



Arlington County Civic Federation

BOARD OF DIRECTORS MEETING MINUTES, SUNDAY JUNE 18, 2025

| Attendees | Board Role | In Attendance? Yes or No |
|--|-------------------------------|--------------------------|
| John Ford | President / Board Member | Yes |
| Nick Giacobbe | Vice President / President | Yes |
| Matt Gloudeman | Secretary / Board Member | Yes |
| Ben Watts | Treasurer | Yes |
| David R Smith | Board Chair / Board Member | Yes |
| Allan Gajadhar | Board Member | Yes |
| Dave Schutz | Board Member | Yes |
| Jackie Snelling | Board Member | Yes |
| Jean Henceroth | Board Member / Vice President | Yes |
| Michael McMenamin | Board Member | Yes |
| Paul Holland | Board Member | No |
| John Synder | New / Board Member | Yes |
| Richard McNamara | Board Member / Secretary | Yes |
| Ron Haddox | Board Member | No |
| Percentage of Board Members in Attendance: | | 92% at meeting start |
| 50% required to achieve quorum. | | |
| Other Attendees | Role | In Attendance? Yes or No |
| | | |

| Discussion Topic | POC | Discussion |
|---|-------------|--|
| Welcome and Call to Order | David Smith | Quorum was reached. The meeting was called to order. The meeting was held virtually via Zoom, called via email invitation. |
| Introduction of New Board Members | David Smith | May minutes approved. 11 yea 0 nay 0 abstain |
| Approve Previous Month Minutes | David Smith | May board minutes approved - pending updates Action: Smith to send out updated version |
| New Board Logistics (i.e. new email addresses) | David Smith | Email Accounts: <ul style="list-style-type: none">• Set Nick up for the president email address• Set Jean up with the vice president email address• Set Dick up with the Secretary email address• Provide John Snyder BOD email jvsnyder54@comcast.net |



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| | | <ul style="list-style-type: none">• Provide John Ford a BOD email address• Provide Matt Gloudeman a BOD email address• Remove Paul Holland, no longer on the board <p>Web Page:</p> <ul style="list-style-type: none">• Archive FY 25 web page items – per your usual process <p>Post Election Results:</p> <ul style="list-style-type: none">• This is complete <p>Google Drive Access:</p> <ul style="list-style-type: none">• Smith added Nick, Jean, and Dick to the ACCF Board access. <p>Zoom Access:</p> <ul style="list-style-type: none">• Add Allan and Dick to the Zoom access – which I think means we give them the password but also set up the CivFed master email to fan out responses to Allan and Dick’s CivFed email accounts. <p>Facebook Access:</p> <ul style="list-style-type: none">• Smith attempted to give Allan G access to our Facebook page but had issues doing so. Post meeting update: Adam added Allan <p>Constant Contact:</p> <ul style="list-style-type: none">• Help Allan G. with setting up his login. <p>Virginia Corp updates</p> <ul style="list-style-type: none">• Dick to make updates |
| General Timeline | David Smith | <ul style="list-style-type: none">• This topic was postponed to the next meeting. |
| Collection/ archive of Documents | David Smith | <ul style="list-style-type: none">• Matt to post membership list and look for copy of State Corp updates.• Ben to post financial reports. |
| Review of Material Location | David Smith | <p>Updates:</p> <ul style="list-style-type: none">• Webcam – Matt• Portable Monitor - Matt• Banner Ups, Fair Stand, Table Cloths – Nick• Brochures - Nick (but may need more) |



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| | | <ul style="list-style-type: none">• Computer - David - this computer is essentially non functional and should be decommissioned |
| Board Chair Nominations | Administered by the new President | Nominations were opened for board chair. Jackie nominated David Smith for chair, discussion was opened, a vote was taken. David was nominated as FY26 CivFed Board Chair. 11 yea 0 nay 1 abstain (David abstained from the vote) |
| Action Item Review | David Smith | Nick provided an update that the picnic committee have settled on Sept 20th at Fort Scott for the FY26 picnic. |
| Student Volunteers | David Smith | David is coordinating with Dawn Smith (APS coordinator) to get CivFed listed on APS websites. |
| Previous GM Vote Re-Cap | Matt Gloudeman | Results of the election and vote were re-capped. All nominees for CivFed positions were approved and the Planning and Zoning resolution was approved. https://www.civfed.org/ |
| Accounts & Recent Payments | Ben Watts | Ben noted that he fixed the issue with how the Zoom payment was working - it is now tied to PayPal. He also let the board know that he is preparing a budget plan for the July meeting. Ben noted that Constant Contact cost more than anticipated (\$819) and there was some concern we had lost our non-profit status in their system. Ben will investigate. |
| President's Report | John Ford | Secretary Division: <ul style="list-style-type: none">• Allan G: newsletter/reminder• Dick: monitor secretary email account, handle recertification, update State Corp• Allen: GM minutes• Smith: will handle Board minutes and support CivFed GM when in town.• There is still a hole on who will manage the Zoom/Tech at GM meetings <ul style="list-style-type: none">• Action Smith document IT equipment needed to support the GM meeting |



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| | | <p>June Meeting: The meeting went well, VHC was unable to attend/brief, election completed, P&Z resolution passed</p> <p>An initial review of GM meetings:</p> <ul style="list-style-type: none">• Sept Meeting Focus: County/State Candidates Forum• Oct Meeting: Transportation (maybe Nov)• Nov Meeting: Comp Plan, Housing• Dec Meeting: County Manager• Jan Meeting: TBD – Student forum?• Feb Meeting: Arlington County Board work session (standalone) Consider doing twice a year (May and December).• April Meeting: Schools• May Meeting: County/State Candidates• June Meeting: CivFed Election |
| Handover to New Board | David Smith | <p>A motion was made to dissolve the FY 25 CivFed Board and hand over to the newly elected FY26 CivFed board. Discussion opened. The motion was approved by acclamation.</p> |
| Board Meeting Dates | New Board Chair | <p>Upcoming GM Meeting Dates: Sept 2, Oct 14, Nov 11, Dec 9</p> <p>Board Meeting Dates: July 13 @ 6 p.m, Aug 10 @ 6 p.m., Sept 14 @ 6 p.m., Oct 19 @ 6 p.m., Nov 16 @ 6 p.m., Dec 14 @ 6 p.m.</p> |
| County Fair | Nick Giacobbe | <p>CivFed will have a booth for the Friday, Saturday, Sunday of the fair (Aug 15-17). Our booth request has been approved. Nick will work with Ben on the payment. Fair staffing sign up sheet will be added to the next newsletter.</p> |
| Newsletter Plan | Allan Gajadhar | <p>Newsletter goes out 10 days prior to GM meeting. We send a reminder the weekend before the GM meeting, which sometimes includes additional content.</p> <p>July send plan: send by 7/19, deadline 7/14,</p> <p>August send plan: send by 8/23, deadline 8/18 (to include budget/dues)</p> <p>July Plan:</p> |



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| | | <ul style="list-style-type: none">• President's report• Election results - Matt, merge with summary• Summary of June Meeting - pull from Matt's minutes• Fair – Nick• Picnic – Nick• Notice on September meeting (for candidates night) - add to president's message• May have a recommendation for a new member (talk to Jackie)• Solicit for Zoom support - David |
| Around the Room | All | Not addressed due to time constraints. |
| Meeting Adjourn | David | Meeting was called for adjourn. |

Submitted by: David R. Smith, Board Chair on 6/29/2025



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