



Arlington County Civic Federation

BOARD OF DIRECTORS MEETING MINUTES, SUNDAY APRIL 14, 2024

MEETING

Arlington County Civic Federation, Board of Directors Meeting 04/14/2024 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 (8 of 12 present at meeting start)

1. John Ford, President
2. David R Smith, Secretary
3. Ben Watts, Treasurer
4. Adam Henderson, Board Chair, By-laws Chair, Communications Chair
5. Jackie Snelling, Board Vice Chair
6. Nicholas Giacobbe, Board Member, Banquet Chair
7. Dave Schutz, Board Member, Form of Government Chair
8. Dick McNamara, Board Member
9. Mike McMenamin, Board Member, Public Safety Subcommittee Chair

WELCOME AND CALL TO ORDER (Adam Henderson)

- Meeting called to order on 04/14/2024 at 4:00 p.m. by the Board Chair, Adam Henderson. Quorum of Directors (50% or more required) was established with 67% present.

MINUTES (Adam Henderson)

- A motion was made to approve the March Board Minutes, discussion was opened, a vote was taken, and the minutes were approved by unanimous consent.

PRESIDENT'S REPORT (John Ford)

- April GM Meeting
 - John indicated that he had received positive response to the April meeting.
 - Jackie noted the meeting (focused on health and well-being) was intended as a kickoff for parks and public health discussions under the committees.
 - Jackie noted that she uses a strategy to pull people together with common interests.
- Banquet
 - Great job to Nick Giacobbe, all agreed that the food and service was terrific.
 - A motion was made to make Nick the 'CivFed Permanent Banquet Chair', however the Board chair ruled this motion as out of order. Boo! 😊



Arlington County Civic Federation

BOARD OF DIRECTORS MEETING MINUTES, SUNDAY APRIL 14, 2024

- Nick noted that the banquet had 103 participants and that we netted \$1400 profit. (CivFed was not attempting to profit from the event, but tight control of expenses and income from the sponsor tables pushed us into the black.)
- The cost per seat came out to about \$62.
- Nick provided photos and a blurb for the [web](#).
- After a short discussion it was agreed that we (Nick) should reach out to the participants to thank them for joining and to provide a link to event photos, awards, and other information.
- Scott McCaffrey published an [article](#) in the Sun Gazette about the banquet and awards, and we understand that Scott has plans for two more articles, one as a general wrap-up and a third about the Amazon presentation.
- It was noted that some attendees expressed concern about having the banquet on base and the difficulty with having to get base access. It appeared a good number of folks did not submit for base access ahead of time, though it's worth noting that there were several notifications sent out that reminded people to make sure they submitted their base access request in advance.
- May Meeting
 - Candidates have been provided instructions for the County Board candidates' forum.
 - Brian Harner will help with questions.
 - John will allot 7:05 to 8:45 for the forum.
 - There was an agreement to do a short reminder regarding nominations being due no later than Friday June 7th.
- June Meeting
 - The June meeting will focus on the Yearly Election, as well as yearly Board and Committee reports.

SECRETARY'S REPORT (David Smith)

- David recapped the April GM voting tallies:
 - Vote to approve the March General Membership meeting minutes – was approved by acclamation.



Arlington County Civic Federation

BOARD OF DIRECTORS MEETING MINUTES, SUNDAY APRIL 14, 2024

- David provided a status on current Nominating Committee position nominations. During the presentation it was noted that Jean Henceroth may be more interested in a board position than secretary.

