

LAKE BARCROFT VILLAGE BIENNIAL REPORT 2015-2016

NOTE FROM YOUR BOARD OF DIRECTORS

As the Lake Barcroft Village enters its fifth year of operation a brief retrospective is appropriate. In the summer of 2011 several long-time Lake Barcroft residents became interested in the village concept. Ann Cook obtained materials and information from the Capitol Hill, Alexandria and Mount Vernon villages plus Fairfax County. After attending a Washington Area Village Exchange meeting --- WAVE is the regional umbrella organization of villages --- Mike Gaffen, Joan Gray, Josi Hillary, Nancy Mattson and Ann decided a village in Lake Barcroft was both feasible and desirable.

Interest grew and others joined the discussion. A task force evolved, and the effort gained momentum. In the fall two meetings, one afternoon, one evening, were held at the Mason District Government Center to explain the village concept and gauge support for a village in Lake Barcroft. Each drew 60 or more residents and overwhelming support for moving forward. A subsequent pair of meetings featured speakers from existing area villages describing their organizations and activities.

The task force, open to anyone wanting to participate, elected officers (Ann Cook, chair; Sam Rothman, vice chair; George Erikson, secretary) and formed committees. Adele Neuberg and Sunny Greene arranged neighborhood coffees at which Ann Cook and D'Wayne Gray explained what a village might be. Presentations were also made to the LBA Board, the Woman's Club and other LB organizations. Bill Cook created a website, and he and Glen Ruh produced a brochure and monthly articles in the Lake Barcroft Newsletter. Contributions from supporters covered the modest expenses incurred.

After studying the different village models, the task force decided on what is known as the concierge form. (The concierge form entails a combination of volunteers and paid staff.) In December 2011 Sally Determan did the legal work to incorporate as Lake Barcroft Village, Inc. The new corporation elected officers (Ann Cook, president; Sam Rothman, vice president; George Erikson, secretary; Dale Gianturco, treasurer) and adopted its original bylaws in March 2012. On July 11, 2012 the IRS, in a record setting time of nine days, approved our application for tax exempt status as a charitable organization that Dale had filed, which allowed donations to the Village to be tax-deductible.

With the goal of becoming operational at the start of 2013, activity increased. Neighborhood coffees continued to spread the word and bring in more participants. A very popular monthly Happy Hour began thanks to the organizational efforts of Marian Cromley and the generosity of Terry Stone, who offered her home as the Happy Hour venue. Monthly informational meetings were held at the Government Center. At one in late July, 2012 Clyde Williams became the first Village member by jumping up and asking where to sign up. Membership sign-ups then began.

Throughout the late summer and fall, volunteers, donations and memberships grew rapidly. Stuart Feldstein and Carol Bursik began what would be a substantial job recruiting, training and vetting volunteers. Louise Ziebell and Sue Nixson worked on fund-raising events. The Village evaluated its insurance needs and obtained the necessary policies. Janet Hall saw to it that a volunteer either visited all Lake Barcroft households with a member 65 years or older or left information at their doors. A Services Committee identified and developed the services members would receive. Recognizing the importance of social opportunities to members, the Programs Committee planned lunches at local restaurants, educational programs and recreational activities.

In mid-October, the Village hired Moya Atkinson as part-time Village Coordinator. Moya converted her living room into a Village office and with donated computer and equipment and the able computer skills of Richard Morton, set up the Village's business office. Over the Christmas holidays volunteer and member manuals were prepared and mailed to members and volunteers.

LBV began providing services on January 7, 2013. By then there were nearly 90 members, at least 50 vetted and trained volunteers, several of whom also were members, and \$52,000 in the bank. The Village's Articles of Incorporation and by-laws were changed to allow for members and a board of directors to guide policy and operations. In March 2013, LBV held its first election.

Lake Barcroft Village took less than two years to transition from concept to reality, a remarkably short time compared to other villages. It could not have occurred without strong community support and the willingness of many to contribute time, money, effort and enthusiasm.

Membership has remained largely static. From one perspective this outcome is good since it reflects satisfaction with Village operations; on the other hand, not so good. Lake Barcroft Village is one of the smallest villages in the country. The limited membership means that the universe of members available or willing to serve in leadership positions is inadequate. Accordingly, your Board will continue to examine means to expand membership.

VILLAGE FIRSTS

The 2015-2016 period witnessed the introduction of a number of services and events.

THE VILLAGER: The Village launched a quarterly newsletter for members, *The Villager*. It features articles written by the Communications Committee and Village members. The goal of the newsletter is to provide information and entertainment and to connect Village members on a regular basis.

