



Arlington County Civic Federation

BOARD OF DIRECTORS MEETING MINUTES, SUNDAY JUNE 23, 2024

MEETING

Arlington County Civic Federation, Board of Directors Meeting 06/23/2024 4:00 – 6:30 p.m.
Held in person at the Lubber Run Community Center and virtually via Zoom, called via email invitation.

ATTENDEES

Quorum Members (FY24) (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. Dick McNamara, Board Member
8. Ron Haddox, Vice President

Quorum Members (FY25) (9 of 13 present at meeting start)

1. John Ford, President
2. David R Smith, Board Member
3. Ben Watts, Treasurer
4. Jackie Snelling, Board Member
5. Nicholas Giacobbe, Vice President
6. Dick McNamara, Board Member
7. Ron Haddox, Board Member
8. Allan Gajadhar, Board Member
9. Jean Henceroth, Board Member

Other Attendees

1. Cory Giacobbe

WELCOME AND CALL TO ORDER (Adam Henderson)

- Meeting called to order on 6/23/2024 at 4:00 p.m. by the Board Chair, Adam Henderson. Quorum of Directors (50% or more required) was established with 67% (FY24) and 69% (FY25) present.
- **Introductions of new Board member**
 - Each old and new board member introduced themselves.



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- Adam clarified the period of performance of board members (official start July 1), but noted that the general practice is that the current board chair (Adam) will turn over to the new board at the first Board meeting following the June General Membership meeting.

MINUTES (Adam Henderson)

- A motion was made to approve the May Board Minutes, discussion was opened, a vote was taken, and the minutes were approved by unanimous consent.
- Action: Smith to review web page calendar dates

PRESIDENT'S REPORT (John Ford)

- **Outbrief of 11 Jun annual meeting** – people were pleased, meeting finished on time and it was noted that some member noted their appreciation of the year-end committee presentations.
- **New Parks and Recreation Committee Chair**, Board ratification
 - A motion was made to ratify Cory Giacobbe as the Parks & Recreation Committee co-chair. Cory will focus on the 'parks' area of Parks and Recreation. The motion made and seconded, discussion was opened, and Cory was ratified by unanimous consent as 'Parks' co-chair for the Parks and Recreation committee.
 - Jackie provided a bio for Cory, which was very extensive and supportive of the Parks/Rec chair assignment.
 - John and Jackie noted we are still openly seeking candidates for the other co-chair position focused on Recreation.
- **Planning for fall general meetings:**
 - September meeting – will have school board and County Board candidates forum
 - October and November – generally reserved for 1) resolution on heat and stormwater as adaptation to climate change and 2) housing and planning and zoning
 - December – annual visit by the County Manager
 - January – meeting with County Board
 - February - open
 - March – Superintendent and School Board
 - April – open
 - May – open



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- **Annual Meeting with the County Manager**
 - Planned for 6/24 at 6:30p.m. in suite 311
 - Expecting Erika Moore (acting Assistant County Manager since Bryna Helfer's departure) and Sarah Tracey to be in attendance.

- **Form of Government**
 - Meeting August 19th – see reference in the Gazette Leader for June 20th
 - This is a county-facilitated public meeting driven by CivFed. The County requested that CivFed facilitate this meeting and offered County facilities for the meeting.
 - This is ultimately a fulfillment of one of Libby's pledges to support a public forum on this subject.

- **Arlington County Fair Update**
 - We've been able to reserve a corner table at the Fair and Ben was able to pay for the booth (\$245). The next step is to get folks signed up to support the fair.
 - Some discussion was had on why we have to pay a booth fee when in years past it was free. In previous years the booth was in County space with no fee but starting last year the board decided to pay to retain independent space with no county restrictions.
 - **Action: need to send a reminder about the Fair link.**

- **Fall Picnic Update**
 - Will NOT be at Lyon Park, working on times and locations. Cory has done some work. Looking at Sept 14th or Oct 19th as possible dates. Considering Lacey Woods park
 - Considering potluck approach
 - **A motion was made to authorize funds (\$500) to support reservations or other incidental expenses. Discussion was opened. A vote was taken, and the \$500 allocation was approved by unanimous consent.**
 - It was noted that since the picnic would be close to election day we may have some local politicians that will be interested in attending the picnic.
 - **Action: picnic committee to make recommendations on what the picnic would be about, type (i.e. potluck), discussion on fees, location, need for a survey (with support from Ron)**



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- It was noted that if you make it open to the public you cannot serve 'potluck' food.

SECRETARY'S REPORT (David Smith)

- **June 2024 Election Summary:**

OFFICERS

- President John Ford 97%
- Vice-President Nick Giacobbe 100%
- Secretary Matt Gloudeman 100%
- Treasurer Benjamin Watts 100%

DIRECTORS AT-LARGE

- Director At-Large Allan Gajadhar 100%
- Director At-Large Ron Haddox 100%
- Director At-Large Jean Henceroth 100%
- Director At-Large Paul Holland 97%
- Director At-Large Mike McMenamin 97%
- Director At-Large Richard McNamara 100%
- Director At-Large David Schutz 100%
- Director At-Large David Smith 100%
- Director At-Large Jacqueline Snelling 100%

TREASURER'S REPORT (Ben Watts)

- Ben reviewed the budget and discussed movement of some money to CDs. Ben checked into CD rates and showed the board the current rates at our bank.
- This was followed by some discussion from board members on what approach we should take.
- A motion was made, **but then subsequently withdrawn**, to close our savings account and move the money into a CD at the Arlington Federal Credit Union.
 - There was some discussion around looking at other banks. The counter argument was that it's easier to keep our money at the current banks, particularly given a very small percentage increases that could be gotten at other banks vs the effort to go open those new accounts.