Candidate	Current CivFed Position	Will run for:
Cory Giacobbe	Board Member	Board
Dave Schutz	Board Member	Board
David Smith	Secretary	Board
Diane Kelly	None	Board
Dick McNamara	Board Member	Board
Jackie Snelling	Board Member	Board
Mike McMenamin	Board Member, Public Safety	Board
Paul Holland	Legislation Committee Chair	Board
Ron Haddox	VP	Board
John Ford	President, Public Services Chair	President
Jean Henceroth	None	Secretary?
Ben Watts	Treasurer	Treasurer
Nick Giacobbe	Board Member	Vice President

- It was agreed that CivFed would send out a notice in the following week regarding the nominating committee and that David would reach out to Allan Gajadhar to see if he had an interest in running.
- David provided the Board notification that CivFed sponsored a Lubber Run watershed meeting on April 10th. This meeting sponsorship was a consequence of Arlington DES Stormwater canceling their planned Lubber Run watershed meeting for the same day, time, and location. The focus of the meeting was meant to be about stormwater solutions for the Lubber Run watershed.
 - There were nearly 50 people present at the CivFed sponsored meeting, including residents from Waycroft-Woodlawn, Bluemont, Ballston-Virginia Square, and Arlington Forest.. Jackie Snelling led the discussion.
 - Jackie noted that the CivFed Parks, P&S, and Stormwater (under Public Services) committees should work together on this.



Arlington County Civic Federation

BOARD OF DIRECTORS MEETING MINUTES, SUNDAY APRIL 14, 2024

- Post meeting note: David was contacted by ArlNOW, Dan Egitto, and provided the meeting minutes to him. Dan published an article: [Rising insurance premiums, damage to parks among resident concerns about stormwater management along Lubber Run | ARLnow.com.](#)

TREASURER'S REPORT (Ben Watts)

- Ben reviewed the CivFed bank balances.
- There was some discussion on looking for a bank/account to get a better rate on the savings account.
 - Adam requested that we only keep \$4-5K in checking and move everything else into CDs.
- Adam noted that he has a resolution on ConstantContact (CC) charging. CC lost our non-profit designation 11 months ago. They have corrected this issue and credited us back about \$200.

VICE CHAIR REPORT (Jackie Snelling)

- Jackie noted that the next Public Safety meeting will be Wednesday May 15th. Jackie and Mike (Public Safety committee chair) are working out the language of the joint meeting with the Arlington County Police Department. The meeting goal is to bring people together to understand community policing and to work on their neighborhood safety plans.
 - Chief Penn gave a briefing to the Pike President's group on the new tool that allows residents to drill down to the block level to understand crime data.
 - Board members discussed that there may be some privacy concerns with the tool.
 - Jackie noted that it was important that citizens and civic associations understand the context of the data, and also that the online police blotter already has this information and it's already available to the public, but the tool will make the information easier to review
 - The data will be tied into the Police Dept's website, not tied into the Arlington County GIS map/portal, but it has it's own mapping tool
 - Jackie note that she has been actively lobbying for this kind of data access for about 30 years.
- Membership Committee Charter
 - The draft proposal for the membership committee was reviewed (see addendum). It was agreed that the charter needed more work. Some topics brought up included:



Arlington County Civic Federation

BOARD OF DIRECTORS MEETING MINUTES, SUNDAY APRIL 14, 2024

- Should DEBI be its own committee or part of the membership committee
 - Eric <prior to the meeting> indicated that he thinks an officer or board member should manage some of the responsibilities outlined in the draft charter.
 - There was some discussion of allocating some of the communications committee work to the vice president.
 - A board member suggested that membership management work could be done by a delegate to the secretary.
 - An edit was proposed to the draft charter: The committee will be responsible for supporting the secretary to maintain an up-to-date list of members/alternates and responsible for supporting the secretary and treasurer for membership renewals and dues.
 - There was further discussion on who manages the membership information. Adam believes the effort should be managed by the Secretary and the Treasurer with strong support from the Board.
- Unfilled Positions within Arlington County
 - Suzanne Sundburg has indicated that she cannot tell which positions in the new County budget are unfilled. The CivFed board discussed this concern and noted that this information should be provided by the County under the guise of 'open government', as this information is needed to determine the budget.
 - A motion was made that the CivFed Board directs the CivFed President to write a letter to the County Manager, in the spirit of open governance, requesting a list of all positions in the County that have been vacant for more than a year as of March. Discussion opened, vote passed unanimously.

