



Arlington County Civic Federation

BOARD OF DIRECTORS MEETING MINUTES, SUNDAY SEPT 17, 2023

MEETING

Arlington County Civic Federation, Board of Directors Meeting 09/17/2023 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, Public Services Chair
2. Ron Haddox, Vice President, Legislation Chair
3. David R Smith, Secretary
4. Adam Henderson, Board Chair, By-laws Chair
5. Jackie Snelling, Vice Chair
6. Jim Todd, Board Member
7. Nicholas Giacobbe, Board Member
8. Richard McNamara, Board Member
9. Dave Schutz, Board Member, Parks and Recreation Chair
10. Mike McMenamin, Board Member

Additional

1. Christopher Concepción – LULAC

WELCOME AND CALL TO ORDER (Adam Henderson)

- Meeting called to order on 09/17/2023 at 4:00 p.m. by the Board Chair, Adam Henderson. Quorum of Directors (50% or more required) was established with 77% present.
- A motion was made to approve the August Board meeting minutes. [The August minutes were approved: 10 ayes, 0 nays, 0 abstain.](#)

PRESIDENT'S REPORT (John Ford)

- **September General Meeting Debrief** – John provided a debrief of the meeting, highlighting the Candidates' forum which got good press feedback following the meeting. John highlighted the excellent Emergency Preparedness presentation and emphasized the vote to approve AALCA as a new CivFed member.
- **Interactions with the County Board and Manager** – John indicated that he and Jackie are continuing their interaction with board members as well as new candidates.
- **October roundtables:** planned for Oct 2th (Arlington Mill) and 12th (John M. Langston). These are roundtables for civic leaders hosted by John and the County Manager. The focus will be initial feedback on the Manager's proposed FY 2025 budget priorities and discussion of engagement, decision-making processes and other areas of community concern. (The revised dates are Oct 12 and Nov 9). These meetings represent a revival of a practice suspended during COVID.



Arlington County Civic Federation

BOARD OF DIRECTORS MEETING MINUTES, SUNDAY SEPT 17, 2023

- **Annual Banquet Update:**
 - Slated for first week or two in April.
 - Ron and John plan to visit the Celtic House manager to discuss availability.
 - Nick and John will go to Amazon and meet with our banquet likely speakers: Patrick Filipi (sp?) and Brian Stout. Amazon is equipped to host meetings like our banquet, including the ability to provide food on site.
 - John let the board know that he's received feedback that people are excited about the prospect of Amazon speakers.
- **Ratification of Paul Holland as Legislation Chair**
 - A motion was made to approve Paul Holland as the chair of the Legislation Committee. A discussion was opened. It was noted that Paul is currently the chair of the Langston Boulevard Community forum. Paul is the Vice President of the Waverly Hills Civic Association, and is on the board of several community organizations (including APAH) and has participated in several county commissions (example: Parks Commission). A vote was called. [Paul Holland was approved as chair of the Legislative committee: 10 ayes, 0 nays, 0 abstain.](#)
- **Adoption of charter for 'Form of Government'; (e g 'Son of TiGER') subcommittee under Legislation of Paul Holland**
 - A motion was made to vote on the Resolution to Continue the Work of TiGER Under a New Subcommittee of the Legislation Committee. A discussion was opened, and a vote was called. [The resolution to continue the work of Tiger under a new subcommittee was approved: 10 ayes, 0 nays, 0 abstain.](#)
- **Appointment and ratification of Dave Schutz as 'Form of Government' Subcommittee Chair**
 - A motion was made to approve Dave Schutz as the chair of the Form of Government Subcommittee. A discussion was opened, and a vote was called. [Dave Schutz was approved as the new subcommittee chair of the newly formed 'Form of Government' subcommittee: 10 ayes, 0 nays, 0 abstain.](#)

SECRETARY'S REPORT (David Smith)