VICE CHAIR REPORT (Jackie Snelling)

- Discussed changes to boundaries and briefly reviewed the current Arlington Civic Association Boundary Adjustment process ratified in Feb 2023. Jackie noted however that the new Membership Committee charter does not reference management of boundary changes.



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- Jackie proposed that we adopt a Membership Committee charter change and make the charter consistent with the boundary change process, but it was agreed that until we have a clear procedure, we should appoint a board member to lead the current member boundary change for North Rosslyn until we have a committee that could lead this effort.
- A motion was made and seconded to make Allan Gajadhar the point of contact for the North Rosslyn boundary change request. Discussion was opened, Allan was approved unanimously as the POC for the North Rosslyn boundary change request.
- Jackie noted she's delayed in getting out the consolidated committee report.
- Outreach to Committees:
 - Looking for a recreation co-chair
 - Jackie and Cory will reconstitute the membership for Parks
 - Jackie recommended that one for more board members join the Bylaws Committee.
 - Revenue and Expenditures committee – Suzanne has been the POC, but there has been a standing request for a chair.
 - There was further discussion on the committee and Dick McNamara expressed some interest in supporting.
 - Housing Committee – will be doing a resolution on recent tax increase.

CHAIR REPORT (Adam Henderson)

- Constant Contact Contract
 - As a non profit, we currently get a discount with ConstantContact. Upon investigation it was determined that we can get a 30% if we go to an annual plan. We currently get a 5% discount on a monthly rate.
 - A motion was made to move to an annual plan for Constant contact (\$680.40) which would save \$243 over the period of a year. Discussion was opened, a vote was taken. The board approved the expenditure of an annual plan for Constant contact for \$680.40.
 - Action: Adam will work with Ben on getting the ConstantContact payment made.
- Zoom
 - Action: Ben will set up payment of Zoom via PayPal
- Board Turnover



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- Adam made a motion to dissolve the current Board (FY24) and turn over the new FY25 Board. Discussion was opened, a vote was taken. A roll call vote was taken with the FY24 Board members. All board members approved dissolving the current Board and allowing the new FY25 Board responsibility to begin.

NEW FY25 BOARD

- Jackie Snelling made a motion to nominate David Smith as a new Board Chair. The motion was seconded, discussion was opened. The new FY25 Board unanimously approved David as the FY25 Board Chair.
- David Smith discussed his plan for management of future Board meetings. The board meetings will be scheduled for 1-hour and include a follow-on 1 hour timeslot that can be leveraged for informal/post-meeting discussions that Board members would like to have. Some concern was raised about whether 1 hour will be sufficient for board meetings. David concurred with the concern and requested that topics be discussed via email prior to the Board meetings so-as to ensure we can get through the material during the 1-hour timeslot.
- Adam took the action to set email aliases for new officers and Board members as well as to set up Groups.io.
- Action: Smith: pull together contact information for the board.
- Board Meeting Dates/Times
 - David opened up a discussion about when to hold the monthly board meeting. There was agreement to continue the Sunday at 4 p.m. timeslot.
 - Agreement was also reached to hold the next board meeting on July 28th at 4 p.m.
 - Executive board meeting outline: Sept 8th, Oct 20th, Nov 17th, Dec 15th
- Action: David took the action to send out an invitation for the next board meeting and to coordinate the meeting room location.

NEWSLETTER ARTICLES REVIEW

- Input Deadline: July 15, publish by July 20th
- Candidate Contents:
 - President's Message - John



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- GM Forum Recap – David
- End of Year Reports (with link to web) – Jackie
- Success Stories – Arts center - Jean
- Committees
 - Housing – Anne Bodine / Matt Hall - YES
 - Parks and Rec – Jackie Snelling -YES
 - Planning and Zoning – Brian Harner - YES
 - General Recruitment – Jackie - YES
- Preparedness/Emergency – Jackie
- Fair – Nick – YES
- Picnic – Cory

AGENDA FOR MEETING WITH THE COUNTY MANAGER

- **Planned topics:**
 - Open Government / FOIA– John
 - TiGER Recommendations
 - Project Management - Dick
 - Changes to the GLUP - Nick
 - Housing Affordability – Jean with input from Jackie
 - Climate adaptation / Greenspace - Jackie
 - Unfilled Vacancies (Adam will touch base with progress)- David

ACTION ITEMS:

- **Smith:** Review web page calendar dates for alignment to most recent plan for GM meetings.
- **Smith:** Provide Ben the latest/greatest member data
- **Picnic Committee:** make a recommendation on the picnic format, determine fees, location, and consider sending out a survey
- **Nick:** send out a reminder about Fair volunteers
- **Ben:** Not sure we captured an action directly, but please bring data on available bank rates to the next board meeting.



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- **Ben:** Prepare a budget plan for FY25 to review at the next Board meeting on July 28th, 4 p.m.. Please include a recommendation on dues.
- **Adam:** Set up an email alias and Groups.io for the new board
- **David:** Get forms, etc on setting up county conference rooms and book the room for the next board meeting.

ADJOURN – 6:00 p.m.

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

Submitted by: David R. Smith, Board Chair on 7/21/2024