WEBSITE: Another communications advance was the complete redesign of the Village website by Larry Golfer and Jane Guttman that will allow for quicker updating and enhances the Executive Director's ability to send eye-catching email messages.

POT LUCK: Among the other initiatives undertaken was the first Village pot luck, hosted by Dottie Bennett and Richard Morton. Twenty-six members and three guests attended this event, and all agreed that its success warranted similar events in the future.

ADVISORY COUNCIL: The Village Board of Directors also appointed an Advisory Council that will advise the Board on matters that are identified as requiring outside assistance to resolve. Those who accepted appointments to the Council are Lake Barcroft residents Dottie Bennett, Christine Trapnell, Sally Determan and Chair, Stuart Feldstein. They are joined by Joanne Crantz, a physician who specializes in geriatric medicine and Jane Woods, former Secretary of the Virginia Department of Health and Human Resources.

SURVEY: Membership Co-chairs Ron Karpick and Janet Kerley devised and managed a first-ever face-to-face survey of Village members to gauge their experiences as Village members. Ron and Janet and their other committee members were able to interview more than 85% of Village members. Overall results reflected a high degree of satisfaction with transportation services topping out at 90%. Complete survey results may be obtained by requesting a report of the survey from the Executive Director, or on the Lake Barcroft Village web site:

<http://www.lakebarcroftvillage.org>

MEDICAL NOTE TAKING: Expanding on its current array of services the Village undertook a pilot project of Medical Note-taking that allows a member to be accompanied by a trained volunteer when the member visits a physician or hospital. In most situations the patient is too busy listening to the doctor to take notes, only to forget once home what the doctor relayed during the visit.

KEEPING IN TOUCH: Thanks to Louise Ziebell, Sheila Wayman and Adele Neuberg the Village initiated the Keeping in Touch (KIT) project. Members who choose to participate are contacted by a Village volunteer at a frequency designated by the member. This service is particularly useful for members who live alone, are infirm or are essentially housebound. An offshoot of KIT is Cooks on Call. The idea is to provide meals to members who, for a limited time, are unable to cook, the prime example of which would be someone who is recovering from surgery.

STRETCH AND BALANCE CLASSES: Geri Falek, a Lake Barcroft resident, teaches a yoga-based Stretch and Balance Class weekly. The class was developed for the Village and members pay a reduced rate for the classes, which have been very popular.

FOREIGN LANGUAGE GROUPS: The Village launched its first two foreign language conversation groups. The Spanish conversation group has two sections: beginners and intermediate/advanced. Both sessions are led by native speakers Pedro Turina and Cecilia Herrera. The German conversation group is for intermediate/advanced speakers and has attracted several native speakers as well as those who learned German as a second (or third or fourth) language.

MONTHLY COFFEES: Each month a member hosts a coffee to which all Village members are invited. This social event is very popular.

VOLUNTEER APPRECIATION BARBECUE: In 2015 and 2016, the Village expressed its appreciation of our dedicated volunteers with a barbecue in their honor.

KIDS CARE: Lake Barcroft children and teens have helped Village members with technology such as Smart Phones and yard cleanup, under the supervision of an adult.

COMMITTEES: The Village is organized by committees made up of Board members, Village members and volunteers. The committees are:

Operations

Co-Chairs: Sam Rothman, Jane Guttman, Priscilla Weck

The Operations committee formulates and administers the policies and procedures of the Village BOD. The committee is responsible for the Financial Plan.

Volunteers and Services

Co-Chairs: Richard Morton, Pedro Turina

The Volunteers and Services Committee helps to attract and train volunteers who provide a variety of services to our members, such as rides, tech support, errands, home maintenance and more.

Communications

Chair: Jane Guttman

Communications produces, writes and edits *The Villager*, provides articles for the Lake Barcroft newsletter, and designs and maintains the web site.

Fundraising

Chair: TBD

Fundraising seeks support from individuals, local businesses, corporations, and foundations and develops opportunities for strategic partnerships. This committee also is responsible for planning and implementing fundraising events.

Membership

Co-Chairs: Vic Utgoff, Priscilla Weck

The Membership committee maintains contact with Lake Barcroft residents, attracts new members & facilitates renewals of memberships

Programs

Chair: Ellen Feldstein

The Programs Committee sponsors cultural and educational programs including lectures, trips and other events and hosts or arranges social gathering such as happy hours and lunches

SERVICES

Here is a sampling of some of the many services our Volunteers provide for our members.

