



Arlington County Civic Federation

BOARD OF DIRECTORS MEETING MINUTES, SUNDAY JULY 9, 2023

MEETING

Arlington County Civic Federation, Board of Directors Meeting 7/9/2023 4:00 - 6:30 p.m.
Held in person at the Arlington Mill Community Center and virtually via Zoom, called via email invitation.

ATTENDEES

Quorum Members (10 of 13)

1. John Ford, President
2. Ron Haddox, Vice President, Legislation Chair
3. David R Smith, Secretary
4. Ben Watts, Treasurer
5. Adam Henderson, Board Chair
6. Jackie Snelling, Vice Chair
7. Jim Todd, Board Member
8. Dave Schutz, Board Member, Parks and Recreation Chair
9. Mary Glass, Board Member, Environmental Affairs Chair
10. Mike McMenamin, Board Member, Public Safety Chair

Additional

- Anne Bodine, Housing co-Chair

WELCOME AND CALL TO ORDER (Adam Henderson)

- Meeting called to order on 7/9/2023 at 4:00 p.m. by the Board Chair, Adam Henderson. Quorum of Directors (50% or more required) was established with 69% present.
- Adam discussed potential upcoming board meetings, it was agreed that the next board meeting would be Sunday August 6th.
- [A motion was made to approve the June Board meeting minutes. The minutes were approved with 100% \(9 board members\) of the vote.](#)

PRESIDENT'S REPORT (John Ford)

- Initiatives with the County Board
 - John and Jackie plan to keep the board informed of on-going discussions related to progress the County is making on responding to the Public's Confidence resolution.
 - John has had outreach with Christian Dorsey and will reach out to the new interim board member once appointed.



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- Board members asked if we had a plan to engage current candidates for the September election. It was agreed we would not have specific outreach however at the September candidate's forum we would discuss concerns brought up by the Public's Confidence resolution.
- Banquet
 - The banquet committee is currently comprised of John Ford, David Smith, Nick Giacobbe, and Dora Downey and is tentatively planned for the first half of April 2024.

SECRETARY'S REPORT (David Smith)

- No update

INTERIM BUDGET AND SETTING OF MEMBER DUES FOR FY2024 (Adam Henderson)

- A discussion was held on the Board's view on what FY24 dues should be set at. Input included:
 - Maintain dues at \$65.
 - Raise dues \$5 to account for inflation, but also to help fund potential improvements to the IT setup for meetings.
 - There was a general preference to see the Treasurer's analysis before we vote on dues level.
- A motion was made to adopt a continuing resolution, allowing for the 2023 budget to remain in place until August, but authorize \$500 for the Fair (booth, banner-ups, table coverings, etc). The motion was opened for discussion and then voted on. 9 yes, 0 no, 0 abstain. The motion passed.

FAIR (Adam Henderson)

- We need to print a handout for people to take away with info of who we are and what we do.
- This year our booth will be separate from the County area. This is to establish an independent presence.
- Post Meeting Update: Adam booked the booth (space, 2 chairs, 1 table, electricity) for a total of \$220. This included a \$150 non-profit discount.

ROLES OF CHAIR AND VICE-CHAIR (Adam Henderson, Jackie Snelling)



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- Jackie presented her FY24 plan:
 - Committees – re-establish and manage.
 - Membership committee priorities - P&Z, Environment, Parks & Rec, Housing, Legislation (These are a primary tool for members service of advocacy on key issues). Bylaws and procedures for structure.
 - Strengthen Member Services
 - Committee focus, communications, new peer-to-peer opportunities, training, direct support for key areas.
 - Membership Outreach and Growth
 - DEBI, communications for strategic whole county representation; establish target outreach list and plan.
 - Communications for Current and Potential Members
 - A 'Communications Committee Plus', focused on information, engagement, and outreach.

REVIEW OF ACCF EOY 2023 COMMITTEE REPORTS (continued from prior Board meeting)

- The following EOY reports were reviewed (and submitted in advance at this [link](#)):
 - Housing
 - Legislation
 - Membership
 - Parks and Recreation
 - Planning and Zoning
 - Public Services
 - Revenues and Expenditures (quick glance)
 - Schools (quick glance)
 - Membership (quick glance)
 - Tiger

JUNE MEMBER NEWSLETTER (David Smith)

- The following were agreed to topics for the July newsletter:
 - Recruitment
 - Fair
 - Awards
 - Election results
 - AALCA membership application
 - Engage Arlington



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- Environment, Tree Canopy Map for the Fair
- ACCF Volunteer Opportunities
- Updated Board of Directors
- Updated Public Interest Committees
- Announcement for housing committee meeting presentation

ACTION ITEMS SUMMARY

- Jackie: Will try to get a meeting set up with CHPD and the CivFed Housing committee.
- Jackie: will follow up with the County to determine the policy or practice. Depending on the policy/practice, this may be referred to a committee for consideration of a resolution to support staff flex time or compensation for community outreach outside normal work hours.
- All: All Board members should provide funding needs to Ben.
- All: Newsletter inputs are due by 7/10.
- All: If you know people who are advocates for parks and greenspace, send names to Jackie. Jim has an idea.
- Adam/John/Todd: Consider a joint meeting with CivFed and the PTA.
- Adam/John: Need to perform an independent audit, Jim knows a person who can do one and will reach out.
- Adam: Provide a request to John to send a letter to county on Ranked Choice voting, (perhaps TiGER can provide a draft). Note: completed and sent; copies sent to Board
- Committee Chairs: Develop handouts for the fair (1/2 page) and/or provide other input by 7/21 to Jackie and Adam.
- Committee Chairs: Some Committee Chairs still owe Jackie their member lists.
- All: Review the sign-up sheet for shifts at the ACCF booth for the Fair

ADJOURN – 6:30

Adam approved, by acclamation, that the meeting was adjourned.

Submitted by: David R. Smith, Secretary 7/30/2023