



Arlington County Civic Federation

BOARD OF DIRECTORS MEETING MINUTES, SUNDAY AUGUST 6, 2023

MEETING

Arlington County Civic Federation, Board of Directors Meeting 08/06/2023 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 (12 of 13)

1. John Ford, President, Public Services Chair
2. Ron Haddox, Vice President, Legislation Chair
3. David R Smith, Secretary
4. Ben Watts, Treasurer
5. Adam Henderson, Board Chair, By-laws Chair
6. Jackie Snelling, Vice Chair
7. Jim Todd, Board Member
8. Nicholas Giacobbe, Board Member
9. Richard McNamara, Board Member
10. Dave Schutz, Board Member, Parks and Recreation Chair
11. Mary Glass, Board Member, Environmental Affairs Chair
12. Scott Miles, Board Member

Additional

- Anne Bodine, Housing co-Chair

WELCOME AND CALL TO ORDER (Adam Henderson)

- Meeting called to order on 08/06/2023 at 4:00 p.m. by the Board Chair, Adam Henderson. Quorum of Directors (50% or more required) was established with 83% present.
- A motion was made to approve the July Board meeting minutes. The minutes were approved. 9 yes, 1 abstain.

PRESIDENT'S REPORT (John Ford)

- **Banquet**
 - Very likely to be at Celtic House
 - Looking at a speaker from Amazon
 - Working on getting a banquet meeting planned
 - We are hoping for between 75 and 100 attendees



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- **County Staff** - John and Jackie have continued to have discussions with various County staff
 - Have an appointment first half of next month with Christian Dorsey and Kendra Jacobs (Clerk of the Board) - discussions to date have focused on commissions.
 - John will talk with Matt DeFerranti later this week. Matt will be talking with the two Democratic candidates about the Public's confidence resolution 'be it resolved' statements.
 - Discussions have continued with the Mark Schwartz and Bryna Helfer on FOIA.
 - John and Jackie have each had discussions with Libby Garvey
 - If John doesn't hear from Takis Karantonis this month he will reach out to him
 - Have not had any conversations yet with Tannia Talento (Interim County Board Member) –but John noted that before she was a board member she provided input on planning for the CivFed Housing committee, Jackie may want to reach out to her.

- **September 5 General Membership Meeting**
 - The Sept 5 GM and Candidates' Forum will include: 2 VA House of Delegates candidates, 2 VA Senate district 39 candidates, 2 VA Senate district 40 candidates, 4 County Board candidates. John has reached out to the candidates with the initial communication. John will get back to the board about questions to be asked.
 - John plans to moderate the meeting.
 - Input from Board:
 - Make sure candidates are aware of the rules of engagement.
 - Board members get a lot of their questions asked, should we try to prioritize those in-person?
 - We need to accommodate those that travel, or have other health concerns.
 - Suggest having a cleaner procedure for selecting those who ask questions.

SECRETARY'S REPORT (David Smith)

- No report provided.
- Jackie asked about the plan for submitting recertification and dues. David responded that we would get a consolidated email out to member officers in the coming weeks.



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TREASURER'S REPORT (Ben Watts)

- **FY24 Budget** - Ben reviewed his proposed budget ([see link](#)), some comments during the review:
 - Agreed we need to start succession planning for the web maintenance.
 - Recommendation to include zoom fee plus 1 overage fee.
 - Recommended that GM meeting invitation point non-delegates to Facebook Live instead of Zoom.
 - Some discussion ensued around payment of FOIA requests. It was clarified that all FOIA requests need to be approved by the board.
 - It was brought up that we still need to reimburse Dave Schutz \$200 for the picnic location reservation.
 - Discussed funding food for meetings but then general consensus was that we should not fund.
 - A motion was made to:
 - Awards: increase from \$0 to \$150
 - Zoom: increase from \$190 to \$210 – supports 1 contingency meeting (\$50)
 - Contingency: reduce to \$900
 - Discussion opened:
 - Discussed having later discussions on tech funding, possibly finding other ways of funding new tech.
 - Vote: 100% yes
- **Member Dues Discussion** – a discussion was opened on raising member dues, the following input was provided:
 - If we raise dues \$5 that will increase funds by approx. \$400 for the year.
 - Jackie thinks we should keep dues at \$65. This last year we spent a lot of energy getting members back, and we would like to have a year of stable membership.
 - Better to incrementally build up on dues.
 - Agree with Jackie's position, but we should advertise we may raise dues next year.
 - Need to do a better job of communication with the members.
 - Believe people will accept small dues increases.
 - Concerned that members may be thinking 'what have you done for me lately', we should have a list of things we've done for the members.
 - We are planning a strong interaction year.
 - A motion was made to raise dues to \$70, a vote of 'no' implies dues will be kept at \$65.



