

MEETING

Arlington County Civic Federation, Executive Committee Meeting, 2022-08-07, 4:00 - 6:00 p.m.

Held virtually via Zoom, with some attendees in the Virginia Hospital conference center, called via email invitation

ATTENDEES

- John Ford, President
- Ron Haddox, Vice President
- David R Smith, Secretary
- Jim Todd, Treasurer
- Jackie Snelling, Board Chair
- Dave Schutz, Board Member
- Mary Glass, Board Member
- Suzanne Sundburg, Board Member
- Scott Miles, Board Member
- Nadia Conyers, Board Member
- Todd Truitt, Board Member
- Allan Gajadhar, Board Member
- Michael McMenamin, Board Member
- Adam Henderson, Bylaws & Rules
- Alistair Watson, DEBI [Diversity, Equity, Belonging, and Inclusion] Committee

CALL TO ORDER (Jackie Snelling)

Meeting called to order on 8/07 at 4:00p.m. by the Board Chair, Jackie Snelling, Quorum was established with 77% of Directors present (10 of 13)

ROLL CALL - INTRODUCTIONS (Jackie Snelling)

- Board members, Officers, Committee Chairs & ACCF Representatives Invited

VOTE TO APPROVE MINUTES (Jackie Snelling)

- Discussed and approved minor edit to 7-10-22 Board Meeting minutes, **VOTE: 100% Approved**

NEXT MEETING (Jackie Snelling)

- Board members agreed to hold the next board meeting on August 28th, from 4-6 via Zoom

PRESIDENT'S REPORT (John Ford)

- **County Fair** (August 19-21) Report by Ron Haddox. Most volunteer slots for ACCF booth are full with some vacant spots for Sunday, please contact Ron if you can fill a Sunday slot or would like to support. (Please provide the volunteer link from Ron). Request for development of materials for handouts for the fair. Jackie will schedule and coordinate with volunteers.
- **Candidates Night** (September 6)
 - Each candidate grouping will get approximately 3 pre-screened questions selected from board and committees
 - Todd Truitt will coordinate questions for the School Board

- Have received a response back from all candidates except Adam Theo
- **Banquet (TBR)**
 - Concerned with uptick in COVID cases and possible large cost to CivFed if a banquet is planned and then canceled
 - Nadia and Todd will collaborate on initial planning for the banquet and report back at the August 28 meeting: the board will vote at Aug 28th board meeting on whether ACCF will pursue the yearly banquet
- **November General Meeting** Agreed to hold the meeting Nov 15 to avoid conflict with election day

TREASURER'S REPORT (Jim Todd)

- **Budget, Invoices, and Payment Methods:**
 - FY2023 (July 2022 to June 2023) budget and yearly dues recommendation was presented, summary below.
 - Note: dues collection and donations (income) are expected to exceed operating costs however the surplus offsets a FY22 carryover balance

(\$2,748)	FY 2022 Operating Deficit (covered by cash reserves)
(\$4,952)	FY 2023 Projected Outlays
(\$7,700)	Total
\$4,739	Projected Collections for FY 2023 Dues
\$1,047	Projected Collections of outstanding FY 2022 Dues
\$867	Potential Donations
\$6,652	Total FY23 Income
(\$1,048)	Resulting Carryforward Balance from FY 2022

- Recommend continuing use of Zelle, restoring PayPal, adding Venmo, and creating QR code for donations with the payee paying the administrative cost for PayPal and Venmo

VOTE: 10 of 13 yes, 0 no, 0 abstention: Approved

- **Bank Balances:**
 - \$8,460 Wells Fargo (Savings)
 - \$10,514 Arl Fed credit union (CDs)
 - \$18,974 Total
- **Insurance:**
 - Jim is reaching out to the corporate insurance provider to determine cost of increasing coverage from \$1M to \$2M

SECRETARY'S REPORT (David R Smith)

- **Annual notification and update of members' officers and delegates**
 - Member database for FY2022-23 has been consolidated
 - Annual Certification Google form has been created
 - Plan to send out request for certification in the following week
- **Annual corporate filings**
 - Annual report is in development by Secretary, yearly fee has been paid by Treasurer
 - Registered Agent has been updated to current Secretary
 - Treasurer has filed current IRS report; is working on method for filing last year's report

MEMBERSHIP COMMITTEE REPORT (Eric Cassel)

- Reviewed Arlington Rotary Club request for membership, recommend approval
 - **VOTE: 8 yes, 1 abstention: Approved**

PLANNING DISCUSSION (Jackie Snelling)

- **Membership, Diversity, Communications:**
 - Membership dues: Jackie has reached out to 20+ organizations to discuss membership and past dues; significant success re responses to pay back dues; may not have received invoices; updating records.
 - Requesting volunteers to support membership plan, communications, and tools "good practices" (will draw from DEBI, Membership, Communications Committee, and volunteers), additional focus on multi-family continuing and new members, website member highlights; website update on "About Us"
- **Work group on Housing and Planning and Zoning:** Nadia and Jackie, co-chairs of Missing Middle "Civic Conversation" - exploratory meetings focusing on facilitating dialogue among differing views, chairs and invited participants; will work to establish ground rules to help facilitate discussions potentially for October meeting

REQUEST FOR ACCF TO SPONSOR A GRANT PROPOSAL TO FUND A TREE CANOPY STUDY (Mary Glass)

- **Request discussed below was withdrawn by Mary via an email received on 8/9:**
 - Mary Glass brought forward a request for ACCF to sponsor submission of a grant proposal, which if awarded would fund a tree canopy/land cover study which would inform a tree planting and tree care program by volunteers coordinated through the grant and would inform planned drafting of a new combined Arlington Forestry and Natural Resources Plan (FNRP)

- Phase 1: update obsolete tree canopy/land cover assessment to identify the best current locations for planting trees to improve water quality in Arlington County, Virginia
- Phase 2: implement pilot tree planting project
- Total funds requested from the state of Virginia will be approx. \$42,868
- Several concerns were raised (e.g. ACCF fiduciary responsibility for grant management, precedent of ACCF administering grants, liability impact to insurance policy)
- The board voted to approve the request: **VOTE: 4 yes, 3 no, 1 abstain, Approved.**
- The board agreed to hold a separate meeting on August 14 at 7 pm to provide more time for Q and A and to better understand the ACCF responsibilities.
- As noted above, this request was withdrawn following the meeting

ADJOURN – 6:30 p.m.

Submitted by: David R. Smith, Secretary 8/12/2022