

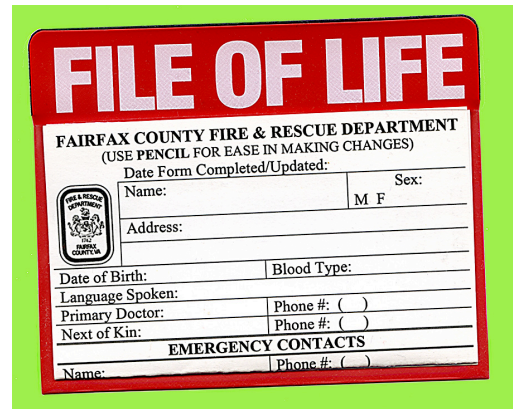


Biennial Report 2021-2022

2021

LIKE MOST OTHER ORGANIZATIONS LAKE BARCROFT VILLAGE operated under the constraints of COVID and convened its meetings and activities via Zoom. The Helpful Village saga continued with its software being acceptable for record-keeping but problematic with respect to tracking sign-ups for events. Revenue the past month was approximately \$5,000 under budget. The Board opted to defer the Village anniversary celebration until 2022 and approved the slate of nominees for the Board for 2021. The Programs Committee will be adding a Mystery Book Group on a regular basis, hosted by ED Waters.

The speaker for the March quarterly meeting will be an AARP representative who will discuss tax fraud. Treasurer and the ED will be working toward integrating the Access software with the Helpful Village system. In-person fundraising is not likely for several months given the COVID situation. The Board received a supply of File of Life magnets for distribution to members. Shirley Timashev's focus during the pandemic has been to increase members' facility with tools of technology. She also proposed and the Board approved a phone survey of members to identify those who would like help registering for COVID vaccinations later in the year. Richard will order 50 reflective safety vests to be used as part of a membership drive.



March membership stands at 78. The Board unanimously approved designating May as Membership Drive Month and to open all Village activities to Lake Barcroft and neighboring communities. Co-presidents for 2021 will be Ellen Raphaeli and Sam Rothman; VP, Linda Woodrow; Secretary, Liz Gianturco; and Treasurer, Ross Kory. Committee chairs will be Shirley Timashev, Fundraising; Cathy Williams, Programs; Jane Guttman, Communications; and Co-chairs of the newly created Technology Committee, Jane Guttman and Richard Morton, joined by Ross and Shirley.

Ross suggested that a certificate of deposit would yield better return on Village funds than having them in a savings account. Two volunteer applications are in process, pending the results of background checks.

Additions to the online special interest group offerings: The Spanish Conversation Group moderated by Pedro



Coffee at the Neubergs

Turina, the Mystery Book Group hosted by Cindy Waters and the Coffee and Conversation Group that will meet at La Madeleine. The Mandelbergs offered to host happy hours on a regular basis, and Mike Gaffen offered to lead the Chess Group at his home. According to the membership survey conducted by the Keeping In Touch group (KIT), all members have been vaccinated. A committee chaired by President Ellen Raphaeli will evaluate Annemarie Russell's proposal to study the sustainability of the Village.

The Board considered two draft policy statements dealing with criteria for attendance by non-members at Village Special Interest Group meetings and geographic boundaries for eligibility for membership in the Village. Funds were budgeted for the Membership Committee to use promoting Village membership. The Board considered whether quarterly meeting dates should be changed to enable their advertising in the *Villager* and the *Lake Barcroft Newsletter*. Consensus was that the dates didn't need to be changed, but the speakers needed to be selected earlier.

Donations nearly doubled over the previous month, but reserves are being depleted. The Village has joined PayPal. The draft policy statements introduced at the June meeting were discussed after which Beth will circulate revised drafts that reflect directors' comments.

The Board agreed that a significant effort to publicize the Appraisal Road Show will be made. More volunteer drivers are needed. The Board continued its consideration of policies affecting non-membership participation in Village events. Treasurer Kory reported that revenues were consistently lagging expenses. He expects to drop PayPal in favor of STRIPE.

