

Minutes of the Regular Meeting  
of the  
Lake Barcroft Village Board of Directors  
May 10, 2018 Final

A Regular Meeting of the Board of Directors of Lake Barcroft Village, Inc. ("LBV" or the "Village") was held on Thursday May 10, 2018 at the Mason District Governmental Center. Ron called the meeting to order at 4:00 P.M.

ATTENDING:

Ron Karpick, Ellen Feldstein, Hugh McKay, Richard Morton, Sam Rothman, Victor Utgoff, Priscilla Weck and Cindy Waters, LBV Executive Director.

APPROVAL OF MINUTES:

Ellen moved and Priscilla seconded that the minutes from the April 12, 2018 LBV BOD meeting be accepted. The minutes were approved unanimously.

PRESIDENT'S REPORT: Ron Karpick

Ron expressed the Board's thanks to Deenie and Hugh McKay and Cindy for the May 5, 2018 Anniversary Brunch at 2941 Restaurant. Cindy reported that the approximately 60 members who attended were enthusiastic about the event. They liked the valet parking, the beautiful Waterfall Room and good food. Ron asked for lessons learned and received the following:

- Use 'celebration' rather than 'brunch' since the latter implies a far different assortment of foods than was actually on the 2941 menu.
- Eliminate the bar - few cocktails were ordered and the wine was expensive. Negotiate with 2941 to allow us to bring in our own wine next year.

Ron indicated that adding Social Membership will potentially greatly assist our goal of increasing our membership and ask that the Board be present at the next Quarterly Meeting to answer questions in support of his presentation.

Ron will be out-of-town from May 14 to June 6, 2018 and Jane, as Vice President, will be in charge of Board matters in his absence.

TREASURER'S REPORT: Ross Kory was not present.

The LBV April Financial Report (Attachment 1) reflects red ink in the projected variance column.

EXECUTIVE DIRECTOR'S REPORT: Cindy

Current Membership/Volunteer Status

Members: Total to date: 82 (a couple on Pinetree is still contemplating joining; one probable new member completing paperwork – Gisela Prinz, Lakeview Drive. Adi and Pervin Davar did not renew.)

Vic stated that he spoke to Sue Morse who indicated that their non-renewal was not related to any deficiencies of the Village.

Certified Volunteers: 81 (two new volunteers trained; I'm waiting on background reports to be completed – Mary Margaret Flannery, Duff Drive and Peter Herbst, Military Road)

Events for April 2018

Silver Foxes luncheon – Raaga – 6  
Spanish Conversation – 3 members + 1 guest = 4  
Co-ed luncheon – 2941 – 8  
Stretch and Balance – 11 total  
German Conversation – ?  
Happy Hour – 15 members + 3 guests = 18  
Village Coffee – cancelled  
Total event numbers = 47

Request By Assistance Category for April 2018

Cooks on Call - 1  
Transportation – 5  
Personal Assistance – 1  
Referrals – 2

COMMITTEE REPORTS:

**Operations:** Richard

- Continue to work with Sam, Hugh and Ron on a Policy and Procedures draft. Richard has put forth a draft on fundraising, Sam is working on Insurance, Hugh is working on Evaluation of the Executive Director and Ron is working on the Board and succession. Cindy will share her job description with Hugh.

- Some Keeping In Touch Monday meeting notes:
  - Agreed to do Directory in house; not to contract it out. Will check with Don Christian about graphics and Erin Grimes about production.
  - Have Directory size be 8 1/2" x 11" with 14 fonts. Will probably staple pages.
  - Directory will contain Section (not LB Sections) location of people, their cell phones and emergency contact information. The Directory will identify the captains for each section and those who have emergency generators and who would be willing to share electricity.
  - Cindy said that she records some of this information, the LBA Directory of 2014-16 had emergency preparedness information which included 4-wheel drive vehicles and emergency generator information and recommended against duplication. Richard said that members needed this information readily available. Cindy reiterated that in a true emergency, 911 should be called. If a member needs a ride in inclement weather, Cindy, the Executive Director should be called. From a Village perspective certified volunteer drivers would be provided if available.
  - Cindy will ask all members for their full contact information stating that the information will be published and distributed to the Members.

