



Arlington County Civic Federation

BOARD OF DIRECTORS MEETING MINUTES, SUNDAY MAY 19, 2024

MEETING

Arlington County Civic Federation, Board of Directors Meeting 05/19/2024 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

WELCOME AND CALL TO ORDER (Adam Henderson)

- Meeting called to order on 5/19/2024 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 April Board Minutes, discussion was opened, a vote was taken, and the minutes were approved by unanimous consent pending minor administrative updates.

PRESIDENT'S REPORT (John Ford)

- Fall meeting date plan:
 - Sept 3
 - Oct 8
 - Nov 12
 - Dec 10
- May Meeting
 - It was noted by attendees that the recent CivFed Candidate's forum was a civil discussion between candidates.
- Meeting with the County Manager and the new Deputy Manager
 - The annual meeting is tentatively set for Monday June 24th with the new CivFed Board.
- John and Jackie met with County Board staff regarding open data / transparent issues, including FOIA.
 - John noted that Allan Gajadhar was also interested in this topic.



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- County 2 by 2 Meetings
 - Sarah Tracy has indicated that they will move quickly to set up more 2 by 2 meetings.
- June Meeting
 - Will focus on end of year reports (board/committee) and yearly CivFed election.
 - Jackie reported that she will send Board and Committee chairs a reminder for end of year reports, to be presented at the June meeting. Note: Report content was reviewed in the Vice Chair timeslot below.
 - Action: Adam to work on an end of year Board report.
 - Action: Jackie to send reminder to committees on end of year reports.
- Fair
 - Nick will coordinate this year's fair efforts.
- Picnic
 - A discussion was held on whether there was bandwidth to hold a picnic this year; an idea was also brought forward about supporting the County's yearly open house.
- Bylaws Committee Chair
 - Given Adam's imminent move to Pennsylvania, the Bylaws Committee will need a new chair. John discussed the open chair position with Allen Norton. More discussion will follow.
- Website Development
 - Have heard from the County Manager/Sarah Tracy about the idea of CivFed offering online tutorials on website development, listserv development. It was noted that Ron had offered support (via the Newsletter) but nobody had taken him up on the offer.
- Parks and Recreation
 - John is in discussion with Armand Ciccarelli and Cory Giacobbe about becoming co-chairs.
- Outreach Ideas
 - It was noted that Libby is planning to ramp up the 'Arlington 2050' engagement later in the summer.
 - Kim Klingler held 'Dish with the Commish' at Northside social.
 - Paul Holland, Dave Schutz plan to discuss the types of inputs CivFed can provide as part of Arlington 2050.
 - Action: Dave Schutz to send the Barrera leaflet on engagement to the board
 - It was noted that there had been no response from the County to Jackie's 'Arlington's Vision for 2040 and Beyond' program.



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SECRETARY'S REPORT (David Smith)

- David recapped the May voting tallies:
 - April Minutes – passed by acclamation.
- Nominating Committee
 - Allan G. has added his name to the candidates for a CivFed board position.
 - The Secretary role does not have any nominations as of yet.
 - Only a couple people have filled out the online form, David will send a reminder.

TREASURER'S REPORT (Ben Watts)

- Ben reviewed the CivFed bank balances.
- It was noted that we get a discount on ConstantContact if we pre-pay,
 - Action: Adam will get a cost estimate for a 1-year ConstantContact contract
 - Action: Ben will switch zoom payment over to PayPal
 - Action: Ben will get a rates table from the credit union.
 - Action: Ben will update the 2024 YTD – DONE!

VICE CHAIR REPORT (Jackie Snelling)

- End of Year Committee Reports
 - Jackie reviewed a draft proposal for yearend committee reports. See addendum 1 below.
- Housing Committee
 - Jackie noted that the Housing Committee plans to bring forward a resolution related to freezing the tax rate. They will send their resolution to R&E for review/input.
- Committee Rules
 - There was some discussion about the fact that we currently do not have any rules for committees.
 - 'Quorum' may not make sense for the committee structure, though it was noted that resolutions still have to be reviewed and voted on by the general membership.
 - On May 28th, the Public Safety Committee and Public Services Committee, are partnering with ACPD on a community policing workshop!
 - Would like to get 2 or 3 people from each civic association to support.
 - The meeting will be the first release (or preview) of policing data by location.
 - Looking to have a follow up in October or November.