Alan Ladwig will be the speaker at the next quarterly meeting, his subject will be space tourism.



Sam Rothman reported on contacts with residents of Malbrook, Ravenwood Park and Barcroft Woods to publicize our new, broader boundaries. The Board approved acceptance of the policy on geographic boundaries as it had been presented. The policy will be added to the Leadership Notebooks. The Appraisal Roadshow will be postponed to an unspecified date. The Board decided that any understanding about the Village sustainability study should be in writing to promote clarity. The Board agreed that the safety vests be sold to Village members for \$10 and to non-members for \$15.

Co-president Ellen reported that Vice President Linda Woodrow and Director Marcia Grabowski had submitted their resignations. Jane Guttman was appointed Vice President until the next election. Going forward the Board meetings will be begin at 3:15 rather than 3:30.

Treasurer Kory reported that he anticipated ending the year very close to the budget thanks to generous donations, He also reviewed for the Board a revised plan for adapting the Helpful Village (HV) program that calls for a three-phase implementation: Validating existing HV data (membership, dues paid and donations), reviewing HV membership reports and updating procedures, reviewing HV billing electronic procedures, reviewing the HV dues payment process for paper checks and ACH debits, reviewing HV donation requests, capture capabilities (ACH and STRIPE), and documenting a potential hybrid approach combining electronic and paper media. The Village will continuing operating parallel Access software by March 2022. Phases two and three will cover the HV Volunteer Services and Events functions.

Giftng of holiday bags to members, an undertaking that was initiated in 2020, was renewed for 2021.

Richard Morton, Jane Guttman and Beth Auerbach will comprise the Nominating Committee to identify candidates to fill three expiring terms. Nominating Committee member Richard Morton described the difficulty of finding appropriate candidates for the Board caused by the current requirement that two-thirds of the Board must be full members of the Village. In response the Board approved an amendment to bylaw Article V, Section 3 that permits directors to be members in good standing. Article VI, Section 1 was amended to recite that "The President and Vice-President must be members of the Village in good standing."



Holiday Gift Bags

Nominating Committee Chair Jane Guttman announced three nominees for directorships: Sue Morse, Walt Cooper and Lisa Dubois. Shirley will be leaving the Board but will continue with the Roadshow fundraiser and electronic functions, Cathy Williams has arranged a tour of Glenstone Park in Potomac in mid-April.

Lisa and Cindy will offer fundraising ideas with input from Cathy and Sue. The Board approved the membership application of a resident who lives in the Wynwood neighborhood. Ross and Cindy plan to attend Georgetown Village Helpful Village training program. The Village's financials will be reviewed by the same accounting

firm that reviews the Justice High School Scholarship Fund. The IRS Form 990 was filed. Cindy will assume liaising with KIT to replace Adele Neuberg, who relinquished the post. The results of the March special meeting for elections: President, Ellen Raphaeli; Vice President, Liz Gianturco; Secretary, Sue Morse; Treasurer, Ross Kory. The following committee chairs were appointed: Communications, Jane Guttman; Fundraising, Lisa Dubois; Operations, Beth Auerbach; Programs, Cathy Williams; Technology, Jane Guttman and Ross Kory; Volunteers and Services, Walt Coopeer (tentatively).

April membership: 83, of whom 60 are Full Members. The Board decided to continue meeting via Zoom through the remainder of the year.



Check from Home Instead

Home Instead, a home care and companion service, has notified Lisa that it is considering a \$10,000 donation to the Village. Lisa also is looking into reviving the Business and Professions Club as a source of income. Lisa will host the May Happy Hour since the Mandelbergs will be away. The Membership Committee chairmanship is still vacant, but ED Cindy continues to handle many of the committee's duties.

Sam Rothman will be responsible for producing the 2019-2020 Biennial Report. The Board decided that the next quarterly meeting in June would be hybrid, using live streaming and in-person participation.

