**Lake Barcroft Village**

**Board of Directors Meeting**

MINUTES 13 FEBRUARY 2025

A regular meeting of the Lake Barcroft Village (LBV) Board of Directors was held on 13 February 2025 via Zoom. The meeting was called to order by President Walt Cooper at 3:02 pm.

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

The agenda for the meeting and minutes from the January 16, 2025 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:** There was no Treasurer’s report due to technical difficulties. Ross planned to send information to Ellen for the Biennial Report and planned to send a financial report for January to the Board later today.

**ED’s Report:** ED Cindy Waters submitted a written report prior to the meeting. Since that report was sent one full member has renewed for a total of 42 full members and 35 social members. After discussion the Board approved accepting a membership application from an Annandale resident whose daughter lives in Lake Barcroft. The Board agreed that time distance (a reasonable time involved to reach the person’s home) is the most important consideration in decisions about membership of individuals who are not-Lake Barcroft residents. For future membership decisions the Board may want to consider defining reasonable boundaries on a map (e.g., not farther than Gallows Road from Lake Barcroft).

Cindy noted that the Board ballots and activity interest forms have been mailed to all members. She has received 6 ballots via email. Jane offered to create a fillable interest form in Adobe that members could complete online, print and send to Cindy by mail or email at the time they renew their membership. This, plus the use of Zelle to pay the membership fee, could streamline the renewal process. We should also add the Zelle Quick R esponse (QR) code to the Donate page of the LBV website to save processing fees that we currently incur when PayPal is used for donations.

**Committee Reports:**

Communications – Jane Guttman reported that *The Villager* is ready to publish this week. She has added information about the new Vitality Group to the LBV website and will add photos when she receives them from Ken Trotter or Daisy Birch.

Ellen noted that Ken and Daisy are preparing an article on the Vitality Group for the LBA newsletter, and Ellen will send the photos to Jane for the website. Ellen will also ask the LBV Board candidates for photos to include in the LBA newsletter article.

Fundraising— In Lisa’s absence, Walt reported that Lisa posted the March 1 Appraisal Road Show flyer on LakeLink today. Cindy will send the flyer to Villagers tomorrow. Cindy has asked LBV volunteers for help with refreshments and has received offers to provide bottles of water and cookies and to help with setup. Cathy noted that she has signed a contract for use of the St. Alban’s parish hall. We are allowed to use the refrigerator but not other appliances. She will check to see if we can use the coffee maker. If not, Cindy can bring a coffee maker.

Programs – Cindy submitted a written report prior to the meeting. Nazir volunteered to host the Coffee and Conversation event in April.

Membership Marketing – Cathy asked if there were any suggested changes to artwork for the revised membership brochure. She will place an order for 500 brochures this week. The printing fee will be about $250.

Keeping in Touch (KIT) – Marcia Grabowski submitted a written report on behalf of Elizabeth Boris prior to the meeting. All the of new KIT groups reported activities that have occurred in the past month or are planned for next month.

Operations – Liz was unable to attend the meeting but asked for assistance converting a pdf document to Word. Jane offered to help, noting that she has an Adobe program that can do the conversion.

**Old Business**

Biennial Report – Ellen has completed the 2023-24 LBV Biennial Report except for the financial section from Ross. The Board decided to eliminate the month-by-month portion of the report to save space. Board members suggested including a note that month-by-month activities are delineated in the Board minutes located on the LBV website. Ellen will work offline to obtain photos to include in the report.

March 27 Quarterly Meeting – Walt will be out of town, and Nazir has agreed to chair the meeting. Ross and Ellen will set up the computer and projector, and Nazir will bring the audio system if needed. Walt will create the slides for the business meeting.

2025 Budget – Ross will complete the proposed 2025 budget as soon as he receives information from Walt regarding the Executive Director’s salary.

Date of Next Board Meeting – Thursday, March 13, 2025.

The meeting was adjourned at 3:45.

Respectfully submitted,

Cathy Williams, Secretary