- **General Membership Vote re-cap:**
 - June minutes were approved by acclamation.
 - AALCA membership request was approved by acclamation.
- **Annual Report**
 - David let the board know that he added Adam as chair, updated Jackie as vice-chair, and mailed in the annual report to the SCC.
- **Annual State Corporation Commission Fee**



Arlington County Civic Federation

BOARD OF DIRECTORS MEETING MINUTES, SUNDAY SEPT 17, 2023

- David informed the board that Ben provided a check (\$25) and the fee was placed in the mail.
- Jackie indicated that she followed up with the Career Center regarding their Capstone projects regarding technology. The career center has a business group that manages their seniors doing service in technology. They would like to pursue CivFed being one of their clients. Jackie indicated that they did not discuss pay, but that we'd need to discuss further.

TREASURER'S REPORT (Ben Watts)

- Not present, no report

VICE CHAIR REPORT (Jackie Snelling)

- **League of United Latin American Citizens [LULAC] Member Application**
 - Jackie let the board know that Jackie and John met with Christopher Concepción (LULAC President). Jackie has worked with LULAC since the 1990s.
 - A motion was made to recommend that the General Membership approve the LULAC membership at the October GM meeting. A discussion was opened. The LULAC application and resolution (below) to recommend the LULAC membership was reviewed and discussed. Questions that came up:
 - Why are there two LULACs in Arlington – LULAC 4615 and LULAC 4613? Chris confirmed LULAC 4613 was specific to Arlington and the primary chapter. The other chapter is for a specific focus.
 - Does LULAC endorse candidates? Chris informed the board that as a 501(c)(4) they cannot endorse candidates and are completely non-partisan.
 - Jackie gave an overview of the bylaws – primarily that members need to work to improve Arlington.
 - The vote was called. [The Board approved recommending a vote on LULAC as a new member to the general membership at the October GM meeting: 9 ayes, 0 nays, 1 abstention.](#)

WHEREAS the League of United Latin American Citizens, Arlington General Chapter 4613 ['LULAC'] has requested membership within the Arlington County Civic Federation.

WHEREAS the ACCF Membership Committee has reviewed the LULAC membership request and has validated that the organization meets ACCF rules established by the bylaws, including that the organization has at least 20 members, that their demonstrated primary objective and principal work is consistent with the goals and purposes defined by the ACCF bylaws;



Arlington County Civic Federation

BOARD OF DIRECTORS MEETING MINUTES, SUNDAY SEPT 17, 2023

WHEREAS the ACCF Board has reviewed and discussed the Membership application;

THEREFORE, BE IT RESOLVED, the ACCF Board of Directors hereby recommends the application of LULAC for membership in the ACCF and refers this request to the General Membership for review and a vote at the next General Meeting

- **Committees** – Jackie is working to re-establish some committees. Jackie is working on appointment recommendations.
- **New Members** – working to get one new member for each GM meeting in FY24.
- **Outreach Activities:**
 - She is currently working on multi-family housing outreach focus.
 - Met with and working with Sarah Tracey, Director of Public Engagement, Arlington County
 - Meetings with and working with the VPs of AHC and APAH,
 - Meeting with Sarah Tracey, Eric Cassel Crystal City CA president (whose board is all rental units), and Edie Wilson (Shirlington) to brainstorm on approaches to try with different civic associations for multi-family outreach,
 - Working with individual CA. Jackie noted that North Highlands CA is working on re-constituting their association and, as part of this, doing significant outreach to multi-family residences.
- **Draft Agenda for ‘Envisioning Arlington 2040 – Starting the Conversation’ topic to be supported during the October GM meeting**
 - Jackie reviewed the inputs she received from members and outlined her plans for the meeting to include common objectives, visions statements, data, and approaches and audience participation.
 - A discussion ensued about the end product of the meeting. Jackie indicated that the meeting recording and transcript would be provided to the newly constituted Planning and Zoning committee for input. It was noted that Libby Garvey is planning to look at similar topics. Some comments from the board included that there are issues with civility and representation of renters.