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- 5 board members voted yes to raise to \$70, 6 board members voted no, the motion failed, dues remain at \$65 for FY24.

CHAIR REPORT (Adam Henderson):

- Adam requested that board members respond quickly to emails and meeting polls and he requested volunteers for the upcoming fair.
- Adam indicated that he is seeing excitement this year about new initiatives, however he wants to make sure initiatives are channeled through the board/chair first.
- We have incidents of disrespectful discourse throughout the year. While we have a policy on respectful discourse, we do not have any consequences. Adam and Jackie will draft changes to the bylaws/procedures to be reviewed by the board.
 - We need to build a culture that is supportive of diverse membership.
 - Angry voices (example at civic association meetings) tend to suppress participation for months or years.

VICE CHAIR REPORT (Jackie Snelling)

- Jackie thanked Mary and Suzanne for input to the draft survey that will soon be submitted to members via a Google Form. Will be three parts:
 1. What types of services do members want?
 2. What topics are members interested in?
 3. Areas of education and training (a) interested in and (b) have expertise they can share
- Working to revise the CivFed committee structure:
 - Trying to get people from all perspectives to help plan an upcoming Planning and Zoning meeting.
 - Have had discussions with candidates for chairing committees, and contemplating updates to chairs:
 - **Legislation** - Will ask John and Adam to interview. John does appointments, the Board ratifies.
 - **Parks & Rec** – Need a co-chair that focuses on the ‘parks’ part of parks and recreation.
 - **Communications** – will be a two-step process. People working on this so far have been Adam, Jackie, David, John, and Ron. Will discuss what is under communications. Asking Ron to do a scoping for us on technology.
- Member Outreach – Working with Sarah Tracey (Director of Public Engagement) and developed a strategy on outreach to multi-family units. The strategy includes meeting with the BIDs and CA presidents (Crystal City and Shirlington). One CA contacted Jackie for help restarting.



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- There was discussion on the use of the survey and some asked for more time to review. The Board authorized Jackie to move forward with the survey.

FAIR (Adam Henderson)

- Adam clarified the items that would be provided for the fair booth:
 - Flyers
 - New banners
 - Table skirts
 - Easel with flip chart will be provided to capture fair attendee top-priorities
 - Arlington county map and the dots
 - QR code that people can use to find their civic association

SEPTEMBER NEWSLETTER (David Smith)

- **Sept newsletter** plan was reviewed:
 1. General Membership Meeting notice – Sept 5
 2. President’s Message
 3. Introduction to the Board (Adam)
 4. Candidates Forum – rules? (John)
 5. New Member – AALCA? - we did run article already
 6. Fair
 7. FY24 Budget
 8. Survey (Jackie)
 9. Chair Appointments – if ratified

GENERAL

- Adam indicated that the next board meeting would be Sunday Sept 17th

ACTION ITEMS SUMMARY

- Ben/Adam- post the budget
- Adam/Jackie - Send Survey
- Adam – provide fair map
- Jackie - contact AALCA for input
- Jackie – Contact Tannia Talento

ADJOURN – 6:30

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



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Submitted by: David R. Smith, Secretary 9/3/2023