Inasmuch as there are some overlapping functions of the Executive Director, the Membership Committee and the Volunteers and Services Committee Ellen suggested revising the Village committee line-up to determine whether a restructuring would be advisable.

Lisa suggested a wine-tasting fundraiser. The Membership chairmanship is still vacant so Cindy will handle its functions on an interim basis, including speaking with Peggy Veroneau about the Sleepy Hollow Manor market. Liz will chair an *ad hoc* committee to review and update the bylaws and review the structure and responsibilities of committees to determine whether changes are necessary.

June membership stands at 84. Given the low interest rate our CD is drawing the Board discussed alternate investment vehicles. The Treasurer will prepare a proposal for the Board to consider at its next meeting.

Through Lisa's efforts the Village received a generous financial boost in June from the donation of \$10,000 by Home Instead, the home health and companion care firm in Annandale. The formal presentation was made at the June Quarterly meeting. Jane has scheduled the next two interviews in the *Villager* with Walt Cooper and Sue Morse. Walt presented ideas for local excursions and offered ideas as to how to identify volunteer drivers for these excursions and to mentor students in local elementary schools. the June Quarterly meeting was the first Village hybrid meeting with significant help from Shirley. Attendance was favorable: 15 attendees attended via Zoom and 21 attended in person. Kathy Utgoff's presentation on redistricting was well received. The presenta-

tion for the next Quarterly meeting will be a discussion on reverse mortgages. Louise Ziebell provided an update on the Keeping in Touch (KIT) program.

2022

Membership stands at 83, (59 Full and 23 Social); volunteers at 62.

Treasurer reported that the revenue is running comfortably ahead of projections and that we will meet our revenue goal for dues by year-end. The Board approved an increase in the holiday baskets budget from \$1,500 to \$2,000.

Lisa reported that the Business and Professions group letters would be mailed in the next seven days. Walt noted that there are about 18 activities planned each month through December and that a Winter Solstice-themed party would replace the traditional happy hour in December. The Board approved a draft resolution authorizing signatories for a mutual fund investment account with Vanguard. The auditor who is reviewing Village financials apprised Ross of a matter that requires Board action. The key issue is that accounting principles for nonprofit membership billing incorporate a process of recording liabilities for receivables for membership and recording dues in advance. The impact of that principle is that a typical large nonprofit needs to match revenue with costs over the course of a year. Presumably, this gives management a better sense of the costs for delivering services. The Village has a policy of maintaining a financial reserve. In effect, the Village guarantees delivery of services. In the total scheme of non-profits it is not the best plan. We should describe our account as modified accrual accounting. The auditor is going to propose language for this process. Ross said that the Board should expect a draft financial review report, and he'll circulate the report before the next Board meeting.

On the investment front Ross advised the Board that it needs to acquire layered treasury bond funds instead of a Vanguard account. Interest is in the 4% range. Bond funds do bring with them some risk; therefore, Ross suggests an alternative approach. If there is a Treasury direct account, management fees will be avoided. The Board approved creation of an Investment Committee composed of Treasurer Ross, President Ellen and Past President Sam.

The Board also approved initiating a practice of including highlights of the articles in the covering email sent with the *Villager*. The Board authorized an ED notice to Social Member renewals reminding them that Full Membership is available if they need it. The ED noted that she does an exit survey with non-renewing members; Ellen would like to have an updated survey that would focus on what draws people to join the Village and what draws them to participate in Village activities.



Keeping in Touch Captains' Luncheon

Keeping in Touch Chair Cathy Williams attended a luncheon recently of all the KIT captains. She said the gift bags for LBV members, which have been very well received, would be distributed on December 17.

Ellen will email her proposal for a survey of current members. She will look at questions on the previous survey for background. Rather than ask why people left she would like to ask them an open-ended question, such as "what other questions do you

think I should have asked?" Over the past three years 22 members resigned. Some had moved, some had died, and others were incapacitated. Ellen asked whether the Board thought it worth surveying former members who could be reached. Cathy thought it would be important to get some feedback from them. It was agreed that two surveys would be needed.