Transportation: trips to the doctor, grocery stores, train stations, airports

Home maintenance and repair: changing light bulbs, minor repairs, smoke detector batteries (one-time jobs)

Errands and household tasks: temporary assistance such as picking up prescriptions and dry cleaning, mailing packages

Social outreach: home visits or phone calls for those who are housebound; reading mail or books for visually impaired

Weather emergency service: calls to members to check on food supply, electricity, medication refrigeration; clearing snow

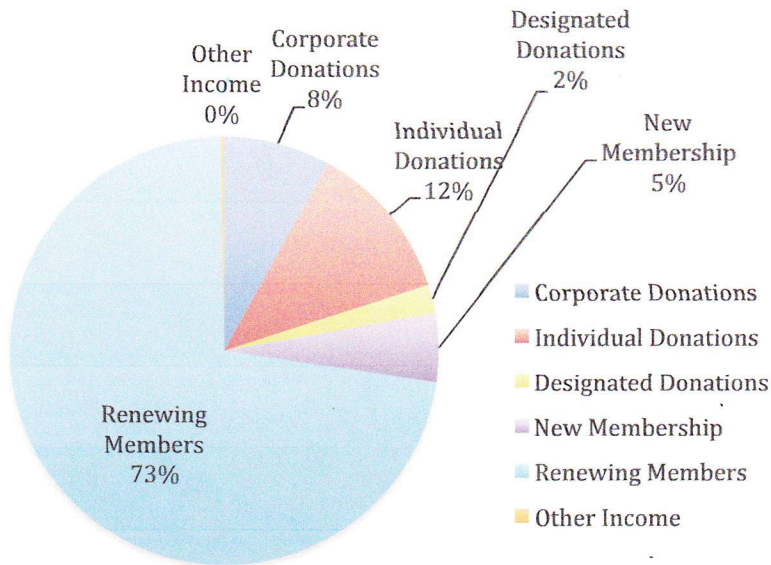
Personal Assistance: home security check while member is away; referrals to professional service providers when task is too much or too complicated for a volunteer

Computer Technology: instruction on use of email and Internet services; technical support for computers, cell phones and TVs

Administrative support: assistance with filing, sorting mail

Notary: the Executive Director is also a notary.

OVERVIEW: 2015 was a year of sustainability and stability. The majority of income came from membership dues and individual donations. Even though we did not have a signature fundraising event as in previous years, we were able to finish the year in the black.

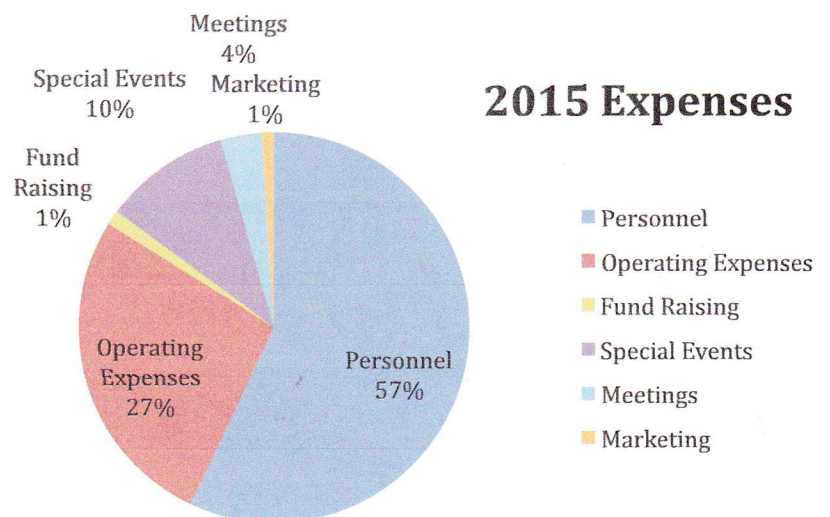


2015 Revenue

REVENUE	
Donations	
Corporate Donations	\$4,300
Individual Donations	\$6,494
Designated	\$1,150
Total	\$11,844
Membership	
New	\$2,750
Renewing	\$38,625
Total	\$41,375
Other Income	\$137
TOTAL REVENUE	\$53,356

EXPENSES	
Personnel	\$24,810
Operating Expenses	\$11,695
Fund Raising	\$541
Special Events	\$4,518
Meetings	\$1,503
Marketing	\$435
TOTAL EXPENSES	\$45,337

