



# Arlington County Civic Federation

BOARD OF DIRECTORS MEETING MINUTES, SUNDAY JULY 13, 2025

Attendees	Board Role	In Attendance? Yes or No
Nick Giacobbe	President	Yes
Jean Henceroth	Vice President	Yes
Richard McNamara	Secretary	Yes
Ben Watts	Treasurer	Yes
David R Smith	Board Chair	Yes
John Ford	Board Member	Yes
Matt Gloudeman	Board Member	No
Allan Gajadhar	Board Member	Yes
Dave Schutz	Board Member	Yes
Jackie Snelling	Board Member	No
Michael McMenamin	Board Member	Yes
John Synder	Board Member	Yes
Ron Haddox	Board Member	Yes
Percentage of Board Members in Attendance:		85%
50% required to achieve quorum.		
Other Attendees	Role	In Attendance? Yes or No
Allen Norton	Supports Secretary	Yes

Discussion Topic	POC	Discussion
<b>Welcome and Call to Order</b>	David Smith	Quorum was reached. The meeting was called to order. The meeting was held virtually via Zoom, called via email invitation.
<b>Approve Previous Month Minutes</b>	David Smith	June minutes approved by acclamation.
<b>New Board Logistics (i.e. new email addresses )</b>	David Smith	<ul style="list-style-type: none"><li>• <b>Email Accounts:</b> all new board members/officers have email accounts – Thanks Adam!</li><li>• <b>Web Page:</b> Election results were posted, membership page was updated</li><li>• <b>Google Drive Access:</b> officers were provided access</li><li>• <b>Zoom Access:</b> Nick is still going to check on this, may need to work with Adam.</li><li>• <b>Facebook Access:</b> Allan G is set up and has access</li><li>• <b>Constant Contact:</b> Allan G is set up and has access</li><li>• <b>Archive of Docs:</b> Ben to add financial, Smith to send path to him</li></ul>



# Arlington County Civic Federation

BOARD OF DIRECTORS MEETING MINUTES, SUNDAY JULY 13, 2025

Discussion Topic	POC	Discussion
		<ul style="list-style-type: none"><li>• <b>State Corp Commission:</b> David updated officers, filed report, and paid fee <b>Action:</b> Ben to issue David a check for \$25 to reimburse the SCC fee.</li><li>• <b>Data:</b> Ron noted that data stored in several areas:<ul style="list-style-type: none"><li>○ Pair.com -</li><li>○ Google Drive – Financials, membership lists, state corp, desk instructions, etc</li><li>○ Facebook - Recording of meetings</li><li>○ Vimeo - Recording of meetings</li></ul></li></ul> <p><b>Action:</b> Need to review why webpage works with iPhone but not android</p>
Annual Recert		Action: update recert form to notify members that member org email and president's name will be provided to the county.
Web Site Data		<p>The board discussed whether we should post financial reports and other data to our website.</p> <p><b>Action:</b> Smith: review what is posted make a recommendation (See appendix B)</p> <p><b>Action:</b> Jackie to review the committee pages to make sure they are current.</p> <p>Expecting govt will be interested in the FoG/TiGER reports.</p>
General Timeline	David Smith	We reviewed a draft timeline and made updates. See Appendix A.
Review of Arlington Appointments from CivFed	David Smith	Topic postponed due to time constraints
Action Item Review	David Smith	<ul style="list-style-type: none"><li>• N. Highlands action related to establishment of their website, action closed</li><li>• State Corp Commission report completed, action closed</li><li>• Matt provided member list, action closed</li><li>• Ben to develop budget plan, action closed</li></ul>
Secretary Report	Dick McNamara / Allen Norton	<ul style="list-style-type: none"><li>• Allen Norton noted that he cannot make the Sept General Membership meeting. Need to get Allen the recording etc to develop the minutes.</li></ul>



# Arlington County Civic Federation

BOARD OF DIRECTORS MEETING MINUTES, SUNDAY JULY 13, 2025

Discussion Topic	POC	Discussion
		<ul style="list-style-type: none"><li>David Generated a clean list of organizations which Dick will send to the county for use in updating their community directory.</li></ul>
Accounts & Recent Payments	Ben Watts	Nothing significant to report
FY26 Budget Plan	Ben Watts	Ben reviewed a budget plan. Keeping dues at \$65 will provide a balanced budget for FY26. The board will vote to approve the budget at the August meeting. <b>Action:</b> Ben to email budget plan to the board chair.
President's Report	Nick Giacobbe	<b>Candidates Night</b> – Nick working the county on who the candidates will be. Will be Tues Sept 2 <sup>nd</sup> .  <b>Picnic</b> – Sept 20 <sup>th</sup> , already paid for the pavilion.  <b>Banquet</b> - Jean is working banquet planning  <b>Committees</b> - Nick/Jackie working committees (bylaws, membership, transportation, communications)
County Fair	Nick Giacobbe	Need volunteers! <b>Action:</b> need some better pictures for fair material and need to print more materials.
Comms Committee	Ron Haddox	Ron indicated that most of his concerns were addressed in the logistics discussion.  Jackie noted that she uses “Wayback” to see old websites.
Newsletter Plan	Allan Gajadhar	Allan G. is prepping July newsletter, with the following topics: <ul style="list-style-type: none"><li>President's report</li><li>Election Report</li><li>Fair</li><li>Picnic</li><li>Notice for Sept Meeting</li><li>Mike M promo for quarterly Arl county police meeting with civic associations.</li></ul>



