



[**Due To The Current COVID-19 Virus This Was A Virtual Meeting**]

Draft Minutes

January 24, 2020

**Arlington County Civic Federation (“ACCF”)
Board of Directors Meeting**

Call to Order at 6:02 p.m.

Board members attending the meeting: Allan Gajadhar, Allen Norton, Tina Worden, Burt Bostwick, Eric Cassel, Mike McMenamin, Stacy Meyer, John Vihstadt, Mike Cantwell, Nicole Merlene and Jesse Boeding. Others attending included Ron Haddox (Legislation Chair); Duke Banks (Parks & Recreation Chair); John Ford (Public Services Chair); Dennis Gerrity (Membership Chair); Mary Glass (Environmental Affairs Chair); Dave Schutz (Ashton Heights); Bernard Berne (Buckingham); Hershel Kanter (Williamsburg); Alistair Watson (Aurora Highlands); Spiros Dimolitsas (Gaslight Square); Stephen D’Alessio (Aurora Highlands); Adam Henderson (Douglas Park) and Dixie Duncan (Glencarlyn).

Meeting Format: The meeting was held Virtually using Zoom. Eric was Host and Allan was Co-Host.

Chair Intro: There will be a 2 minute break at 7:00.

Approval of December minutes: Approved unanimously.

Officers Reports

President’s Report:

I’m planning to write a letter about the vaccine appointment cancellation. The state caused the problem, but communication about what was going on, and why, was poorly handled and there are a lot of people up in arms and angry. Process is the issue. There will be consultation with people before the letter is sent.

The first meeting of the AGTF was today and next meeting will be in two weeks. A recording of the meeting will be sent to the Webmaster.

Vice-President’s Report: None

Secretary’s Report:

Dues/Contact Sheet/Organization Certification Status For Member Organizations:

Have Paid dues: 66	Emails sent to 77 organizations, 53 have responded
Submitted Contact Sheet: 43	36 Dunning Emails sent on 12-6
Submitted Certification: 28	

17 Organizations haven’t paid Dues yet, but paid last year.

10 Organizations didn’t pay Dues last year and haven’t paid yet this year.

Treasurer’s Report: There have been no changes since the report provided to the Board earlier this month. We have paid all our bills for the year and still have almost \$21,000.

Committee Reports:

Communications: (Tina Worden) The committee met on Jan 4th. Stephen D'Alessio (Aurora Highlands) will be the editor of the Newsletter replacing Dennis Gerrity. Alistar Watson (Aurora Highlands) will do check-in. Adam Henderson (Webmaster) and Tina are looking for unresolved draft resolutions (there are over 12). The Web site infrastructure is not doing well. Wordpress is shaky and we could have a failure. The site will be taken down this Summer for maintenance. We will also move to a different platform in Pair (our hosting service). A paragraph about P3P (obsolete) should be removed from our Web Privacy Policy. Tina made a **Motion** that the change be approved. Eric seconded it. It was unanimously **Approved**.

Allan: If it fails, what is our plan to fix it. Ron Haddox: Our hosting service support group will help us fix it.

Housing: (John Vihstadt) There will be a Housing Committee meeting on February 9th (6:00 to 7:30). There will be several County Housing staff there. We will be talking about Housing Arlington (County Housing initiative) all across the board. We will discuss the Missing Middle program, Affordable Housing Master Plan, Housing Conservation Districts, Preservation of Garden Apartments, Fair Housing, and the County's initiative to convert obsolete Commercial buildings into Housing. Ask John for the Zoom URL. The Amazon commitment to housing will not be discussed (not enough time)

Note: The Committee of 100 is having a community forum on the virus on February 10th at 7:00. Dr. Varghese will be a speaker along with Nancy White (Arlington Free Clinic). It is open to everybody. John has the Zoom registration URL for those who are interested.

Environmental Affairs: (Mary Glass)

We finished a series of workshops and collaborative on the problems with trees in Arlington. It was very successful. The first meeting had a wide variety of people, including Developers, County Staff, Civic Associations and Conservation Organizations. The goal was to get a reading of what the issues are. Decisions come later. We identified a lot of issue areas which will be delved into in more detail in the last two meetings. A draft report will be put out soon summarizing what we found. This will go in the newsletter and we may have a resolution ready for the next General Meeting.

Old Business:

February General Meeting:

Dr. Varghese will be asked to come – if he can we will definitely make a slot for him

Public Services: Stormwater Presentation and will introduce a Resolution (it will be in the Newsletter)

Parks & Rec: Will Present White Paper on Equity in Arlington County Public Spaces and introduce a Resolution
The Nomination Committee process will be announced.

New Member: Our Revolution Arlington

Defer for now - They would have been presented at the February meeting, but their application is not finished.

Resolution Procedures: Eric (When it is finished it will be issued as a Board Resolution.)

Comments have been received on the 1st Draft from several people.

Jesse, Mike M. and Stacy asked numerous detailed questions.

Burt: We can't make major changes during a Board meeting. This is a complex resolution and should have a meeting on its own.

Eric: A meeting will be scheduled with the interested parties to hammer out the details of the resolution. It will be brought back to the Board for final approval.

