

Minutes of the Regular Meeting v5
of the
Lake Barcroft Village Board of Directors
March 9, 2017

A Regular Meeting of the Board of Directors of Lake Barcroft Village, Inc. ("LBV" or the "Village" was held on Thursday March 9, 2017 at the Mason District Governmental Center commencing at 3:00 P.M.

ATTENDING:

Ron Karpick, Jane Guttman, Nancy Mattson, Deenie McKay, Richard Morton, Adele Neuberg, Priscilla Weck, and Cindy Waters, LBV Executive Director.

ALSO ATTENDING:

Hugh McKay and GMU student observer Ms. Yi-ting Chiu.

APPROVAL OF MINUTES:

Minutes from the February 2017 board meeting were approved.

TREASURER'S REPORT: Treasurer's report was not discussed because Peg Veroneau was on vacation.

EXECUTIVE DIRECTOR'S REPORT:

- Cindy discussed the next Ice Cream Social. Helen Saks, Kelly Zito and Adele Neuberg are running it this year. While they are volunteers, this is a lot of labor - would the Village run it or at least be back-up as an annual event? Nancy suggested it might be a Newcomers action. Cindy said the larger issue was that both the Lake Barcroft Association and our Village should actively seek volunteers, primary with a number of alternates on record, for all projects undertaken. Ron stated that the Village will not help with the Ice Cream Social because our low membership. (See Action 1)
- 86 members renewed. 2 did not. There are 78 volunteers but drivers are needed. Cindy will post a request for drivers on LakeLink. (See Action 2)
- The LBA Newcomers include our tri-fold brochure in the Newcomers Welcome Basket. Our newest volunteer responded to this brochure.
- Important Village papers are filed, not on computer. Jane advised that DropBox charges \$99.00 for a Terabyte (Tb) of storage. A motion was made, seconded and approved for paying for the storage. (See Action 3)
- Home Assessment - no one gave potential volunteer names to Cindy. Adele will send names to Cindy. (See Action 4)
- Will annual LBA Village meeting celebrate leaders by certificate? Consensus: No
- Will annual LBA Village present leaders with \$100.00 restaurant gift certificates: Consensus: Yes. Note there is no budget for this. (See Action 5)
- Back-Up for Cindy is Eddy Rivas who carries the LBV cell phone, list of members, list of volunteers and drivers, but does not have LBV computer access. The board considers this adequate backup.
- Survey: Will provide report next week. Janet Kerley been actively working to get the survey ready for distribution, hopefully before the March Annual LBV meeting. (See Action 6)

- Happy Hour is being frequented by non-members, but they are not signing up as members. We should have rules that are as follows: Approved by all members. (See Action 7)
 - Members Only - Bring Wine or a Snack/Dessert
 - Non-Members - Bring Wine or a Snack/Dessert and pay the check-in person \$5.00

COMMITTEE REPORTS:

Operations: There are Leadership Notebooks which will be distributed to Board Members. Cindy and Ron are working to produce them.

Treasury: Peggy: Absent. Discussion: Establish formal Certified Public Account (CPA) review of Village financial books from the beginning of the Village. Carl Neuburg to recommend CPA. All board members agreed to do this. (See Action 8)

Communications: Jane anticipated that 65 people would sign up for dinner; only 40 did. Discussion that 90 people came last year; 40 were members so the number this year seems appropriate. Cindy will send an e-mail dinner invitation on LakeLink and request RSVPs. (See Action 9) There was an action to send out another announcement. Jane and Peg will help Cindy with phone calls. (See Action 10) Cindy says there are not enough items for a silent action for this dinner meeting.

Volunteer Services:

- No changes needed in Volunteer Training. Should re-train every other year.
- A discussion yielded the decision not to send a thank you letter to volunteers.
- The annual Member Anniversary party will not include non-Member Volunteers this year.
- There will be a volunteer picnic during September 2017. Richard will work on getting a Food Truck and Ice Cream Truck for picnic. (See Action 11)
- A discussion arose on scheduling beaches for Picnic in September. Cindy will get one prime and one rain day scheduled. (See Action 12)

Richard discussed the need for Village Information Technology (IT) software to be acquired which met stated requirements, based on personal access with the Village, and was maintained centrally. Today, Richard and Cindy are the only members that know how use the software, In addition, Richard must maintain the Village IT software - an action that cannot be easily passed to his successor. He discussed the need for a more user-friendly IT software that any member acting in a leadership role could easily use. He discussed a software package originating from a Berkley CA vendor which all Washington DC area villages are using. He cautioned that even in this East Coast region, the Villages were disparate and each would require unique IT software modifications to meet their needs. He provided draft list of Village IT requirements (See Action 13) to all Board members for review, addition of requirements, and comments which should be sent directly to him.

