



# Arlington County Civic Federation

BOARD OF DIRECTORS MEETING MINUTES, SUNDAY NOVEMBER 19, 2023

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## MEETING

Arlington County Civic Federation, Board of Directors Meeting 11/19/2023 4:00 - 6:30 p.m.  
Held virtually via Zoom, called via email invitation.

## ATTENDEES

### Quorum Members (10 of 12)

1. John Ford, President, Public Services Chair
2. Ron Haddox, Vice President, Legislation Chair
3. Ben Watts, Treasurer
4. David R Smith, Secretary
5. Adam Henderson, Board Chair, By-laws Chair
6. Jackie Snelling, Board Vice Chair
7. Nicholas Giacobbe, Board Member
8. Dave Schutz, Board Member, Parks and Recreation Chair, Form of Government Chair
9. Mike McMenamain, Board Member
10. Richard McNamara, Board Member

Additional:

1. Brian Harner

## WELCOME AND CALL TO ORDER (Adam Henderson)

- Meeting called to order on 11/19/2023 at 4:00 p.m. by the Board Chair, Adam Henderson. Quorum of Directors (50% or more required) was established with 67% present.
- A motion was made to approve the October Board meeting minutes, discussion was opened, the minutes were approved: 8 yes, 0 no, 0 abstain.

## PRESIDENT'S REPORT (various board members for John Ford)

- Recap of November Arlington County Civic Roundtable
  - A discussion was held on overall perception of the recent roundtable event (attended by John, Jackie, and Ron). Discussion input included:
    - The county asked attendees in general: What are we doing well on? What should we change?
    - Ron indicated that he had provided Bluemont the recommendation to talk to Suzanne Sundburg about concerns related to property tax increases.
    - Action - All: send comments to John regarding the 'Fall 2023 Roundtable Conversation Summary Notes' that were sent out.



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- Arlington Commissions/Committee Structure
  - John and Jackie have met several times with Kendra Jacobs and Christen Dorsey about the request to do a revision to the guide on commissions (published in 2014).
  - Jackie walked through the Advisory Group Reform Roadmap draft <http://www.civfed.org/newContent/2023-11/2023-11%3B%20Advisory%20Group%20Reform%20Roadmap.pdf>
  - Jackie noted that she and John brought up a need to walk through the FOIA process. Board members provided perspective on FOIA including belief that developers can get data that citizens cannot and idea of considering use of AI to gather information.
    - **ACTION: Ron to develop a paper on recommendation for AI for use with FOIA requests**
  - Dave noted that the legislative committee is working on a legislative priorities list for CivFed.
- Arlington County 'Visioning'
  - Jackie had a follow-up meeting with Libby Garvey on Oct 10 for a visioning meeting. Jackie took the action to develop a write-up of the full list of visioning/priorities/approaches/tool ideas that came out of the Oct 10 meeting, and she will provide that list to the CivFed Board and committees (Planning and Zoning in particular).
- Annual Banquet Committee Update
  - The committee has met a couple times with the catering people at Amazon. Amazon is working to get us a proposal – targeting prior to Thanksgiving – and they will come up with various options for a plated meal option, in the \$30-\$50 range. The space being offered can potentially support 150 people.
  - Nicole Tolouse and Tina Worden have agreed to be part of the committee.
  - Ron noted that the Celtic house is doubling in size by next month.
    - **ACTION: Ron to get a completion date for Celtic house**

## SECRETARY'S REPORT (David Smith)

- General Membership Vote re-cap:
  - October minutes were approved by acclamation.
- State Corporation Commission



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- Re-confirmed SCC status is 'active and in good standing'
- Certification
  - 69 of 83 have certified, of those at least 55 have paid dues
  - We do not expect NoVa Norml, Daughters of the American Revolution, or Cathcart Springs to recertify
- PO Box Key
  - Ben and David met at the post office and David purchased a second key
  - A motion was made by Adam to reimburse David Smith for the post office box key (\$17), discussion was opened, the Board approved reimbursement of the 2<sup>nd</sup> post office box key: 8 yes, 0 no, 0 abstain.

