

# Arlington County Civic Federation

Oct 16, 2022, Meeting Minutes

## MEETING

Arlington County Civic Federation, Executive Committee Meeting, 2022/10/16 4:00 - 6:00 p.m.  
Held virtually via Zoom, called via email invitation

## ATTENDEES

### Quorum

- John Ford, President
- Ron Haddox, Vice President
- David R Smith, Secretary
- Jim Todd, Treasurer
- Jackie Snelling, Board Chair
- Allan Gajadhar, Board Member
- Dave Schutz, Board Member
- Mary Glass, Board Member
- Suzanne Sundburg, Board Member
- Todd Truitt, Board Member
- Scott Miles, Board Member

### Additional

- Allen Norton, member
- Steff Pryor, member

## CALL TO ORDER (Jackie Snelling)

Meeting called to order on 10/16 at 4:00 p.m. by the Board Chair, Jackie Snelling, Quorum of Directors (50% or more required) was established with 69% of Directors present (9 of 13)

## VOTE TO APPROVE MINUTES (Jackie Snelling)

- Discussed and approved 9/11/2022 Board Meeting minutes: [Board of Directors Minutes - Arlington County Civic Federation \(civfed.org\)](#) VOTE: Approved 90%
  - 9 yes
  - 0 no
  - 1 abstention
- Suzanne: asked whether we have confirmed that our general meeting quorum approach meets the State of Virginia quorum rules. Jackie reported that she had confirmed the approach with the By-laws Committee as being the intent of the By-laws with reference to the definition of “voting members” as delegates or voting alternates. Other members confirmed that the by-laws had been reviewed as part of the review for incorporation.

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## **PRESIDENT'S REPORT (John Ford)**

- **Proposed Public Engagement Resolution (Stef Pryor)**
  - Stef requested that the latest proposed resolution files be posted to the ACCF website, that the website be changed to add a link to resolutions from the ACCF front page, and that the proposed resolution be sent out separately (rather than in a newsletter) to members via email or ConstantContact. The President and Board Chair indicated that the previous version had been posted on the website and had been included in the October Newsletter with a link to the website, that the website would be updated with the current version, and that the webmaster would be requested to make the “resolutions” tab more accessible on the landing page (in a primary drop-down).
  - John Ford and Stef Pryor provided input on current and ongoing engagement on the resolution
  - Plan is to put the resolution to a vote in a future membership meeting
  - Stef requested that there be a presentation this fall with the general membership, prior to a resolution vote
  - Comments should go to 5 past presidents: Stef Pryor, Mike McMenamin, Duke Banks, Allan Gajadhar, Sandy Newton
  - Input was provided on the resolution by several board members (Mary, Suzanne, Ron, Jim, Jackie, John, Scott, etc):
    - This resolution is central to what civfed does, prefer we use more neutral language
    - Resolution should be revised to use common/simple terminology
    - Would like the resolution to include positives and negatives
    - Would be helpful if a timeline was added
    - Suggests we use more neutral language, County hired Bryna Helfer a few years ago to help with community engagement
    - Need to discuss what's wrong with current engagement
    - Site Plan review process could use some improvement
    - Suggestion to have several meetings, may help with engagement on the topic
    - In favor of improving ACCF civic dialogue
    - Need to handle this resolution strategically, make feedback inviting, positive, and constructive
    - Concerned if the resolution is primarily negative, it won't advance our cause
    - Agree with using more positive language but don't want to get rid of strength and clarity that is in the document now
  - John will work with Stef, Duke, Jackie and other authors on revisions to the resolution and seek to accommodate member comments.
  - The chair asked if the board had any objections to this approach recommended by the President and no board members objected.
  
