

Lake Barcroft Village, Inc.

Minutes of Regular Meeting of the Board of Directors

February 1, 2016

A Regular Meeting of the Board of Directors of Lake Barcroft Village, Inc. ("LBV" or the "Village"), was held on Monday, February 1, 2016 at **6361 Dockser Terrace**, Falls Church, Virginia 22044 commencing at approximately 3:00 pm.

ATTENDING

All of the members of the Board of Directors, except Dawn Donald, were present and constituted a quorum for the conduct of business. Cindy Waters, LBV Executive Director, was also present.

Stuart Feldstein, LBV Co-President, chaired the meeting and George Erikson agreed to act as secretary to record the minutes.

MINUTES

The proposed minutes of the December 10, 2015 Board Meeting were unanimously approved as submitted.

The proposed minutes of the January 14, 2016 Board Meeting were unanimously approved as amended.

TREASURER'S REPORT

Carl Neuberg, LBV Treasurer, advised the Board that he had hired Automatic Data Processing, Inc. ("ADP") to handle the filings and other new payroll related administrative tasks required by the Executive Director position being converted from an independent contractor to an employee per his recommendation. ADP will take care of payroll administration requirements such as providing a W-2 report for taxes, making tax withholdings deposits and FICA payments, etc.

The conversion increases LBV's staffing compensation cost approximately \$170 a month for FICA (Social Security payroll tax) plus \$35 a month for unemployment totaling approximately \$2,500 per year. Carl noted that the 2016 Budget had allocated an additional \$3,500 for these increased compensation expenses.

EXECUTIVE DIRECTOR'S REPORT

Cindy Waters, Executive Director, gave the ED's report. The membership renewal rate for 2016 has thus far been 100%. All six memberships up for renewal have paid or indicated they will be paying. Cindy has

also recently discussed the benefits of joining with two potential new members who expressed an interest in LBV.

Former member Lillian Crain's upcoming memorial service at Everly Community Funeral Care was noted and the matter of the discount offered by Everly, which is a member of the LBV Business Club, was briefly discussed.

Work is in process to identify and qualify Physical Therapists to put on LBV's list of Service Providers to give to members in need of such services. In this regard it was reported that one member living on Farm Hill Drive had broken a shoulder bone while shoveling snow that another member living on Pine Tree Terrace had broken a leg. Each of these members, for example, may have need for some physical therapy treatments in the course of healing

As a side matter of interest, Cindy mentioned that a water main on Lakeview Terrace broke and inundating the area with water and mud and that it flooded the house where the Brent's had lived with flowing mud that ran down to the lake.

ANNUAL PLANNING CALENDAR

Adele Neuberg, Co-President, discussed the Annual Planning Calendar and related matters. Adele stated that a fund raising plan was needed ASAP, in her opinion. Various amendments and proposed changes to the calendar were discussed and agreed upon.

Arrangements for the Summer Social are starting to be made.

Adele noted that the proposed date for the Annual (Anniversary?) Party at Goodwin House is Saturday, April 23, 2016 (NOT the 24th). She also reported that already about 8 people have volunteered to help.

Membership renewals and the notices generated by the database were discussed. Notices are automatically generated by the system 60 days before the member's renewal date arises.

Legal compliance requirements which LBV must satisfy each year are to be listed on the Planning Calendar

COMMITTEE REPORTS

Programs Committee

- The National Building Museum tour will have to be cancelled for lack of attendees.
- A Computer Security program of things you can do to protect yourself is being planned.

OLD BUSINESS

Documents and Records Retention Policy

Stuart Feldstein, Co-President, discussed the need for a records retention policy for Village records and noted that he had distributed a copy of LBA's policy to the board by email for use as a guide.

Database

The Microsoft Access database utilized by LBV was discussed. It was noted that Alexandria, which had originated the database we are using, had switched from over to Club Express which is a database service used by many villages. Club Express charges a monthly fee for its services. Richard Morton will look into Club Express and make a recommendation to the board.

Nominating Committee

The Nominating Committee has met and developed a list of 23 potential candidates to review, prioritize and select candidates to recommend to the Board for approval as Nominees. There will be another Nominating Committee meeting on Friday, February 5, 2016 for this purpose.

Selection criteria for candidates were discussed and a sheet with such criteria listed was circulated. It was noted that the committee had received no suggestions or recommendations from any members.

Having the selected candidates each do a biography of up to 300 words, like LBA does, was recommended. These would be used for dissemination to the membership prior to the Annual Meeting.

We have election guidelines for use at the forthcoming Annual Meeting of Members to elect Directors on Monday, March 21, 2016, at which time four directors are to be elected.

There will be numbered ballots for each member and we will follow the same voting procedures we have used in the past. Ballots will be counted by Stuart Feldstein, Adele Neuberg, Cindy Waters and a non-director of Cindy's choice.

FOCUS TIME

A number of Focus Time matters and objectives were discussed, to include:

- More strategy planning is needed.
- Timely updating of the website is an objective.
- Increased communication with members about the Village and its activities was recommended.
- Advertising Village activities on Lakelink provides information to non-members to encourage joining.
- Clyde Williams has created his own email notice list for Silver Fox lunches.
- Creating a succession plan for governance and leadership was proposed.
- Creation of a "lessons learned" document was suggested to provide an info and knowledge handoff to future position holders was suggested.

Annual Volunteer refresher training was discussed. Most volunteers have completed the refresher training but 21 volunteers have not responded to date.

Cindy will be gone for a week and Eddie will cover for her. The hand-off will be on Thursday ____

The holding of periodic "Current Events" meetings to review and discuss news and issues, like the last one held at Terri Stone's house, was discussed. There was broad support for doing this.

ACTION ITEMS LIST

- Richard Morton – will assess Club Express as a possible database system to replace our present Microsoft Access based system.
- Dawn Donald – Is to be asked if she would be willing to identify for the record (e.g. hi-lite?) LBV policies approved by the board, as reflected in the synopsis of past board actions that she created.
- Adele Neuberg - will handle the cancellation of the National Building Museum tour.
- Stuart Feldstein – will distribute, again, Documents and Records Retention Guidelines to consider for adoption.

ADJOURNMENT

The meeting was adjourned at approximately 4:50 PM.

Respectfully submitted,

George Erikson

Meeting Secretary.