#### LAKE BARCROFT VILLAGE, INC.

## Minutes of the Board of Directors Meeting June 13, 2013

<u>Attending:</u> Carol Bursik, Ann Cook, Dawn Donald, George Erikson, Stuart Feldstein, Dale Gianturco, Sunny Greene, Carl Neuberg, and Sam Rothman. Bill Cook and Janet Hall were guests.

Carl called the meeting to order at 3:00 pm at the Woodrow Wilson Library.

### Approval of Minutes

Sam distributed copies of the May 23 minutes. The Board approved the minutes as amended.

#### Treasurer's Report

Dawn handed out copies of the Profit and Loss Statement from January through May 31, 2013. We currently have approximately \$39,000 in the checking account.

#### Report of the Village Coordinator

Moya is on vacation and will return on June 25. Volunteers have been staffing the office, and no problems have arisen that they could not handle.

We have received resumes from two individuals interested in the Coordinator's job. So far five people have expressed interest, and all of them have received copies of the job requirements.

Carl has a donation of a smartphone for the Village Coordinator. It comes with no activation fee and will cost \$30/month for 200 minutes of voice service. Use of a smartphone will allow the Village Coordinator to be available by phone while running errands during office hours.

**Motion:** George moved and Sam seconded that we accept the phone and pay the monthly service fees. Motion passed.

#### Old Business

Sunny reported that the Communications Committee is gathering materials to pass on to the new website administrator. There are still a number of vacancies on this committee, and she asked for assistance in identifying people who can develop content, both written and visual. Two individuals will have authorization to update the online calendar. Sunny also requested help with determining what information we want to communicate and where it should be stored on the site. Information will be available to the public, but there will be a protected area for a membership directory and financial data.

Ann will lead a subcommittee from the Board to interview candidates for the Village Coordinator position. Interviews will be scheduled after July 15. We had intended to have the new coordinator take over from Moya on September 15; however, some adjustment to the timetable may be necessary.

Carl asked the Board members to assist in identifying co-chairs for Fundraising, Communications, Programs, and Marketing. The work of the committees can be assigned to committee members, but it is important to have co-chairs to coordinate and oversee the assignments.

As our main fundraiser, the Village will sponsor an auction at Fortune Restaurant on September 10. Janet Hall and Trippi Penland, who have extensive experience with events of this type, will guide the planning and implementation of the auction. Dawn will serve as the Board member in charge. Janet presented a detailed plan of the entire event, including the dinner, silent and oral bidding process, donation of goods and services, advertising, printing requirements, and the process of tracking bids and sales. We will seek help from Village volunteers for all aspects of the event; an e-mail will also go out on LakeLink to solicit help from the community.

**Motion:** Dawn moved that we charge \$35 per ticket to include the price of the meal and a \$15 tax-deductible donation to the Village. Stuart seconded, and the motion passed. It was further decided that each Board member will sell 10 tickets to the auction.

Dawn will investigate methods of payment for items purchased the night of the auction. The new smartphone may be the simplest way of collecting credit card payments.

**Motion:** Ann moved and Dawn seconded that we approve the sample Auction Donation Agreement Form presented by Janet. Motion passed.

The next general Village meeting will take place on July 29 at the Mason District Government Center at 7:00 pm. Due to the interest in emergency preparedness, Harriette Kinberg suggested that we invite Judy Howell, Public Information Officer for the Fairfax County Emergency Response Team, to make a presentation and answer questions. She will also provide emergency information packets. We will invite the entire Lake Barcroft community to attend, especially volunteers who are not members of the Village. Dale recommended that we present a quarterly financial report so members know how we are doing. Janet suggested that we sell tickets to the auction and ask for donations. We will prepare a notice for the next LBA newsletter and forward it to Larry Golfer.

#### **New Business**

Sunny presented a proposal with supporting financial documentation on the concept of offering associate memberships to the Village. The current proposal updates and expands on information presented at meetings of the LBV Task Force earlier this year and is based on research of villages in the local area as well as other parts of the country. At issue is the long-term sustainability of the Village in terms of participation and operational funding. Bill Cook presented the Board with a memorandum outlining his concerns about the proposal for associate memberships, including the impact on the current Village structure.

The Board discussed Bill's questions and the pros and cons of associate memberships. Issues that need further discussion include the effect this new category would have on existing members, the policies and timetable for introducing a new membership level, and ways to bring the Village community into the decision-making process. The Board concluded that we should refine the model and discuss with other villages the way in which they implemented associate memberships.

In the interest of time, Carl asked that we reschedule the discussion of goals for 2013 for the next meeting.

Carol presented a proposal of the Membership Committee for a Village-wide Island Party as a way to bring together members who have been participating in small group gatherings this summer. The event would help strengthen personal connections and celebrate the Village's first year. The party would take place on August 10 from 6:00-8:00 pm at the Crawfords' lakeside home. The committee seeks approval to implement plans and to spend up to \$600 of the \$1,000 budgeted for membership activities this year. The committee is seeking in-kind and cash donations to keep the costs as low as possible.

**Motion:** Ann moved and George seconded that the Membership Committee proceed with plans for the Island Party and use up to \$600 for this event. Motion passed.

It was mentioned that as a 501(c)(3) organization, we can take advantage of state sales tax exemption for purchases of goods for our events. We will make sure we have the appropriate documentation to avoid paying sales tax.

The meeting adjourned at 4:51 pm.

# **Next Meeting**

The Board will meet on Wednesday, July 3, at 3:00 pm. Another meeting is scheduled for Thursday, July 18, to prepare for the general meeting.

Respectfully submitted,
Carol J. Bursik, Secretary