- **School Bond (John Ford)**

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- The chair of the School bond Committee, A public relations officer for the school bond on the November ballot, approached ACCF and requested a chance to promote the School Bond at an upcoming ACCF meeting.
- John proposed to offer an opportunity to discuss the School Bond issue in the ACCF November newsletter and include a balance view, including a pro and con argument for the bond. Todd will identify an individual to provide the 'con' portion of the newsletter.
- The chair asked if the board had any objections to this approach recommended by the President and no board members objected.
- **Picnic/Banquet (Todd Truitt)**
  - Todd Truitt reported that the committee proposed having the CivFed's picnic (in place of a banquet) on Sunday, June 25th from 11 am to 2 pm at Lyon Park Community Center. At this picnic, John/President would give out CivFed's awards for the fiscal year.
  - The picnic would be a potluck picnic, and open to all members of the CivFed community. The committee would hope for this banquet to be financially self-sustaining. The rental cost of the facility is \$400. The plan is to solicit donations directly from people at the banquet, as well as raise funds via raffles.
  - The committee is seeking volunteers for the following roles noted:
    - **Co-Chairs** - Todd Truitt, Nadia Conyers
    - **Head of Facilities** - Dave Schutz
    - **Awards** - John Ford
    - **Head of Alcohol** - *Volunteer Needed*
    - **Raffles Coordinator** - *Volunteer Needed*
    - **Potluck Food Website Coordinator** - *Volunteer Needed*
    - **Entertainment** - *Volunteer Needed* (one idea is to have Animal Welfare League of Arlington bring out rescue dogs)
  - Input from Treasurer: Recommend we sell all drinks and suggest selling tickets in advance. Jim also noted that the Board previously agreed in adopting the annual budget that the picnic must be self-funding and, in the end, not require general ACCF funds
- Motion was made to approval to move forward with organization of the picnic. [Vote was approved 92%](#)
  - 11 yes
  - 0 no
  - 1 abstain
- **Oct 11 Membership Meeting Recap**- no discussion, time was yielded (John Ford)
- **Nov-Feb Membership Meeting Plan (John Ford)**
  - **Nov** - TiGER presentation and a vote on the resolution, update on Restoring Public's Confidence resolution - [November meeting plan approved by Board](#)

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- Meeting topics/invitees under consideration:
  - **Dec** - County Manager, possible presentation on Restoring Public's Confidence Resolution
    - Note: County Manager requested December due to timing of budget cycle
  - **Jan** - County Board
  - **Feb** - Public Engagement Resolution proposed vote
- **Committees (John Ford)**
  - Current active committees include Legislative, Public Services, Bylaws, Public Schools, Environment, R&E
  - Working to fill Housing committee chair, Planning and Zoning chair
    - Follow the by-laws, chairs will be appointed by the President ratified by the Board
  - Working on potential updates for the Membership, Diversity and Communication committee scope and structures, with a focus on member services and outreach (Jackie and John)

## TREASURER'S REPORT (Jim Todd)

- See Treasurer's report posted to [Treasurer's Reports - Arlington County Civic Federation \(civfed.org\)](http://civfed.org)

## SECRETARY'S REPORT (David R Smith)

- **Annual certification**
  - 60 members have certified
  - Certification period ends on Oct 31<sup>st</sup>, members will lose their voting privileges, and the by-laws allow for members to be disqualified as a member organization
  - Intend to update the ACCF website member list shortly after the 31st
  - Thank-you to the following members who have completed certification:
    - Alcova Heights Citizens Association
    - American Association of University Women
    - Arlington East Falls Church Civic Association
    - Arlington Forest Citizens Association
    - Arlington Gay and Lesbian Alliance
    - Arlington Historical Society
    - Arlington House Chapter - Daughters of the American Revolution
    - Arlington Mill Civic Association
    - Arlington Parents for Education (APE)

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- Arlington Ridge Civic Association
- Arlington Tree Action Group [ATAG]
- Arlington View Civic Association
- Arlingwood Civic Association
- Ashton Heights Civic Association
- Ballston-Virginia Square Civic Association
- Barcroft School and Civic League
- Bellevue Forest Citizens Association
- Black Oak Cluster Community Association
- Bluemont Civic Association
- Boulevard Manor Civic Association
- Buckingham Community Civic Association
- Chain Bridge Forest Civic Association
- Cherrydale Citizens Association
- Clarendon-Courthouse Civic Association
- Columbia Heights Civic Association
- Crystal City Civic Association
- Donaldson Run Civic Association
- Douglas Park Civic Association
- Dover-Crystal Citizens Association
- Encore Stage & Studio
- Fairlington Citizens Association
- Forest Glen Civic Association
- Foxcroft Heights Civic Association
- Friends of Aurora Highlands Parks
- Gaslight Square Condominium Association
- Glencarlyn Civic Association
- Green Valley Civic Association
- Highland Park – Overlee Knolls Civic Association
- League of Women Voters of Arlington & Alexandria
- Leeway Overlee Civic Association
- Lyon Park Civic Association
- Madison Manor Civic Association
- Maywood Community Association
- NAACP - Arlington Branch #7047-B
- National Active and Retired Federal Employees Chapter 7, Arlington
- North Rosslyn Civic Association
- North Rosslyn Civic Association
- Old Glebe Civic Association
- Penrose Neighborhood Association
- Radnor/Ft. Myer Heights Civic Association
- Rivercrest Civic Association