**Programs:** Ellen provided a schedule of program activities and indicated that LBV activities are shown in the Lake Barcroft Newsletter. She indicated that Pedro had recommended a photographer's group. Mike Gaffen is starting a chess group and has seven responders. Mike is also looking at a men's book club. Vic expects to lead a backgammon group. She is also looking into free concerts given at the Alexandria NVCC Schlesinger Hall and a walking tour of Greensprings Garden.

Ellen said that she wanted to interview new members to determine what new programs would be of interest to them.

Jane submitted an e-mail question to Ron regarding non-members attending or chairing program activities - specifically the German/Spanish language groups which have non-members attending. The Board argued that such attendance could be seen as potential recruiting; the counter to this argument is that non-members may not live in Lake Barcroft and could not become members. The Board deferred a decision about non-member involvement with social and educational activities until the impact of Social membership could be determined.

**Membership:** Vic

Vic indicated that he had written a draft outline of a recruiting paper and asked Jane for help in reviewing. He indicated that there were a wide variety of arguments for joining LBV, for example:

- Insurance, e.g. join early to ensure service availability when needed
- Social, e.g. Vic noted that research he has done turned up many articles indicating that having contemporary friends significantly increases expected health and longevity.
- Receiving services and help from friends and trusted volunteers rather than strangers such as Goodwin House at Home may provide. However, it is appreciated that organizations such as Goodwin House at Home deliver a wide variety of health related services which our Village does not.

Vic wanted a volunteer to write an "Insurance" article and Hugh accepted.

Ron asked the Board to review the Social Membership Application. Sam and Cindy noted changes which were needed.

#### **Communications:** Jane

Deadline for LBA Newsletter is May 15, 2018.

- **Lake Barcroft Newsletter**  
Article will include information about the Anniversary Brunch. Other ideas needed.
- ***The Villager***  
Articles are lined up and *Villager* will be published in early May after the Anniversary Brunch.
- **Web Site**  
Dogfish Head fundraiser and the 2941 party material was added.
- **Membership Committee**  
Worked with Vic Utgoff on information about services and activities.

#### **Fundraising:** Cindy

Cindy indicated that Panera fundraiser was too restrictive in that the hours were limited to 4-8 and for a donation to be made the order had to be accompanied with the flyer or code. We were given \$57 for that evening. She recommended it not be considered again. The Dogfish fundraiser was for a portion of the entire days billing and flyers were not required. We were given \$ 1,087 for that day. She said she would recommend a Dogfish fundraiser every month if that were possible.

Sam suggested looking into Barnes and Noble as a potential fundraiser.

**Volunteer Services:** Pedro.(not in attendance)

Pedro made a model of a large LBV Tri-Fold. The tri-fold can accommodate a variety of materials such as pictures and literature which can be changed to be relative to the event. Ron indicated that both a Poster Board and a Feather sign would be helpful for advertising the Village. Priscilla made a motion to purchase both and Vic seconded. The Board agreed unanimously.

The Board approved hosting a Volunteer Picnic to be catered/food purchased (deferred food decision to June) at Beach 5 on September 29, 2018; rain date September 30. Cindy will book Beach 5 for those dates and pay the fee.

Volunteer training was discussed. Cindy indicated that the session to be held will focus on the volunteer 'do' and 'don'ts' document. When and where this training would be held was not discussed.