DISCUSSION (Adam Henderson)

- Adam noted that a Washington Post article that indicated that Arlington, Alexandria, and DC council of government have indicated that the region is not on target goals for production of housing. <https://www.washingtonpost.com/dc-md-va/2024/04/10/dc-regional-housing-targets/>
- Reeves Land Farm got sold to Habit for Humanity who will remodel the farmhouse and make a residence for challenged adults.
- Dick noted that Woodmont asked for the police to come talk about crime but unfortunately, they could not support due to being understaffed.
 - Jackie noted that Chief Penn's number 1 priority has been on recruitment and retention of officers and he now has authorization to offer signing bonuses.



Arlington County Civic Federation

BOARD OF DIRECTORS MEETING MINUTES, SUNDAY APRIL 14, 2024

- It was noted that Prince William County is offering \$10K signing bonus, DC may be higher.
- Nick noted that the Melwood tier 2 special GLUP study came out. There was not a lot of change from the draft, and no acknowledgement of Aurora Highlands comments that the proposal does not follow current policy.

NEWSLETTER ARTICLES REVIEW (David Smith)

- Input Deadline: April 29
- Sending: May 4 for May 14 GM meeting
- Candidate Contents:
 - President's Message - John
 - GM Recap – David
 - Nominating Committee – David
 - Banquet Recap - Nick
 - Committees
 - Cultural Affairs – Tina Worden
 - Environmental Affairs – Mary Glass
 - Housing – Anne Bodine / Matt Hall
 - Legislation – Paul Holland
 - Summary of legislative session – how did we do on CivFed concerns
 - Legislation – FOG – Dave Schutz
 - Parks and Rec – TBR
 - Planning and Zoning – Brian Harner
 - Public Services – John Ford
 - Revenues and Expenditures - Suzanne Sundburg
 - Schools – Todd Truitt / Dave (outbrief of Candidates' forum, include Ranked Choice)
 - Public Safety – Mike (community policing forum) - EVENT
 - Communications - Adam
 - Preparedness/Emergency – Jackie



Arlington County Civic Federation

BOARD OF DIRECTORS MEETING MINUTES, SUNDAY APRIL 14, 2024

ACTIONS

- Nick/Adam to post Banquet summary/photos to the web
- Nick to send a note to banquet participants, thanking them for their support
- David to send an email this coming week to membership regarding the nominating committee
- Jackie will send out updates to the draft Membership committee charter
- Adam/Jackie to notify John of the motion to send a request to the County Manager requesting open positions
- Jackie will look up the GLUP resolution to see if it applied to Melwood

ADJOURN – 5:47 p.m.

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

Submitted by: David R. Smith, Secretary on 4/21/2024



Arlington County Civic Federation

BOARD OF DIRECTORS MEETING MINUTES, SUNDAY APRIL 14, 2024

ADDENDUM - DRAFT Proposed Membership Committee 4-13-24

Current Charter

It shall be the duty of this committee to determine the eligibility of all applicants for membership in the Federation. The committee shall report its findings and make recommendations to the Federation at the next meeting after the application has been referred to the committee. Final action shall be taken by the Federation.

DEBI

The DEBI committee is focused on improving diversity and inclusion within ACCF and member organizations through improvements to internal processes as well as external community engagement and programs.

Proposed membership Committee Charter

It shall be the duty of the membership committee to develop and implement strategies to recruit new members that support the ACCF mission and to support and retain existing members.

- New members. Activities will include outreach, recruitment, review of applications, and recommendations to the Board for new members. A separate subcommittee will review applications to verify that they meet bylaw requirements.
- Member Services. The committee will recommend and support methods for continuous inclusion and engagement of new and current members in the ACCF mission. Support for engagement may include recommendations for communications to members, programs for members, engagement of members in committees and ACCF leadership.
- Member feedback. The committee will use multiple methods to collect feedback from members to assess their satisfaction with the member role and to seek their recommendations for improvement.
- Member management. The Committee will be responsible for maintaining an up-to-date list of members, contact information, and member delegates and alternates, and will be responsible for managing membership renewals and dues and ensuring compliance with the ACCF membership policies.