PLANNING: OCTOBER GENERAL MEETING (Adam Henderson):

- **Upcoming GM and Board meeting schedule**
 - Agreed to move the January Board meeting to January 21st.
 - Agreed to move the February Board meeting to February the 21st (a Wednesday).



Arlington County Civic Federation

BOARD OF DIRECTORS MEETING MINUTES, SUNDAY SEPT 17, 2023

PLANNING: SUBSEQUENT MEETINGS AND ROUGH OUTLINE FOR REMAINDER OF FY2024 (Adam Henderson)

- Have superintendent confirmed for February GM meeting.
- Adam opened a discussion on whether we should include the school board this year. The board discussed and generally concluded that it would be best to hold the superintendent and school board discussions on the same day. The board also agreed that we need to clarify to the school board that we want them to address specific areas of concern and focus on the questions we provide them. Need to clarify that we don't want a general presentation.

DRAFT CONFIDENTIALITY POLICY FOR COMMITTEE INTERNS (Adam Henderson)

- Adam presented a draft form that we could have interns sign for confidentiality, with the first use being for a new college intern that was recruited by the Housing committee. The board members suggested the form could be generalized and used for all volunteers and that we should review the updates when ready. (Attached as Appendix 'A').
- A motion was made to adopt the current draft language for use with the new intern. Discussion was opened. A vote was taken. [The Board approved temporary adoption of the confidentiality agreement form for use with volunteers: 9 ayes, 1 nay, 0 abstentions.](#)

DEBRIEF: ARLINGTON COUNTY FAIR (Adam Henderson)

- Adam informed the board that we received about 45 signups for email at the fair, but also noted that the fair was productive, however given our location it was somewhat difficult to get people's attention.
- The board gave Adam a big thanks for all his work on the banner.

OCTOBER NEWSLETTER PLAN (David Smith)



Arlington County Civic Federation

BOARD OF DIRECTORS MEETING MINUTES, SUNDAY SEPT 17, 2023

- **Newsletter**

- Input Deadline: Sept 25
- Sending: Sept 30
- Contents:
 - President's Message
 - From the Board Chair
 - Paul Holland & Dave Schutz introduction (Bios, etc)
 - Sept Candidates Forum Recap
 - LULAC Membership Intro and Resolution
 - Envisioning Arlington 2040 – Starting the Conversation
 - Public Services – Watershed Meeting Re-Cap?
 - Preparedness/Emergency?
 - Mental Health?
 - Housing
 - Environment
 - Certification/Dues Reminder

ACTION ITEMS SUMMARY

- Adam: Have a more thorough discussion on intern/capstone projects.
- Adam: follow up with Schools chair regarding the school board forum.

ADJOURN – 6:30

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

Submitted by: David R. Smith, Secretary 10/11/2023



Arlington County Civic Federation

BOARD OF DIRECTORS MEETING MINUTES, SUNDAY SEPT 17, 2023

APPENDIX A, INTERIM INTERN CONFIDENTIALITY AGREEMENT

As an intern assisting the Arlington County Civic Federation [ACCF] Housing Committee with certain administrative matters, the scope of my work necessarily includes access to certain ACCF proprietary information, including but not limited to server, email, and database access. I also will necessarily have access to certain personally identifiable information (PII) pertaining to delegates and alternates of ACCF and to other persons or entities who have an interest in the work of the ACCF Housing Committee.

Consequently, I hereby acknowledge that any data used or accessed in the course of my internship will be used solely for the work of the Committee and not for any other purpose. Further, no ACCF proprietary information, will be disclosed or disseminated outside of ACCF and its Housing Committee without the express written consent of the ACCF Housing Committee Chair(s), ACCF President, or ACCF Board Chair.

/s/ _____

Printed Name _____

DATE _____