OPEN FLOOR (Adam Henderson)



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- The R&E POC (Suzanne Sundburg) reached out and provided data she received on the open positions within the County workforce. She asked if CivFed could request the same data. Adam agreed to review and send the request to the County Board. Adam noted that he will not frame this as a FOIA, rather an open government request.

NEWSLETTER ARTICLES REVIEW

- Input Deadline: May 27
- Sending: June 1 for June 11 meeting
- Candidate Contents:
 - President's Message - John
 - GM Forum Recap – David
 - Nominating Committee – David
 - End of Year Reports (with link to web) - Jackie
 - Committees
 - Cultural Affairs – Tina Worden
 - Environmental Affairs – Mary Glass
 - Housing – Anne Bodine / Matt Hall
 - Legislation – Paul Holland
 - Legislation – FOG – Dave Schutz
 - Parks and Rec – Jackie Snelling
 - Planning and Zoning – Brian Harner
 - Public Services – John Ford
 - Revenues and Expenditures - Suzanne Sundburg
 - Schools – Todd Truitt / Dave
 - Public Safety – Mike
 - Communications - Adam
 - Preparedness/Emergency – Jackie (flooding)
 - Fair – Nick
 - Need help on websites

ACTIONS

- Adam to work on an end of year Board report
- Jackie to send reminder to committees on end of year reports
- Dave Schutz to send the Barrera Leaflet on engagement to the board
- Adam will get a cost estimate for a 1 year ConstantContact contract
- Ben will switch zoom payment over to PayPal
- Ben will get a rates table from the credit union.
- Ben will update the 2024 YTD – DONE!
- Adam: plan for first board meeting / transitions



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ADJOURN – 6:00 p.m.

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

Submitted by: David R. Smith, Secretary on 5/27/2024



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ADDENDUM 1 – EOY Committee Reports

ACCF 2024 End of Year Committee Reports

Background

The consolidated 2023 Committee reports are posted on the CivFed website on the Committee page at the following link: <http://www.civfed.org/newContent/2023-EOY/ACCF%20FY2023%20EOY%20Committee%20Reports.pdf>

Historically end of year reports have been part of the June reporting to the board and membership and part of transition. Reports have included verbal reports to the Board and sometimes to members. In some past years written reports were required and routine in some past years.

- Article IV of the bylaws is on Committees. The by-laws address the establishment of committees, the requirement for members, and the selection of committee chairs. They do not address other requirements for committees.
- The current committees were adopted as Procedures in 2019. ACCF Board Resolution to Establish Committees; Res 2018-19-02, adopted 19 May 2019 [\[PDF, 109 KiB\]](#).
- Previously, there were adopted procedures for committees but new procedures have not been adopted after incorporation. A draft has been developed by the Bylaws committee and will be circulated to current committee chairs for suggestions and then re-circulated to the board. This is a priority for next year.

The 2023 written reports were the first regular reporting in many years. Since many committees were in the process of renewal following Covid, the reporting varied across the committees but generally was a narrative including the topics of membership, meetings, and accomplishments and priorities for the upcoming year.

Proposed

The proposal for this year is to provide similar content in a more regular format for the topics included last year. Committee Chairs have been notified that they will be expected do a short brief at the June meeting. The proposed format and content for the written report is:

Committee name

- Note if any changes during this year

Committee Leadership - Committee Chairs, and other leadership e.g. subcommittee chairs

Committee Members

- On a regular mailing list for meetings and for emails; agree to being listed as members
- May include note re regular participants but not members

Meetings



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- List of meetings and topics (can link to the CivFed committee page if these were recorded and posted)
- Include Special event meetings open to and promoted to larger audiences

Resolutions

- Drafts in process
- Submitted to President and Board
- Approved by membership – link to page where posted (committee page or resolution page)

Topics - Accomplishments

Priorities/Plans for next year