Richard stated that the Annual Meeting for Village-to-Village occurs on November 6, 7 and 8, 2017 and that the Board needs to select those who would represent the Village and attend. Meeting fees and travel/hotel/meal expenses would have to be met by the Village. (See Action 14)

Jane requested Richard to send her Board minutes to be placed on Village Web Site. (See Action 15)

Fundraising: Richard will draft a fundraising letter. (See Action 16)

Programs: Cindy asked if there were a Programs process to interact with the B&P members to ensure they renew. No process was identified. (See Action 17)

- Discussion: What do B&P members get for their contribution? Response: Access through membership. Should not get to attend Happy Hour.
- Cindy: Can't say to B&P "here is what you get in return for your membership"
- Cindy: I will revise the B&P form to incorporate our discussion. (See Action 18)

President: Planning Calendars guide what, when, who. Board needs to review monthly

- Please review the present calendar and send edits to Ron. (See Action 19)
- We must establish a definite date for action to be complete for Christmas Cards as part of the calendar edits and I will do this. (See Action 20)

OLD BUSINESS:

- Annual Report Production. (See Previous Action 1)
- How best to honor outgoing Board members via Certificate of Appreciation. (See Previous Action 2) Status: Cancelled
- Richard to investigate the postal carrier-patron program. (See Previous Action 3)
- Richard to write a donation request letter to be sent to all homes in LBA. (See Previous Action 4)
- Cindy to work with Ron on the Ballots. (See Previous Action 5)
- Cindy to work with Ron on the Leadership Notebooks. (See Previous Action 6)
- Decide the time and place of future board meetings: TBD (See Previous Action 7)

NEW BUSINESS:

- This is the first Board meeting for Deenie McKay and Priscilla Weck and we welcome them.
- Annual Report: See Previous Action 1.
- Postal Carrier report excess mail not retrieved: See Previous Action 3.
- Annual Meeting: March 20, 2017
- Special Board Meeting in Ron's House March 23rd at 3PM to determine which Board members will co-chair committees and be Officers.
- Sam: (Not Present) Policy and Procedures to be rewritten.
- 2017-2018 Committee Chair Volunteers:
 - President: Ron
 - VP: TBD (Chair Nominating Committee)
 - Secretary: Deenie
 - Treasurer: Peggy
 - Communications: Jane
 - Volunteer Services: Richard

- Membership: TBD (Note no membership survey is needed until 2020.) Ron stated Board should be active at Village Meetings and speak to membership and learn what capabilities they have as volunteers. We need to engender enthusiasm and interest in the Village.
- Operations; (Suggestion: fold into VP job)
 - Annual Report
 - Policy/Procedure
 - By Laws
- Planning Calendars guide what, when, who. Board needs to review monthly and respond to Ron (See Action 19)
- Christmas Card order
 - @ 120 cards sent last year by Larry Golfer (members, preferred vendors, B&P)
 - Must establish a definite date for action to be complete (See Action 20)

ACTION ITEMS:

Previous Action Item Status:

1. Jane to work with Sam to produce the Annual Report. Status: TBD
2. Jane to look into generating Certificates of Appreciation for outgoing board members and the Cooks: Status: Closed without action.
3. Richard to investigate the postal carrier-patron program. Status: Jane looked into this with the following result: The Culmore post office does not offer the program. They only notify the address where the mail is piling up that they have picked up the mail and are holding it for 30 days.
4. Richard to write a donation request letter to be sent to all homes in LBA. Status TBD
5. Cindy to work with Ron on the Ballots. Status: TBD
6. Cindy to work with Ron on the Leadership Notebooks.
7. Board to decide the time and place of future board meetings. Status: TBD

New Action Items:

1. Ron stated that the Village will not help with the Ice Cream Social due to the small number of members and the larger number of LBA members
2. Cindy will post a request for drivers on LakeLink
3. A motion was made, seconded and approved for the Village to pay the DropBox charges.
4. Adele will send potential Home Assessment volunteer names to Cindy
5. Annual LBA Village meeting celebrate leaders by providing \$100 Restaurant gift certificate.
 - Board: Gift certificates to be purchased by Peg
 - Board: Establish funding for this on the subsequent budgets.
6. Survey Report hopefully will be available next week and will be distributed to the entire LBV Membership.
7. Happy Hour is no longer functioning as a Membership tool by non-members. We should have rules that are as follows: Approved by all members.
 - Who will change and publish the following rules?
 - Members Only - Bring Wine or a Snack/Dessert
 - Non-Members - Bring Wine or a Snack/Dessert and pay the check-in person \$5.00

8. Establish formal Certified Public Account (CPA) review of Village financial books from the beginning.
 - Cindy will find out who does this for the Lake Barcroft Association
 - Carl Neuburg and others to recommend CPA alternatives
 - Board to identify individual(s) for official Village interaction with CPA
 - Board to establish CPA Funding
9. Cindy will send an Anniversary Dinner invitation by LakeLink e-mail, request RSVPs.
Status: Closed
10. Jane and Peg will help Cindy with dinner phone calls.
11. There will be a volunteer picnic during September 2017. Richard will work on getting a Food Truck and Ice Cream Truck for picnic.
12. A discussion arose on scheduling beaches for Picnic in September. Cindy will get one prime and one rain day scheduled.
13. Richard provided draft list of Village IT requirements to all Board members for review, addition of requirements, and comments which should be sent directly to him within one week
14. Annual Meeting for Village Groups occurring on November 6, 7 and 8, 2017
 - Board to select those who would represent the Village and attend.
 - Board will establish funding for Annual Meeting fees and travel/hotel/meal expenses
15. Richard to send Jane Board minutes to be placed on Village Web Site
16. Richard will draft a fundraising letter for Board review
17. The Board will interact with Programs Lead to:
 - Identify the process to interact with the B&P members to ensure they renew
 - Identify how new B&P members are solicited
18. Cindy will revise the B&P form to incorporate Board discussion
19. Planning Calendars guide what, when, who. Board needs to review monthly. Please review the present calendar and send edits to Ron
20. Must establish a definite date for action to be complete for Christmas Cards as part of the calendar edits: Responsible Person: Ron

ADJOURNMENT:

The meeting adjourned at 5:15 P.M. The next regularly scheduled meeting will be on April 13, 2017 at the Mason District Government Center at 3 P.M.

Respectfully submitted,

Deenie McKay