



Arlington County Civic Federation

BOARD OF DIRECTORS MEETING MINUTES, SUNDAY SEPTEMBER 14, 2025

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

Discussion Topic	POC	Discussion
Welcome and Call to Order	Nick Giacobbe	Quorum was reached. The meeting was called to order. The meeting was held virtually via Zoom, called via email invitation.
Approve Previous Month Minutes	Nick Giacobbe	The August minutes were approved unanimously.
General Timeline (Quick Review)	Nick Giacobbe	See General Timeline– Appendix A. September was reviewed.
Action Item Review	Nick Giacobbe	<ul style="list-style-type: none">• Coordination in-work with ArlNow to understand opportunities to collaboration on communications.• The comms committee reported that a discussion was held on the timeline. Need to have a more systematic, month-by-month timeline.



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		<ul style="list-style-type: none">• Dick reported that he and David met up to discuss the master membership spreadsheet.• It was noted that calendar items should go to Jean and Adam and should come through David, Nick, or Jackie.• Adam will give Jean access to the GMAIL calendar so she can populate it.• It was noted that we need to pay closer attention to the “Latest News” on the web page.
CivFed Event Funding	Jackie Snelling	Item not discussed.
President’s Report	Nick Giacobbe	<ul style="list-style-type: none">• September – General Membership meeting went well, all candidates showed up, and ARLNow got multiple stories out of the event.• October: Still working on October meeting plan, focus will be on development• November: Meeting will be on transportation• December: County Board Chair is interested in delivering the State of the County address at CivFed in December, rather than at the Chamber of Commerce.• Audit: Working with County Auditor to connect with 15 civic associations on an audit looking at community benefits on 8 projects across the County.• Picnic: Only 7 people signed up for picnic, need another press to drum up participation.• Misc: - We received a garnishment request, looking for a lawyer who is willing to do some pro bono work to show that we do not have a relationship with the person.• GM Meeting Dates Discussion: Tuesday, January 13 Tuesday, February 10 Tuesday, March 10 Tuesday, April 14 (Easter is April 5)



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Discussion Topic	POC	Discussion
		Tuesday, May 12 Tuesday, June 9 Tuesday, September 8 (Labor Day is September 7) Tuesday, October 13 Tuesday, November 10 Tuesday, December 8 (Christmas is December 25th in case you are starting to shop for David's gift early.)
Secretary's Report	Dick McNamara / Allen Norton	We need to get the certification/dues notice sent out. Template and distro list provided to Dick and Ben. Track new CA presidents so we can do more outreach to them. Dick noted that he checks the secretary email a couple times per week.
Treasurer's Report	Ben Watts	CD matured in Aug and rolled over, another one maturing in Sept and board voted to reinvest principal
Banquet	Jean Henceroth	Will soon put down a deposit of \$1k for banquet room, requested musicians, Mike offered to help with speakers, Dick suggested Rep Beyer.
Newsletter Plan	Allan Gajadhar	Out on Sat, Oct 4, deadline 9/29, reminder out on 9/22, will send picnic update and recert notice. Dave Schutz will do piece on legislative report, Jean will do LAC update, Jackie will see who can do something on Low Residential Study.
Around the Room	All	<ul style="list-style-type: none">• Ben has long list of emails from David, trying to sort them out - will work with Dick.• Dick reports they are working on the roundabout and traffic speed is increasing - nobody knows who to contact.• John S. – Pushing Vision Zero to track project updates to ensure transparency for the public (who to contact, etc).• Dave reports that FOG enthusiasm may not be all that high with the Board.• Michael noted that we may want to do something on SRO during the year.
Committee Report	Jackie Snelling	Excellent meeting on Friday on Low Density Study by Aileen Winquist and Nick Rogers with a constructive dialog.



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Housing Committee	Jackie Snelling	Housing committee meeting planned for 9/18 with guest Erika Moore (head of comms at Arlington). She is providing an update on EHO (not including the ongoing litigation).
Meeting Adjourn	Nick Giacobbe	Meeting was adjourned.

Submitted by: David R. Smith, Board Chair on 9/20/2025



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Appendix A - General Timeline

Month	Key Activity	Typical Payments	Meeting Focus
July	Select Board Chair Fair Prep Submit State Corp Commission Annual Report, pay registration 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) Vimeo	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	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	Elect Nominating Committee (90- 120 days prior to election		Meeting (work session) with County Board
March			
April	Annual Banquet (TBR)	Banquet	School Board and Superintendent
May	Publish Nominating committee progress	Wreath for Police	Candidate's Panel (as necessary)



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June	Committee, Board, and President annual report presentation	Awards Photographer Constant Contact	Annual Meeting, Election Meeting with School Board?
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