The Board acknowledged that a celebration of the 10th Anniversary of the Village will be coming up in the spring. The treasury already has some funds for the celebration, including a credit of \$500 from the 2941 Restau-

rant. Barbara Sullivan, Executive Director of Village to Village, will be the featured speaker at the March quarterly meeting. Ellen and Sam will meet with Season Zellman of the Fairfax Area Commission on Aging to discuss ways in which our two organizations may assist each other.

The Treasurer opined that the Village would experience a net loss for the year. Nevertheless, at current levels we can continue to provide the same services for two-three years. Current membership stands at 81. Two volunteers have been added to the group, and two more are nearly processed.

Executive Director's Report

Data for the period of January 1– December 31, 2021

Membership/Volunteer Status

Full Members: 60
Social Members: 23
Volunteers: 65

Request by Assistance Category (total numbers) **(1/1 – 12/31/2021)**

Administrative/Office Assistance = 2
Computers & Technology Assistance = 18
Convenience & Errand Service = 7
Cooks on Call = 13
Home Maintenance & Repair = 16
Personal Assistance = 1
Referrals = 9
Transportation = 98
Weather Emergency Services = 5
TOTAL = 169

Events (total numbers of members/guests) **(1/1 – 12/31/2021)**

Silver Fox Men's Lunch = 44
Co-Ed Lunch = 59
Happy Hour = 159
Spanish Conversation = 26
German Conversation = 6 (temporarily cancelled)
Coffee and Conversation = 84
Chess Club = 10
March Quarterly Meeting = 35
June Quarterly Meeting = 29
September Quarterly Meeting = 37
November Quarterly Meeting = 39
Dining Around = temporarily cancelled
Memoir Writing = 187
Zoom Together = 234
Tech Topics = 3 (temporarily cancelled)
Book Discussion = 106
Travel Vignettes = 114
Building the Metro Region = 92
Art Roundtable = 127
Movie Group = 76
Poetry Group = 61
Mystery Book Club = 62
Garden Tour = 2
TOTAL = 1,592

Executive Director's Report – March 6, 2023
Data for the period of January 1-December 31, 2022

Membership/Volunteer Status

Full Members: 57
Social Members: 19
Volunteers: 57

Request by Assistance Category (total numbers)
(1/1 – 12/31/2022)

Administrative/Office Assistance = 4
Computers & Technology Assistance = 9
Convenience & Errand Service = 9
Cooks on Call = 2
Home Maintenance & Repair = 19
Personal Assistance = 1
Referrals = 4
Transportation = 136
TOTAL = 184

Events (total numbers of members/guests)
(1/1—12 /31/2022)

Silver Fox Men's Lunch = 28
Co-Ed Lunch = 59
Happy Hour = 156
Spanish Conversation = 7
Coffee and Conversation = 15
Chess Club = 15
March Quarterly Meeting = 34
June Quarterly Meeting = 34
September Quarterly Meeting = 22
November Quarterly Meeting = 20
Dining Around = 32
Memoir Writing= 123
Zoom Together = 135
Tech Topics = 19
Book Discussion = 75
Travel Vignettes = 109
Building the Metro Region = 67
Art Roundtable = 73
Movie Group = 18
Poetry Group = 36
Mystery Book Club = 38
Glenstone trip = 3
TOTAL = 1,118

Lake Barcroft Village, Inc.
Income Statements

FY 2021 (January 1 - December 31)

Income

Membership Dues	\$ 29,125
Donations	18,240
Other Income	51
Total Income	47,416

Expense

Executive Director	38,240
Operating Expense	\$ 6,624
Program Expense	2818
Total Expense	47,682
Net Income	(266)

FY 2022 (January 1 - December 31)

Income

Membership Dues	\$ 32,775
Donations	14,850
Other Income	19
Total Income	47,644

Expense

Executive Director	38,278
Operating Expense	5,372
Program Expense	2,320
Total Expense	45,970
Net Income	1,674