Constant Contact & Database Items: Tina

We have problems with Constant Contact. Constant Contact will automatically eliminate Members with role type addresses (e.g. president@bluemont.org). One solution is to ask all Members to provide alternate Contact email addresses. Another would be to put a link on the newsletter for people to sign-up again if they felt they weren't getting emails they should have gotten. (Note: There will need to be through screening in place to ensure that the database is not corrupted.)

Alistair: Adam Henderson and I will be meeting soon to go over this.

Our Membership Database is in Microsoft Access 2016. Only Dennis Gerrity and Allen Norton have access to it. Adam Henderson recommended that the database be stored in the cloud (in Constant Contact) as Microsoft Access might not be around for much longer. We are working on transfer methodology.

Allan: What is in the Database beyond names and email addresses? Dennis: It is much more detailed. Also, I'm against putting our database on Constant Contact – we can lose control of it. The Database file is kept in Dropbox right now and a link can be provided.

Allan, Dennis and other interested parties will work on the details of this project.

New Business:

Nominating Committee:

Jesse Boeding presented a Nomination Committee Protocol for the 2021 Slate.

(**Shown below**)

Tina made a **motion** to Approve it and Burt seconded it.

It was unanimously **Approved**.

Allen: Need to ask at the next meeting for volunteers to serve on the Nominating Committee.

Nominating Strategy:

It was noted that the Protocol did not really cover Objectives (inclusivity, succession, etc).

Burt: The Board will give the Nominating Committee a charge. Objectives can be included in it.

Stacy: We need to have Objectives. The goal of inclusivity was not considered last year. It should be this year.

Mike C.: The Diversity Committee should handle the issue.

Stacy: The Diversity Committee will write up a mission / charter for the Nominating Committee, including diversity as an objective.

Member Forms and Privacy:

Tina wants to write a New Organization fillable Application Web form.

Member Dues and Implications: Burt

The administrative integrity of CivFed is a little fragile right now. We have organizations that haven't paid their dues in two years and ones we have no Contact information for. There are ones who may no longer be eligible for membership. We need to do some Spring cleaning. Allen and I have worked on a proposal to handle this. We need to be in compliance with our bylaws.

Eric and Jesse suggested that we put a list of the organizations that were out of compliance in the first slide of our meeting PowerPoint. Eric also suggested that a removal warning be included.

A list of Organizations not in compliance will be provided to Tina for use as a reference during check-in, but thoroughness cannot be promised as it is a fast-paced and confusing time.

John suggested that the non-compliance list be put in the newsletter also.

March Meeting:

Environmental Affairs

Nominating Committee will be Announced

R&E will introduce a Resolution

Public Services: Police Practices Group-Mental Health & Alternative Dispute Resolution

A presentation on COVID-19 is planned (if it hasn't already been done in February)

Observer Comments:

Ron Haddox: If we move the Database to the cloud there are lots of options besides Constant contact.

The February Board meeting will be a **Virtual** one and will be held on Sunday, February 21st at 6:00 pm.

The meeting was adjourned at 8:21
Respectfully submitted by Allen Norton

Resolution BR2020-21-3

Approved By The Board

Nominating Committee Protocol for 2021 Slate

Mission: The role of the Nominating Committee is to build a slate of candidates to be voted on by the Civ Fed At Large. The nominating Committee is **not** selecting candidates. Rather they are responsible for identifying potential candidates, answering questions about the role, creating a diverse pool of people to choose from and ultimately, providing a short list of candidates to be presented to be chosen by the larger Civic Federation body.

February 16th

- Call for candidates Nominating Committee
 - Confirm role of committee to solicit current Civ Fed members to consider running for the Civ Fed Board

March 16th

- Confirm nominating committee members
- Notify Civic Federation At-Large of the Board Nomination
 - Timeline
 - Nominating process confirmed March 16- April
 - Identification of potential candidates April- May 18th
 - Announcement with final slate candidates in May ## newsletter
 - June 15 vote
 - Transition period June 16-August 1
 - Seats available
 - ??? which ones are up for vote????
- Nominating Committee meets March 16
 - Draft any criteria
 - Must be a member of the Civic Federation
 - Able to participate fully in 10 open Civ Fed meetings meetings on dates #####
 - Able to participate fully in 10 Board meetings on dates #####
 - Able to participate fully in 2 board strategy sessions (July and January)
 - Able to regularly utilize email to review and respond to documents and requests
 - Draft solicitation docs and get approval from Board
 - Why are you interested in this position?
 - What do you think is the biggest challenge of the board for the upcoming year?

- How will your skills help to overcome that challenge?
- to identify process for accepting and vetting nominations
 - find people who
 - are interested and have the time to commit
 - have needed skills
 - missing demographics
 - succession planning
 - talk to those people about the benefits of being engaged on the Board and how it will benefit them
 - encourage them to speak with current board members
 - have a meeting to discuss potential candidates

April 20-May newsletter Voting meeting

- conversations encouraging people to apply for board positions
- review of any documents

30 Days from Voting meeting

- Confirm a slate of candidates for each position
- vote on the candidates to be presented to the open Civ Fed (note: it can be, and hopefully is, more people than there are slots)
- Provide the slate to the Board
- Address any remaining gaps in nominations

Voting Meeting

- Provide one slide that shows the slate for each position

Vote on that particular position or if there are two like positions open, for the top two positions