
2. Consider asking every member to recruit a new member and thereby get a chance for free year of membership?
3. Continue to alert all LBV members and volunteers of new members and new volunteers in the monthly Villager article and on the LBV website.-

Ron indicated the following should be Board member activities:

4. Each Board Member should seek out new Village members
5. Board Members should actively recruit their replacements

6. Board members should also bring non-members to Village activities to promote potential memberships and volunteers.

There was a recent question about non-members attending social events. At this time, LBV social events are open to the entire LBA community, however, if there is limited space, members of the Village will be given preference over non-members.

The 15<sup>th</sup> year celebration of the Beacon Hill Village by Atul Gawande talk “The Value of Community and Choice as We Grow Older” cannot be shown by LBV, but is available at Temple Rodef Shalom 4-6:00 PM by prior registration.

Fund Raising: Sam and Cindy

There continues a need to create a Fundraising Committee. Efforts to find a fundraiser and committee have been to no avail, as no one has volunteered in spite of multiple solicitations.

Sam indicated that Village meetings could have a raffle. The Board also discussed having each member contributed a dollar at Happy Hour and be given a ticket. A subsequent drawing would identify a winning ticket and the pot would be split between the Village and the winner.

Sam: I did not communicate with the Agency on Aging. I received the referral to [matchdotdollars.org](http://matchdotdollars.org) from Patricia Rohrer, who is the Fairfax County's Long Term Care Program Manager. A review of “matchdotdollars.org” reveals that it costs \$500/year and requires a designated LBV staff person who would expend at least 5 hours per week on the project and be available for biweekly reviews with the next application date being 3/11/18

Volunteers: Richard and Pedro

Ron congratulated Richard and Pedro on a very successful Volunteer Picnic. The total cost of the picnic was \$230 which Richard and Dottie would like to donate to LBV. Thanks to Hugh for cleaning the ashes out of the grill.

Richard related that the picnic process was much easier than expected due in large part to all the help received from the other Board members. Other suggestions from the Board for the volunteer picnic:

1. Consider adding boat rides
2. Consider adding alcohol request to the initial request for Beach 5 access.

3. Consider a LBV sign and possibly balloons at the street entrance of Beach 5 to be sure individuals know of the picnic site.

Old Business:

1. PA system replacement: Carl Neuberg will order at end of September
2. Sam's By-Laws revision: Ron: Our thanks to Sam for the By-Laws Policy Document. Some discussion of the draft was held, but because of the late hour further discussion was curtailed. Ron will put together the comments made by everyone and will be reviewed by the Executive Committee before the next LBV Board meeting when further discussion will be held. Board members who have thoughts or concerns about Sam's draft should please send them to Ron.

New Business:

1. Ron: Invitation for Holiday party. The gracious invitation was declined due to the busy schedule of events during the month of December.
2. Ron: Political action-Moya Atkinson: Cindy wrote Moya a letter declining Village participation in political activity. Everyone agreed that LBV should not be political
3. Ron: Yi-ting Chiu's Paper: Identified her highly technical paper and indicated he would e-mail it to the Board for their appreciation. The paper has no direct effect on our Village.
4. Ron & Jane: Caregiver Support: Board discussions indicated that experience with caregivers showed that in the main they declined assistance but if anyone requested help, available community resources would be shared.
5. Next WAVE meeting: Tuesday, October 17, St. Augustine's Church, Waterfront, DC, 9-12:30 PM

Meeting adjourned at 4:40 p.m.

The next LBV BOD Meeting will be on Thursday, October 12, 2017 in the Wilson Library Meeting Room from 3:00 PM to 4:30 PM in Room 1.

Respectfully submitted for the Secretary: Hugh McKay

**ATTACHMENT ONE**  
COMMUNITY ROOM USE PERMIT APPLICATION FOR 2018

LAKE BARCROFT VILLAGE

SMALL CONFERENCE ROOM

--Needed once a month for Board of Directors meeting around a conference table;  
generally attended by 10 people

--Time: 4:00-6:00pm

Dates: Second Thursday of each month

January 11

February 8

March 8

April 12

May 10

June 14

July 12

August 9

September 13

October 11

November 8

December 13

MAIN COMMUNITY ROOM

--Needed once a quarter for general business meeting and program; generally attended  
by 45-50 people

--Time: 6:00-10:00pm

Dates: as follows

March 12

June 11

September 10

November 13, Tuesday