Old Business:

- Ron will present the new Social Membership category at the June 11 Quarterly Membership meeting and requested the Board be present.
- For the September 10, 2018 Quarterly Meeting, we need a program. The Shingles play and an AARP speaker such as "Living Longer, Living Smarter will be considered.
- November 13-Jewish Coalition against Domestic Abuse. Contact: Jane Guttman, Elissa (Lis) Malter Schwartz, ED, (301) 315-8040

- Ice Cream Social on June 16, 2018 Beach 5. Ron communicated with Anne O'Neill who said we can have a table to pass out Village information if the Village would staff the Sign In Table or staffs and brings items for the cookie table.
- The Board approved supporting the Sign In Table but not bringing cookies. Ron asked for volunteers for the Sign in Table and Hugh offered. Ron will e-mail Anne with the Board's decision.

New Business:

- Jon Ferris asked the Board to consider supporting the Barcroft Families for Playground Awesomeness (BAFAPA) both with a financial donation and with support for a multigenerational playground. The Board was concerned that it would be difficult to share an area with children, that the ADA regulations may make the playground too expensive as would the cost of the equipment and installation.

The Meeting was adjourned at 5:50 PM

The next LBV Quarterly meeting will be held on 6/11/18 will be at 7PM at the Mason District Governmental Center.

The next LBV Board meeting will be held on 6/14/18 at 4PM at the Mason District Governmental Center.

The VtV Annual Meeting will be held October 7-10, 2018 at the Hyatt Regency Hotel, Mission Bay, San Diego CA.

Respectfully Submitted: Hugh McKay

# ATTACHMENT 1 - THE LBV TREASURER'S REPORT

## LAKE BARCROFT VILLAGE APRIL 2018 FINANCIAL REPORT

	April	2018 Actuals to date	2018 Budget	Current Variance Estimates
<b>REVENUE</b>				
<u>Donations</u>				
Corporate/B&P	\$ 1,137.36	\$ 1,137.36		
Individual	\$ 500.00	\$ 2,125.00		
<b>TOTAL DONATIONS</b>	<b>\$ 1,637.36</b>	<b>\$ 3,262.36</b>	<b>\$ 12,000</b>	
<u>Fundraising Event Proceeds</u>				
<b>TOTAL FUNDRAISING EVENTS</b>		<b>\$ -</b>	<b>\$ 3,000</b>	
<u>Membership Dues</u>				
New	\$ 250.00	\$ 2,000.00	\$ 2,000	
Renewing	\$ 750.00	\$ 8,000.00	\$ 34,000	
Other Types of Membership		\$ -		
<b>TOTAL MEMBERSHIP DUES</b>	<b>\$ 1,000.00</b>	<b>\$ 10,000.00</b>	<b>\$ 36,000</b>	
<u>Other Income</u>				
Miscellaneous	\$ 24.89	\$ 118.42	\$ 300	
<b>TOTAL OTHER INC</b>		<b>\$ 118.42</b>	<b>\$ 300</b>	
<b>TOTAL REVENUE</b>	<b>\$ 2,637.36</b>	<b>\$ 13,380.78</b>	<b>\$ 51,300</b>	
<b>EXPENSES</b>				
<u>Personnel</u>				
*Executive Director Comp.	\$ 2,662.00	\$ 10,406.00	\$ 31,702	
Employer Payroll Taxes	\$ 203.64	\$ 796.05	\$ 2,425	
Payroll (ADP) Service Fee	\$ 41.00	\$ 221.30	\$ 522	
ED Backup		\$ -	\$ 400	
<b>TOTAL EXECUTIVE DIR.</b>	<b>\$ 2,906.64</b>	<b>\$ 11,423.35</b>	<b>\$ 35,049</b>	
<u>Operating Expenses</u>				
Business registration--SCC		\$ 50.00	\$ 75	
Copying and Printing-Local		\$ -	\$ 200	
Postage, Mailing Service		\$ 397.14	\$ 500	
Telephone/Internet	\$ 99.55	\$ 392.05	\$ 1,500	
Supplies	\$ 475.81	\$ 509.79	\$ 1,200	
Equipment/Software		\$ 1,040.17	\$ -	\$ (1,040)
wix.com		\$ -	\$ 250	
Insurance (Org&Officers)		\$ -	\$ 2,900	
Service Fees			\$ -	
Bank Fees	\$ 4.00	\$ 16.00	\$ 50	
PayPal/Donation Fees		\$ 19.50	\$ 150	
Credit card fees		\$ -	\$ -	
Dues/Subscriptions				
Checkbook, etc.	\$ 342.00	\$ 342.00	\$ 700	
VTV Memberships		\$ -	\$ 500	
WAVE		\$ 35.00	\$ 70	
DMV Checks		\$ -	\$ 50	
Background Checks		\$ -	\$ 350	
Registration fees/publications		\$ -		
Operating Expenses -- Other		\$ 5.00	\$ 100	
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 921.36</b>	<b>\$ 2,806.65</b>	<b>\$ 8,595</b>	<b>\$ (1,040)</b>
<u>Professional Development</u>				
(V-o-V Conf.)	\$ -	\$ -	\$ 3,000	
Miscellaneous			\$ 1,000	
<b>TOTAL PROFESSIONAL DEVELOPMENT</b>		<b>\$ -</b>	<b>\$ 4,000</b>	<b>\$ -</b>

