



Arlington County Civic Federation

BOARD OF DIRECTORS MEETING MINUTES, SUNDAY OCTOBER 19, 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	Yes
Michael McMenamin	Board Member	Yes
John Synder	Board Member	Yes
Ron Haddox	Board Member	Yes
Percentage of Board Members in Attendance:		92%
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	David Smith	Quorum was reached. The meeting was called to order. The meeting was held virtually via Zoom, called via email invitation.
Approve Previous Month Minutes	David Smith	The September minutes were approved unanimously.
General Timeline (Quick Review)	David Smith	<p>The General Timeline was reviewed.</p> <p>Dave Schutz noted that the Arlington County legislative agenda will be reviewed at the recessed meeting on Tuesday (10/21). Dave was informed that Form of Government will be a topic.</p> <p>Question from Dick: Suzanne asked how we are handling the potential loss of \$23M from Fed. What is the plan? This question was deferred to the CivFed Revenue and Expenditures committee.</p>



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Laptop Purchase	David Smith	David discussed purchase of a new laptop to use for meeting support. A virtual vote to spend up to \$350 on a new laptop had been started via email and was finalized during the meeting. 11 yea, 0 nay, 2 absent. David will put together laptop requirements and circulate to the board prior to making a purchase.																		
Student Intern	David Smith	<p>The board discussed the recent student intern/volunteer from Washington-Liberty High School. David noted that the student’s support at the October GM meeting was exceptional.</p> <p>If the student is able/willing to take on additional responsibilities, Jackie suggested the following:</p> <ul style="list-style-type: none">1) responsibility for sending the video and PowerPoints to Adam following the meetings2) responsibility for getting the minutes from the board3) coordinating the GM minutes. The Board chair agreed to take these suggestions under advisement, pending availability from the student. <p>A decision was made: The person who coordinates meeting charts (aka PowerPoint aka slide decks aka presentation material) for GM meetings is responsible for sending them to the person running zoom and to Adam (webmaster).</p>																		
Board Meeting Dates	David Smith	<p>The Board reviewed and updated recommended Board meeting dates. The dates agreed to follow:</p> <table><thead><tr><th>GM Meeting</th><th>Board Meeting</th></tr></thead><tbody><tr><td>Tuesday, November 11</td><td>Sun, Nov 16, 5:30 p.m. Arlington Mill</td></tr><tr><td>Tuesday, December 9</td><td>Sun, Dec 14, 5:30 p.m. TBD</td></tr><tr><td>Tuesday, January 13</td><td>Sun, Jan 25, 5:30 p.m. (MLK is Jan 19) so maybe we shift this one.</td></tr><tr><td>Tuesday, February 10</td><td>Sun, Feb 15, 5:30 p.m., Washington's B-day is Feb 22, so maybe we shift this one</td></tr><tr><td>Tuesday, March 10</td><td>Sun, Mar 15, 5:30 p.m.</td></tr><tr><td>Tuesday, April 14</td><td>Sun, Apr 19, 5:30 p.m.</td></tr><tr><td>Tuesday, May 12</td><td>Sun, May 17, 5:30 p.m.</td></tr><tr><td>Tuesday, June 9</td><td>Sun, Jun 14, 5:30 p.m.</td></tr></tbody></table>	GM Meeting	Board Meeting	Tuesday, November 11	Sun, Nov 16, 5:30 p.m. Arlington Mill	Tuesday, December 9	Sun, Dec 14, 5:30 p.m. TBD	Tuesday, January 13	Sun, Jan 25, 5:30 p.m. (MLK is Jan 19) so maybe we shift this one.	Tuesday, February 10	Sun, Feb 15, 5:30 p.m., Washington's B-day is Feb 22, so maybe we shift this one	Tuesday, March 10	Sun, Mar 15, 5:30 p.m.	Tuesday, April 14	Sun, Apr 19, 5:30 p.m.	Tuesday, May 12	Sun, May 17, 5:30 p.m.	Tuesday, June 9	Sun, Jun 14, 5:30 p.m.
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Action Item Review	David Smith	<p>Action items were adjudicated:</p> <p>OBE: coordination with ARLNOW</p> <p>Closed: review of committee pages</p>																		



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		Closed: getting Nick on bank accounts Closed: Update on CD (Ben opened new CD when they set up Nick on the bank account) Closed: clean up membership web sites Closed: calendar updates/access for Jean
Comms Committee Update	Ron Haddox	Ron requested that we generate a list of who is responsible for what things (e.g. accounts, etc). David took an action to send Ron a matrix built for this purpose a few years ago. POST MEETING UPDATE: this matrix has been sent to Ron.
PairList End of Life	Ron Haddox	Ron noted that PairList (mailing list) is being deprecated by Pair. The board agreed that there is no impact as we do not use PairList.
President's Report	Nick Giacobbe	Oct Meeting: Nick noted that the meeting went well, with good discussion on transportation. It was also good to have Chief Penn. There was a concern raised by a member about meeting civility/courtesy – which Nick clarified to the organization was his priority. Nick also indicated that we had a good review Dave Schutz's resolution. Takis Meeting: Jackie, Eric Cassel, Nick – will be meeting with Takis on the procedures for adaptive reuse. Crystal City project: has some issues with meeting community commitments. November Meeting: Meeting will include various speakers looking at land use, developers, what it takes to make projects work.
Secretary's Report	Dick McNamara / Allen Norton	David managing dues/cert emails and update to master database. 29 of 80 members have recertified, 34 of 80 have paid. 23 orgs have completed both.
Treasurer's Report	Ben Watts	Ben paid the insurance bill.
Review of Arlington	David Smith	Deferred due to time constraints.



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Appointments from CivFed		
Newsletter Plan	Allan Gajadhar	Article inputs due Oct 27 th . Newsletter will go out on Nov 1st Anticipated Content: President's note Agenda Recap/ Minutes Committee meetings Public Safety Meeting Recert / Dues Repeat the Legislative Agenda (updated) Round Table with the Manager

Submitted by: David R. Smith, Board Chair on 10/25/2025



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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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