

**Lake Barcroft Village**  
**Board of Directors Meeting**  
**MINUTES OF 10 MAY 2024**

A regular meeting of the Lake Barcroft Village (LBV) Board of Directors was held on 10 May 2024 via Zoom. The meeting was called to order by President Walt Cooper at 1:01 pm.

**Members present:** Past President Ellen Raphaeli, President Walt Cooper, Vice President Nazir Bhagat, Treasurer Ross Kory, Secretary Cathy Williams, additional board member Elizabeth Boris, and Executive Director (ED) Cindy Waters. **Unable to attend:** Lisa DuBois, Liz Gianturco and Jane Guttman.

The agenda for the meeting and notes from the April 11, 2024 ad hoc meeting were approved.

Unless otherwise noted, officer and committee reports were distributed to Board members prior to the meeting; a copy of each is retained by the Secretary. Summations and additions are provided in each category, below.

**Treasurer's Report:** Treasurer Ross Kory reported that dues income for April was \$1,625 and expenses totaled \$3,408, leaving working capital of \$21,000. In June the \$51,000 CD will mature with a 4.5% return of more than \$2,000. We will consider cash flow needs through the end of the year before deciding how much of the principal to reinvest. We successfully filed our IRS 990-N filing before the April 15th deadline.

**ED's Report:** ED Cindy Waters submitted a written report prior to the meeting. She said there is one new full membership and two late renewals. Three individuals have asked to be taken off the volunteer list.

**Committee Reports:**

Communications – Jane Guttman submitted a written report prior to the meeting. Walt noted that articles in the forthcoming issue of *The Villager* are very compelling. Urmilla Kahn has written an article on the National Gallery tour for the Lake Barcroft Newsletter (LBN); the article is currently being edited by Marie-France Smith. Cathy asked that the LBN editor be reminded to include our LBV information box on volunteers. Walt is seeking one or two volunteers to take on the job of submitting LBV content to LBN each month.

*Action: Cindy, who does the final edit of our LBN submission, will remind the editor about including the LBV information box on volunteers.*

Fundraising—Lisa DuBois submitted a written report prior to the meeting indicating that a second solicitation letter was sent to all potential sponsors the first week in March. She is working with Jane to create a blurb on the LBV website homepage that describes sponsorship options and make the “Donate” button available on the home page.

The date for the wine tasting fundraising event has been changed to June 2. It will be held on Beach 5 from 2:00-4:00, with set-up beginning at 1:00. Lisa is arranging for the liquor license. Volunteers are needed to help move tables and food to the picnic area. Lisa will ask the high school for student volunteers to help with set-up and take-down. If it rains, the event will be held at the home of Stair Calhoun.

*Action: The board will await further instructions from Lisa about needed snacks and assistance with set-up and clean-up.*

Programs – Cindy submitted a written report prior to the meeting. She noted that the Arena Stage tour scheduled for Monday has been postponed to a later date. The date for the Silver Fox lunch in June has been changed to Wednesday, June 5. The Memoir group will suspend meetings during July and August. Nazir suggested posting the memoir group's writing topic in Cindy's member communique in case LBV members who are not official members of the group would like to write about the topic for *The Villager*.

Membership Marketing – Cathy noted that we are hoping to have the information box on LBV volunteers included in the next LBN. She will be inviting several neighbors/potential members to the June LBV coffee.

#### **Old Business:**

Volunteer Appreciation event – Cindy and George Waters will host an informal barbecue for volunteers and members on their deck May 18 from 5:00 to 7:00 in lieu of the usual LBV Happy Hour. Rain is expected, so the rain date is May 19 at the same time and place. Nazir will bring wine, Cindy will buy hamburgers, Cathy will buy hamburger fixings, turkey burgers and sodas, Walt and Ellen will bring side salads. Walt will ask a volunteer to bring ice for the cooler, and Cindy will provide water leftover from the quarterly meeting. So far 24 people have responded that they will attend. Cindy will ask those who are not volunteers to bring desserts. Walt will make brief remarks at the event, and volunteers will be given LBV pen sets and LBV vests. Active volunteers who are unable to attend will also receive gifts. Cindy will have LBV brochures available for any volunteers who might consider joining the Village. Cindy also suggested we order more pen sets in order to have a supply on hand. Ellen indicated that she would look into this.

*Action: Cindy will provide updates to the Board on the number of attendees and what needs to be done to prepare for the event.*

Board Retreat – After discussion the Board agreed to postpone the retreat scheduled for June 6 due to scheduling conflicts. Walt has spoken with Elizabeth about a possible facilitator. After further consultation with Elizabeth and the facilitator, he will send Board members a proposed agenda for the meeting.

#### **New Business:**

Annual Report – Walt asked whether the Board should publish an annual report for 2023. Cindy noted that glossy 14-page annual reports were produced in the early days of the Village for distribution to members, and potential members and funders. During Ron Karpick's presidency we

changed to a pdf format with photos that was shared only with members and volunteers and posted on the website. During the covid shutdown, Village activities were curtailed, so a decision was made to produce a shorter, bulleted format report with a few photos on a biennial basis for 2019-20 and 2021-22. Following that precedent, our next report would be for 2023-24, and Ellen volunteered to produce the report in the same format used for the last two reports.

**Other Business:**

Next Quarterly Meeting – The next quarterly meeting will be held June 27 at 7:00 pm at the Mason District Government Center. The speaker on aging issues will be from the Fairfax County Office on Aging.

Call for Volunteer Committee Members – Walt asked Board members to recommend to him names of individuals from the Village or the community who might serve on LBV committees. He will contact these individuals to invite them to assist us in growing our membership and our program offerings, as well as fundraising efforts.

Next Board Meeting: The next Board meeting will be Thursday, 13 June, 2024, 3:00 pm via Zoom.

The meeting was adjourned at 1:45 pm.

Respectfully submitted,

Cathy Williams  
Secretary