

Draft Minutes
August 4, 2019

**Arlington County Civic Federation
Board of Directors Meeting**

Call to Order at 6:06 p.m.

Board members attending the meeting: Sandy Newton, Allan Gajadhar, Sarah Shortall, Allen Norton, Dennis Gerrity, Mike McMenamin, Stacy Meyer and Eric Cassel. Others attending included Jackie Snelling (Public Service Committee Chair); John Seymour (Environmental Committee Chair); Lois Koontz (Alcovia Heights); Anne Lancaster (Waycroft-Woodlawn); Diane Kelly (Waycroft-Woodlawn); John Shortall (Waverly Hills) and Katherine Merlene.

1. Election of Board of Directors Chair and Vice Chair

A Motion to elect Allan Gajadhar as Board Chair was made, seconded and approved without exception.

A Motion to elect Eric Cassel as Board Vice Chair was made, seconded and approved without exception.

Note: A number of people were worried that any votes taken at last month's Board meeting were not valid as the meeting was not advertised. That is incorrect. The meeting was advertised on Constant Contact ten days before it was held (Board meetings really only require 3 days) which means it was a valid meeting.

2. July Board Meeting Minutes

Sandy Newton objected to the draft minutes. Item 7(a) stated that Mike would be moderate the September Candidates forum, but Sandy was the one chosen to moderate.

A motion to approve the minutes as amended for the July 2, 2019 Board Meeting was made seconded and approved without exception.

3. Treasurer's Update - Sarah

The Annual Report with the Virginia State Corporation Commission needs to be filed. She will file it. The fee will be \$25. Also, the list of officers that they have will have to be updated. She will also file the 990 (due in August). One person sent an email that an electronic check was sent, but not where it went. That form of payment is unacceptable.

Sarah announced that she will be resigning for medical reasons. She will not be able to do the year end summary that Jay Wind will need for the Audit. Her resignation will be effective as of the September meeting. She will collect money from our PO Box and PayPal account until September.

She will turn in her key to the PO Box then.

Note: She will give the bag of General Meeting Sign-In items (pens, clipboards, notebooks, cards, etc) to the Secretary.

4. September 3rd Candidates Forum - Sandy

a. Update on responses: Sent letters to 8 candidates. 5 have replied. Emailed the 3 who have not responded.

- b. Timing: Will use Lois's Timing Sheet from last year as a model and will need someone to keep time at the forum. **Stacy volunteered to help as timekeeper.**
- c. Logistics: Have requested from Nancy at the Hospital that we have four tables for the Forum plus two Sign-In tables. News Media need to be informed - Nicole Merlene may have material on this from last year. Will need refreshments and will need water for the panelists. Have talked to Nathan at Arlington Independent Media (AIM) about getting them to film it.

5. Member Associations

- a. Dues - Allen N and Sarah - As of 8/4/19 (There are about Ninety Member Organizations.)

Fifteen Member Organizations have paid their dues for FY20.
Twelve Member Organizations have submitted Member Organization Certifications.
Sixteen Member Organizations have submitted Delegate/Alternate Contact Information.
(Eight Member Organizations have completed all three requirements.)

Note: A comprehensive description of what needs to be done to meet these requirements will be sent this month to the Organizations that have not done anything. **The Treasurer has drafted this document and will send it to the Secretary for distribution.**

Note: It was suggested that next year our Certification form should also request the Member Organization's PO Box. It was pointed out, though, that many organizations do not have PO Boxes.

- b. Status of new member organizations - Dennis

There are two membership applications in the works right now, Spout Run Terrace Condominium and the Columbia Pike Revitalization Organization. The first came in the Spring and the second came in July.

- c. Status of Civic Association Disputes – Jackie and Dennis

There are two Boundary situations going on right now. The Cherrydale CA wants to expand and the Green Valley and Columbia Heights CAs have a boundary dispute.

Dennis - Sent Cherrydale the forms they will need to do a survey. Once the survey is done the results will be given to the County.

Jackie - There is some confusion (and lack of interest) on the part of the membership of the CAs as to what the solution might entail. The Presidents have met several times, but decisions keep being put off. A meeting has taken place between the boards of the Green Valley and Columbia Heights CAs. They may have reached an agreement. Jackie would, however, like to see it in writing. The document will need to include a carefully written description of the agreement. If no agreement was actually made, the CAs really should form committees empowered to make decisions.

Note: Green Valley has a greater interest in resolving the issue. The County will not put their new name on the CA map until an agreement is made.

- 6. Webpage Update - Allan and Burt (Burt could not come to the meeting.)

Allan: There are proposed redesigns and informational updates. The informational updates have been

completed (contact information, officers, etc). Adam is waiting for approval, but the Web site committee hasn't finalized the plans yet. They have not finalized the graphics, and the menu items haven't been fully determined. The committee has not yet scheduled another meeting. **Sandy will ask Burt when he wants to have it.**

Sandy suggested that Adam and Ron be invited to the next meeting to discuss the feasibility of the various design concepts. It was also pointed out that these improvements could cost money. Lois wondered if we could put out an all hands message asking for help on graphics and Web site design. We also can ask our contacts at the Arlington Career Center (Arlington Tech) if they would like to help. **Sandy will ask them.**

7. Programming:

a. October -

1. Presentation on "Housing Arlington" - John Vihstadt (Make up of panel TBD)
2. Presentation on the "Community Energy Plan" (CEP) - John Seymour.

b. November -

1. Entire Legislative Team - (Their goals for the next Session)
2. Arlington's Constitutional Officers (depending on their availability)
3. There may also be a Stormwater panel. (need people for planning)

c. December -

1. Panel Discussion with County Manager and School Superintendent.
2. There may be an Amazon presentation - Eric and Stacy (program not fully defined)
3. There may also be a Stormwater panel. (unless it was done in November)

d. January – County Board

e. Future Program Update

1. Human Trafficking - Jackie

Much human trafficking is controlled by gangs, but not all. We will be pursuing it at the local level. The NTIC will be holding a full day seminar August 13th on Human Trafficking. Jackie, Sandy and Allen have signed up for it. This is to start mapping out the problem. There will also be meetings with the Arlington Gang Unit and the FBI. Sandy is looking into what the schools do now.

The program is targeted for February or March.

8. Newsletter Items - **Send in by August 22nd.**

(Some Board member bios are still needed.)

New Business

1. County Fair -

We will be there on 16th, 17th and 18th. The County is making a map for us. Sandy plans to be there and would like us to help staff the booth.

2. Current Officer List for the State Corporation Commission - Needs to be updated

Sarah sent the form around for the current officers to write their names down. It was completed and she will send it off.

3. Information Storage

Allan asked if we had a Repository of official Documentation and/or Procedures. The answer appears to be "No". **It was determined that the Secretary should look into it.**

Note: It was suggested that every Committee Chair be encouraged to attend the October Membership meeting and sign-up sheets be available for people interested in joining a committee.

The September Board meeting will be held September 8th at Firehouse #2 at 6:00 PM.

The October Board meeting will be held on October 20th at Firehouse #2 at 6:00 PM.

The meeting was adjourned at 8:28.

Respectfully submitted by Allen Norton