



Arlington County Civic Federation

BOARD OF DIRECTORS MEETING MINUTES, SUNDAY NOVEMBER 16, 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	No
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	No
Ron Haddox	Board Member	Yes
Percentage of Board Members in Attendance:		77%
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	Board Chair David Smith noted the presence of a quorum and called the meeting to order at 5:30 PM
Approve Previous Month Minutes	David Smith	The October minutes were approved unanimously.
General Timeline (Quick Review)	David Smith	Dec Board meeting will be virtual only. Jackie will start Zoom, Nick will chair. Action: David to set up the Zoom link for the December meeting. Send Nick the board tracker.
Pair.com	Nick Giacobbe	On Dec 1 Pair will begin charging for email accounts. We have 31 accounts - approx \$450 for a year. The comms committee met and has a recommendation to stick with Pair through end of FY26. Motion was made to authorize funding Pair thru end of FY2026 (less



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		<p>than \$500). Discussion: cost is \$37.20 / month for our 31 accounts. We will review Pair use at the end of the FY2026. A vote was taken and passed unanimously.</p> <p>Action: David to let Ben know we've approved payment to Pair. This will be a monthly bill.</p>
<p>Bylaws committee and Procedures for Managing Civic Association Boundaries</p>	<p>Jackie/ Adam</p>	<p>We don't have a chair of the bylaws committee. Adam was the former chair. We have a number of issues that need to be reviewed. Proposal to Nick was to convene a bylaws workgroup with a specific charge of reviewing and updating the boundary and new civic association procedures. We now have two new associations (1 formed, 1 asking) and the current procedures are silent on how to handle their circumstances. A request was made for volunteers to revised the current procedure: Note: The county has indicated that CivFed is the arbiter of civic association boundaries. Volunteers identified during the meeting: Jackie, Nick, Mike, Dave, Adam to consult The two areas in question are: Potomac Yard and Shirlington.</p>
<p>Review of Arlington Appointments from CivFed</p>	<p>David Smith</p>	<p>The appointments were reviewed. See appendix for the updates.</p>
<p>Brittany Condominium</p>	<p>David Smith</p>	<p>Emily Birch reached out to CivFed about setting up a new Civic Association. CivFed advised Emily that they could join CivFed as a condo association or join their neighboring civic association.</p>
<p>Action Item Review</p>	<p>David Smith</p>	<p>Several items noted as closed: date on invoice/web page, GM minutes to Adam</p>
<p>President's Report</p>	<p>Nick Giacobbe</p>	<ul style="list-style-type: none"> • November meeting went well, panel was interesting and engaging, good partnership with Arlington Economic Development to pull it together. • Adaptive Reuse: On Friday Nick an attended adaptive reuse lunch and learn for two Crystal City buildings, incorporated CivFed recommendations to have a community meeting, for the developer to make a clear presentation, and for a member of the Planning Commission to attend (Commissioner Nia Bagley). Nick sent a note to PC Chair Tenley Peterson letting her know how it went and thanking her for her support. • December meeting will feature the County Manager, Nick will poll



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		<p>the committee chairs and Board for questions, many will likely be similar to the recent roundtable.</p> <ul style="list-style-type: none"> • Historical Society - Nick met with the Arlington Historical Society last week, they are hosting a History Fair at Kenmore on May 9 and would like CivFed to have a booth. Duke Banks will also give a brief update on Virginia 250 at the December meeting. • Misc: Received a notification from the Arlington District Court that the erroneous action against CivFed had been dismissed. <p>Action: update membership chair name on the website</p> <p>Meeting Handouts: A motion was made to confirm CivFed process that only CivFed materials can be handed out at GM meetings. Any member organization can leave their materials on the front table. The Board of Directors reserves the right to reject any materials for any reason. Discussion was opened, the board approved the motion unanimously.</p>
Secretary's Report	Dick McNamara / Allen Norton	<p>47/80 members have certified to date</p> <p>Action: Get dues from Ben – DONE!. David to send reminder email to members who have not completed dues and/or certification DONE!</p>
Treasurer's Report	Ben Watts	<p>Not present, report provided offline</p>
Newsletter Plan	Allan Gajadhar	<p>Meeting Dec 9, Deadline is the 11/24</p> <p>Content:</p> <ul style="list-style-type: none"> • President's report – Nick • Meeting Recap – Allen • Link to Minutes – Adam • Meeting Materials – David • Committees - Jackie/etc • VA250 - Duke
Around the Room	All	<p>Dave: ARLnow offering a service for civic association/org newsletters to include archival. Could get it tied in with the Virginia Room at the Central Library.</p> <p>Jackie: Tomorrow is the planning and zoning meeting to discuss how</p>



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		<p>to consolidate CivFed position related to the engagement on the comprehensive plan. For Tuesday FOG meeting- what can CivFed say? Allan is signed up for 5 mins. Dave is speaking for 3 mins (personal statement). Allan was going to speak in favor of the commission and reference previous CivFed positions.</p> <p>Nick: NTR Allan: NTR</p> <p>Jean: Received a confirmation on a soloist for the banquet (Apr 24)</p> <p>Michael: Public safety meeting next week Tuesday</p> <p>Adam: County Board appears non receptive to county reform and he commended the efforts of CivFed. "The only way things get done is through engagement!"</p> <p>Dick: Woodmont playground update will be in 4 years (about \$1.2 M). Playground condemned in 2023. This was supposed to be on the streamlined process. The roundabout - shut off access to Military Rd from Lorcom Lane. Side street traffic has picked up. Quincy has had 4 recent accidents. Trying to get police engagement.</p> <p>Board Recommendation: get neighbors to file a 'report a problem'</p> <p>Ron: NTR John: NTR</p>

Submitted by: David R. Smith, Board Chair on 11/23/2025



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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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Appendix B – Updates to the list of Arlington Appointments

Organization	CivFed Delegate
Site Plan Review Committees - Planning Commission	Civic Association Reps as appropriate
Open Data Advisory Group	Duke Banks
School Board Budget Advisory Council	Check with Todd Truitt, Schools Committee responsibility
Vision Zero	John Synder
JFAC	Check with Lois Koontz, Brian Harner has been supporting (but not for CivFed)
Trespass Towing Advisory Board	Ron Haddox (observer)
ITAC (Information Technology Advisory Commission)	Jackie Snelling (not as a CivFed rep)
Stormwater / DES Committee	John Ford
Community Communications	Bryna?
CTAP Community Technical Advisory Panel of AAP/Art Advisory Panel	Check with Tina Worden (no longer co-chair)
CARRT	Jackie Snelling (member but not as a part of CivFed)
Police Chiefs Advisory Council	Jackie Snelling (member but not as a part of CivFed)
Bicycle Advisory	?
Pedestrian Advisory	?
Complete Streets	?
Arlington Neighborhood Advisory Council	Action: ask for a rep
Form of Government (Future)	Dave Schutz (we will apply)
Human Rights Commission	Allan G (but not as part of CivFed)
Community Service Board (Mental Health Committee)	Allan G (but not as part of CivFed)
MHCJRC (mental health justice something something committee)	Jackie (member, but not for CivFed, but announces as part of CivFed)
Marcus Alert	Jackie (member, but not for CivFed, but announces as part of CivFed)