## TREASURER'S REPORT (Ben Watts)

- Ben noted that 63 out of 83 members have paid their FY24 dues.
- Future Action: As part of certification it was requested that we ask members to provide their name and email address of person who will be paying the dues.
- Ben reviewed bank balances and November receipts and payments.
- Action: Ben to transfer paypal balances to the CivFed bank savings account.
- A question was raised on whether we've investigated printing fees for the banquet – answer is no, Nick is looking at using EventBrite. Sandi Newton did the last dinner at Fort Meyer.
- Adam opened a discussion on the consequences to failure to pay dues or recertify. Discussion included:
  - Delegates of delinquent members are suspended for the December meeting
  - If delinquent, members will need to re-apply.
  - Discussion of a penalty fee for delinquent members was discussed but did not gain traction with the board.
  - The board agreed that we should consider sending a dues/certification reminder in our newsletter in June so that members start thinking about it before their leadership changes.
  - A motion was made to direct the secretary, after Thanksgiving, to notify members who have not completed the certification/dues process, that their voting privileges are suspended starting at the meeting in December. Discussion ensued and the motion was approved 8 yes, 0 no, 0 abstain.
  - A motion was made to refer the issue of allowing a grace period for members to cure their deficiencies in membership to the Bylaws committee for review and



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recommendation. Discussion was opened, the motion was approved 7 yes, 0 no, 0 abstain.

## VICE CHAIR REPORT (Jackie Snelling)

- Arlington Chorale
  - A discussion was held regarding admission of the Arlington Chorale into CivFed.
  - A motion was made to recommend the Arlington Chorale membership to the December General Membership meeting, discussion was opened, the motion was passed 8 yes, 0 no, 0 abstain.
- Prospective P&Z Committee Chair
  - John nominated Brian Harner to be a the P&Z co-chair.
  - Jackie provided an introduction to Brian is a resident of Rock Spring. Brian has been active in other Civic Associations, is a practicing architect, former member of the Arlington Planning Commission, co-wrote a guide on various factors we can look at to help address some of the concerns about Missing Middle.
  - Brian provided a personal introduction.
  - A motion was made to ratify John's appointment of Brian Harner as sub-committee chair. Discussion was opened, the motion passed 8 yes, 0 no, 0 abstain.

## VIRGINIA LEGISLATIVE AGENDA (Dave Schutz)

- Want to develop a legislative priorities list for this year. Initial input will include some of the changes recommended by the TiGER committee/resolution, changes to Virginia's FOIA, etc. Paul Holland has set up a Nov 22 meeting with the CivFed legislative committee focused on generating a draft resolution for the December newsletter and General Membership meeting. It was noted that we want to make it a regular practice to publish a yearly legislative request that we provide to the Arlington delegation.
- Discussion ensued about some of the potential topics for the priority list and the best time to provide them to the Virginia delegation.

## DECEMBER MEETING WITH THE MANAGER (Adam Henderson)

- The plan is to have 6-8 topic areas, largely follow up to what we've discussed in committees, selecting people to lead introduction of topics to the manager, and then allowing an audience follow up.
- Action all: provide input to John about topics for the December meeting by Dec 1

## SPRING MEETINGS



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- John is asking for input for Spring meetings, topics discussed included these inputs from board members:
  - Youth
  - P&Z
  - Deer Management (planned as a separate meeting not as a general meeting)
  - Transportation – Workshop on Neighborhood level multimodal transportation safety of areas identified by neighborhoods as long term issues and included in Vision Zero Plan AND Airport Noise
  - Workshop focused with ACPD, community outreach on working on neighborhood level public safety
  - CIP
  - Innovative approach to reduce business vacancies (Did someone bring this up at the meeting? Is so, I'd like to discuss how best to address the topic.
  - June – An annual meeting (includes elections) focused on EOY Committee Reports, Members priorities for following year

## NOVEMBER NEWSLETTER (David Smith)

- Input Deadline: Nov 27
- Sending: Dec 2 for Dec 12 GM meeting
- Candidate Contents:
  - President's Message - John
  - From the Board Chair - Adam
  - November GM Forum Recap – David
  - New Member Vote – Arlington Chorale
  - Committees
    - Cultural Affairs – Tina Worden
    - Environmental Affairs – Mary Glass
    - Housing – Anne Bodine / Matt Hall
    - Legislation – Paul Holland
      - Include Draft Resolution on Legislative priorities
        - See letter from Adam
    - Planning and Zoning – intro of Brian Harner as co-chair
    - Public Services – John Ford?
    - Revenues and Expenditures - Suzanne Sundburg
    - Schools – Todd Truitt
    - Transportation - ?? Joe Pelton/Jackie
  - Member Spotlight? - Langston
  - Arlington Chorale Concert
  - Preparedness/Emergency? – Jackie?



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- Certification/Dues Reminder – David

## **ACTION ITEMS**

- See action items in-line above.

**ADJOURN** – 6:37 p.m.

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

Submitted by: David R. Smith, Secretary [12/14/2023](#)