ATTACHMENT 1 - THE LBV TREASURER'S REPORT  
(CONTINUED)

**LAKE BARCROFT VILLAGE APRIL 2018 FINANCIAL REPORT**

	April	2018 Actuals to date	2018 Budget	Current Variance Estimates
<b>Professional Services</b>				
Misc. (Review+Honoraria)			\$ 1,600	
<b>TOTAL PROFESSIONAL SVS.</b>	\$ -	\$ -	\$ 1,600	
<b>Fundraising Events</b>				
Event 1		\$ -	\$ 1,000	
B&P Club		\$ -		
<b>TOTAL FUNDRAISING EVENT EXPENSE</b>		\$ -	\$ 1,000	
<b>Special Events</b>				
Anniversary Dinner	\$ 5,439.67	\$ 5,939.67	\$ 4,500	\$ (1,440)
Volunteer BBQ		\$ -	\$ 500	
Summer Social		\$ -		
<b>TOTAL SPECIAL EVENTS</b>	\$ 5,439.67	\$ 5,939.67	\$ 5,000	\$ (1,440)
<b>Meetings</b>				
General Membership Meetings		\$ -	\$ 250	
<b>TOTAL MEETINGS</b>		\$ -	\$ 250	
<b>Membership &amp; Program Activities</b>				
		\$ -	\$ 1,000	
<b>TOTAL MEM. PROGRAMS &amp; ACTIVITIES</b>	\$ -	\$ -	\$ 1,000	
<b>Marketing</b>				
Holiday Cards- LGolfer			\$ 500	
Annual Report & Shipping		\$ -	\$ 150	
<b>TOTAL MARKETING</b>		\$ -	\$ 650	
<b>Other Expenses/Contingencies</b>				
		\$ -	\$ 1,000	
<b>TOTAL OTHER/CONTINGENCIES</b>		\$ -	\$ 1,000	
<b>TOTAL EXPENSES</b>	\$ 9,267.67	\$ 20,169.67	\$ 58,144	\$ (2,480)
Total Income	\$ 2,637.36	\$ 13,380.78	\$ 51,300	\$ -
Total Expenses	\$ (9,267.67)	\$ (20,169.67)	\$ (58,144)	\$ (2,480)
<b>NET INCOME</b>	\$ (6,630.31)	\$ (6,788.89)	\$ (6,844)	\$ (2,480)

**SNAPSHOT**

**REVENUE**

Donations   \$1,637  
Renewals    \$750  
New         \$250

**EXPENSES**

Anniversary Dinne   \$5,940  
Supplies             \$476  
Checkbook            \$342

**End of Month Balances**

    Checking Account   \$ 42,438.88  
    CD +Interest Check Balance   \$ 40,322.71  
    Total               \$ 82,761.59