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- Rock Spring Civic Association
  - Shirlington Dogs II
  - Spout Run Homeowners Association
  - Spout Run Terrace Condominium Association
  - Tara-Leeway Heights Civic Association
  - Waverly Hills Civic Association
  - Westover Village Civic Association
  - Williamsburg Civic Association
  - Woodmont Civic Association
  - Yorktown Civic Association
- **Call for Property**
    - Requesting notification of any CivFed property which members may have in their possession

## BOARD REPORT (Jackie Snelling)

- **Proposal for Committee on Alternate Fundraising (Mary Glass)**
  - Reviewed proposal on increasing fundraising. Recommend starting a new committee 'Member Committee for Funding Resource Development (FRD)' [Resolutions - Arlington County Civic Federation \(civfed.org\)](https://www.civfed.org/resolutions)
  - General timeline:
    - January 2023 – Funding options and regulation review
    - March 2023 – Feasibility and priority recommendations – Board approval
    - April 2023 – Introduction, if appropriate, of resolution on new funding sources to ACCF Members
    - May 2023- Initial outreach to new potential funding sources, as appropriate
  - Request approval of FRD Committee: **Vote: Approved 100%**
    - 12 yes
    - 0 no
    - 0 abstain
- **Proposal for a Re-certification Waiver (David Smith)**
  - Resolution was brought forward to waive membership quantity for members still struggling effects of pandemic with reaching 20-member requirement:  
**WHEREAS** the Arlington County Civic Federation (ACCF) bylaws require the following to remain a member:
    1. [Written certification by October 31 of each year that the organization meets the Member Organization requirements set forth in this Article II;](#)



- 2. Payment of annual dues, which dues are payable starting July 1 of each year and must be paid no later than December 31 of each year

Article II requires that an organization: (1) It has at least twenty (20) members.

**WHEREAS** due to the recent global COVID pandemic, some members are experiencing difficulty retaining 20 members

**THEREFORE, BE IT RESOLVED**, that ACCF Board of Directors authorizes the ACCF President to issue a temporary 1-year waiver to ACCF members who are having difficulty maintaining 20 members within their organization. The waiver request must be:

- 1. initiated by a written request from the member president
- 2. include a commitment to re-start their member meetings and outreach, in-person or virtual
- 3. include a list of all current officers (minimum 2) and ACCF delegates

Authorization of all waiver approvals shall be maintained by the ACCF Secretary and notification of waivers shall be provided to the Board of Directors at the following Board meeting. This waiver request policy expires at the end of the FY2024 term.

POST MEETING UPDATE: This resolution was reviewed by the Bylaws and Rules committee and based upon input from that committee the resolution is withdrawn.

- Question raised about whether there was an impact on rules of incorporation or if we had looked at the waiver approach at from a legal standpoint
- Request made to have By-laws Committee and Duke Banks review the resolution
- It was noted that in the past the Board did approve pandemic-related waivers to yearly dues
- It was noted that count of 20 members is procedural in nature
- Vote on resolution, contingent upon positive review by the Bylaws committee and Duke Banks with respect to compatibility with articles of incorporation: **Vote Approved, 100%**
  - 11 yes
  - 0 no
  - 0 abstain

**COMMITTEE REPORTS**

- By-laws Committee - Procedure for ACCF Appointments - not addressed. Chair asked all to read the recommendations and to be prepared for a briefing and discussion at the November meeting.

**Summary of ACTION ITEMS**



- **November Newsletter Plan**

- November Newsletter inputs file has been posted to ACCF Google page for Board Member input
- 250-word limit
- Key Dates:

Monday October, 2022	Deadline for Newsletter Inputs
Saturday, November 5, 2022	Send Newsletter

- **Assignments:**

- Meeting Agenda/Link (Secretary, David)
  - Includes Minutes link
- Presidents Message (President, John)
- MM Panel Outbrief (Co-Chairs)
- Ranked Choice Voting (TiGER committee, Allan)
- ACCF Picnic Picnic 'chair' (Todd)
- School Bond Pro/Con (250-word limit) (Todd)
- Fundraising (Mary)
- Public Engagement Resolution (John)
- Trees (Environmental Affairs, Mary)
- Committee Reports (TBR)
- Certification & Dues (Secretary, David)
  - Include resolution if passed
- Please Donate to the Arlington County Civic Federation

**ADJOURN** – 6:15 p.m.

Submitted by: David R. Smith, Secretary 10/16/2022