# Arlington County Civic Federation

BOARD OF DIRECTORS MEETING MINUTES, SUNDAY JULY 13, 2025

---

Discussion Topic	POC	Discussion
Around the Room	All	Ben: need to set Nick up on the bank accounts
Meeting Adjourn	David Smith	Meeting was adjourned at 6:45 p.m.

Submitted by: David R. Smith, Board Chair on 7/20/2025



# Arlington County Civic Federation

BOARD OF DIRECTORS MEETING MINUTES, SUNDAY JULY 13, 2025

## APPENDIX A – CIVFED TIMELINE

Month	Key Activity	Typical Payments	Meeting Focus
July	Select Board Chair Submit State Corp Commission Annual Report, pay registration File income tax Finished/written Committee, Board, and President annual report	Constant Contact Website Mx/Domain/Mail Server County Fair Booth Virginia State Corp (update officers)	No GM
August	Fair Approve Budget Plan Outreach to candidates for Sept candidate forum Consolidate follow-up from prior year, and plan for the year	Vimeo Picnic Space rental	No GM
September	Picnic Generate input/priorities to Legislative/Board plan Kickoff member cert and dues	Zoom Insurance	Annual Candidates Forum
October	Kickoff CivFed County budget inputs (TBR) Identify Bank Audit Team		
November	Member Cert Complete Member Dues Complete		
December	Elect Awards Committee (check bylaws)	Pair Networks?	Meeting with County Manager
January	Complete Bank Audit	USPS PO Box	Student Forum (TBR)
February			Meeting (work session) with County Board
March	Elect Nominating Committee (60 days prior to election)		
April	Annual Banquet (TBR)	Banquet	School Board and Superintendent
May	Publish Nominating committee progress	Wreath for Police	Candidate's



# Arlington County Civic Federation

BOARD OF DIRECTORS MEETING MINUTES, SUNDAY JULY 13, 2025

---

Month	Key Activity	Typical Payments	Meeting Focus
			Panel (as necessary)
June	Committee, Board, and President annual report presentation	Awards Photographer Constant Contact	Annual Meeting, Election Meeting with School Board



# Arlington County Civic Federation

BOARD OF DIRECTORS MEETING MINUTES, SUNDAY JULY 13, 2025

## APPENDIX B. Assessment of CivFed WebSite (provided after the meeting)

Top Level	Sub Page	Assessment	Notes/Actions
Home	GM dates and posted artifacts from GM meetings	Ok to Keep	Is up to date
About Us	Past Board and Officers	Ok to Keep	Is up to date
	Member Organizations	Ok to Keep	Is up to date
	Committees	TBD	Action: Jackie will review these pages
Membership	Join	Ok to Keep	Action: Update/remove Eric Cassel as membership chair, add Jackie Snelling. Action: Update New Member Form to include email of the organization and indicate that this email and president's name will be provided to Arlington County.
	Membership Bylaws	Ok to Keep	Is up to date
	Annual Dues and Recert	Ok to Keep	Action: Update for FY26
	Member Forms	Ok to Keep	Action: Update to show that dues for FY2026 are \$65.00
Documents	Articles of Incorporation	Remove	Action: While the articles of incorporation are public documents, this version contains home addresses of the initial directors which we should either scrub or remove this doc all together.
	Certificate of Incorporation	Ok to Keep	Is up to date
	Bylaws	Ok to Keep	Is up to date
	Procedures	Ok to Keep	Is up to date
	Conduct	Ok to Keep	Is up to date
	Board Initiative	Consider Removing	This is outdated and not maintained
	Civic Association Toolkit	Ok to Keep	
	Open Data Initiative	Ok to Keep	Action: Could use an update on recent open data initiatives - FOIA. Restore



# Arlington County Civic Federation

BOARD OF DIRECTORS MEETING MINUTES, SUNDAY JULY 13, 2025

---

			confidence resolution had some references to ths.
Archives	Meeting Archives	Ok to Keep	
	Newsletters	Ok to Keep	
	General Meeting Minutes	Ok to Keep	Action: Add link to bottom that links to old web page that has older meeting minutes
	Board of Directors Minutes	Ok to Keep	
	Budgets	Remove	Just keep in Google/Share
	Treasurers Reports	Remove	Just keep in Google/Share
	Resolutions	Ok to Keep	
Calendar	Calendar	Ok to Keep	
Donate	Donate	Ok to keep	