NET INCOME	
Revenue	\$53,356
Expenses	-\$45,337
	\$8,019



2015 Expenses

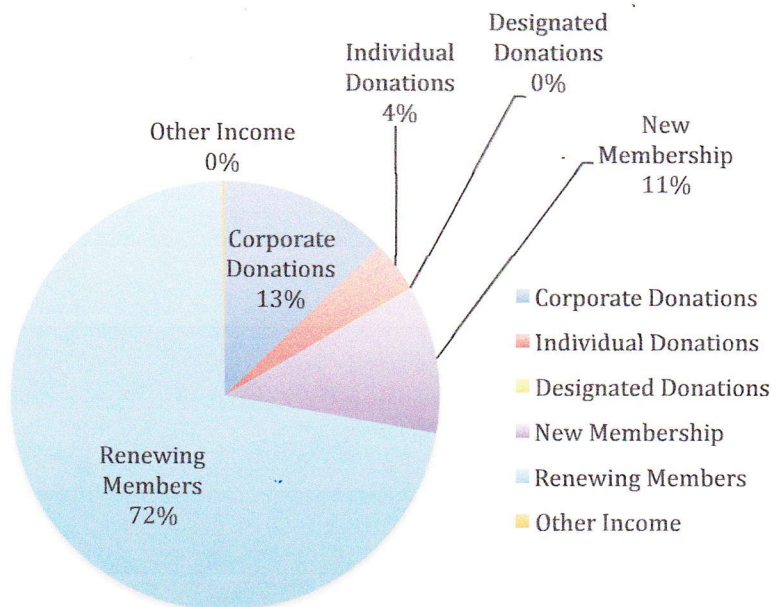
END OF YEAR BALANCE

Checking	\$57,527
Savings	\$30,000
TOTAL	\$87,527

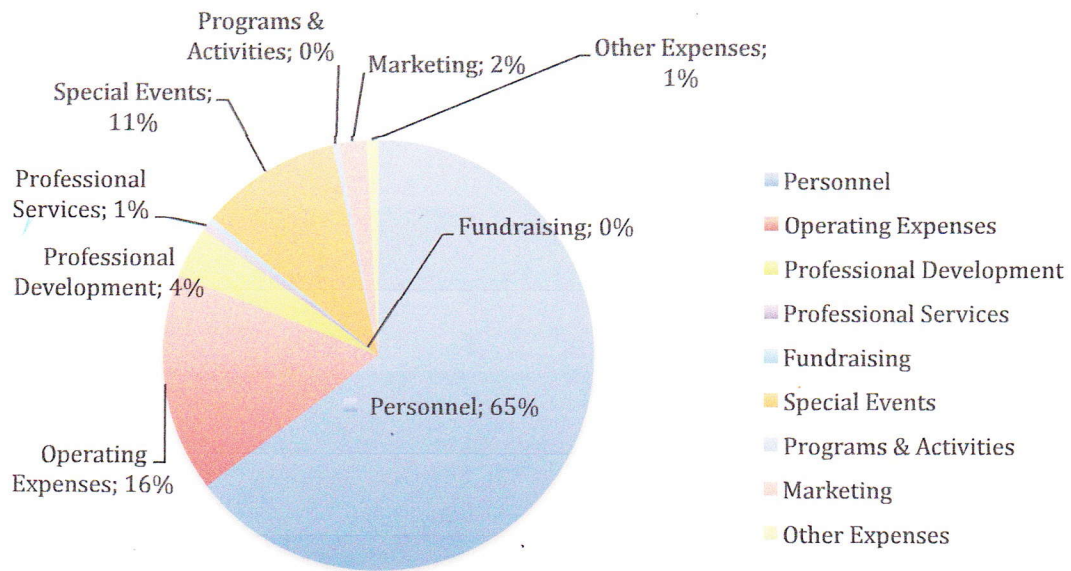
OVERVIEW: In 2016 the Village ended up in deficit spending. Without a volunteer to head the Fundraising Committee no major fundraising activities were undertaken. The Board is determined to change this trend for fiscal year 2017.

Additionally, renewing membership due's deadlines are now scattered throughout the year and some members now pay on a biannual basis rather than annually. These new options gave flexibility, but also skewed the membership income for 2016. It is expected 2017 membership dues will more accurately reflect the full implementation of these payment options.

2016 Revenue



REVENUE	
Donations	
Corporate Donations	\$4,300
Individual Donations	\$1,305
Designated	\$25
Total	\$5,630
Membership	
New	\$3,750
Renewing	\$24,250
Other	\$50
Total	\$28,050
Other Income	\$89
TOTAL REVENUE	\$33,769



2016 EXPENSES

EXPENSES

Personnel	\$31,192
Operating Expenses	\$7,960
Professional Dev.	\$1,870
Professional Services	\$305
Fund Raising	\$200
Special Events	\$5,106
Programs & Activities	\$238
Marketing	\$1,000
Other Expenses	\$443
TOTAL EXPENSES	\$48,314

NET INCOME

Revenue	\$33,769
Expenses	-\$48,314
	-\$14,545

END OF YEAR BALANCE

Checking	\$32,963
Savings	\$40,179
TOTAL	\$73,142