



# Arlington County Civic Federation

BOARD OF DIRECTORS MEETING MINUTES, SUNDAY DECEMBER 14, 2025

| Attendees                                  | Board Role         | In Attendance? Yes or No |
|--|--------------------|--------------------------|
| Nick Giacobbe                              | President          | Yes                      |
| Jean Henceroth                             | Vice President     | No                       |
| Richard McNamara                           | Secretary          | No                       |
| Ben Watts                                  | Treasurer          | Yes                      |
| David R Smith                              | Board Chair        | No                       |
| John Ford                                  | Board Member       | No                       |
| 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: |                    | <b>62%</b>               |
| 50% required to achieve quorum.            |                    |                          |
| Other Attendees                            | Role               | In Attendance? Yes or No |
| Allen Norton                               | Supports Secretary | No                       |

| Discussion Topic                       | POC           | Discussion   |
|--|---------------|--|
| <b>Welcome and Call to Order</b>       | Nick Giacobbe | Opened at 5:30 p.m. announced BOD Chair away, established quorum.  |
| <b>Approve Previous Month Minutes</b>  | Nick Giacobbe | The November minutes were approved by acclamation.   |
| <b>General Timeline (Quick Review)</b> | Nick Giacobbe | Timeline reviewed (see Appendix A)   |
| <b>Updates to Pair implementation</b>  | Nick Giacobbe | Nick, Ron, Adam, David met on 12/12 and discussed a Pair server implementation recommendation that Adam received from Pair. We will move from a 'shared hosting' model to a 'virtual private' hosting model. Pair handles the transition, and it ultimately brings our costs down from about \$750 - 800 per year (after the recent email cost we approved in previous board meeting this year) to about \$600 - |



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|                                   |               | 700 per year. We will pay on a monthly basis for now and re-evaluate in the summer. Pair will handle the switch overnight.   |
| <b>Review Board Meeting Dates</b> | Nick Giacobbe | <p>John Ford provided David with some updates to consider (from original input John provided):</p> <ul style="list-style-type: none"> <li>-- agreed with January 25<sup>th</sup> for board meeting</li> </ul> <p><b>TO BE REVIEWED AT THE NEXT BOARD MEETING</b></p> <ul style="list-style-type: none"> <li>-- Wednesday February 18 at 7:00 pm (Presidents' Day is 2/16 long weekend) - this could work but at a previous meeting we discussed and agreed to Feb 15.</li> <li>-- Sunday July 19 at 5:30 pm – not previously discussed with board</li> <li>-- Sunday August 16 at 5:30 pm – not previously discussed with board</li> <li>-- Sunday September 13 at 5:30 pm – not previously discussed with board</li> <li>-- Sunday October 18 at 5:30 pm – not previously discussed with board</li> <li>-- Sunday November 15 at 5:30 pm – not previously discussed with board – not previously discussed with board</li> <li>-- Sunday December 13 at 5:30 pm</li> </ul> |
| <b>Action Item Review</b>         | Nick Giacobbe | <p>Several actions closed:</p> <p>Ben notified of payment to Pair, Todd Truitt informed us that the School Board Budget Advisory Council was disbanded, Tina Worden informed CivFed that the CTAP was completed in March 2024, Lois Kuntz informed Civfed she is no longer representing JFAC, Nick sent formal appointment letter to appoint Jackie as Membership committee chair and Adam updated the website, Jackie invited Randy to the Comms Committee, Jackie sent out draft procedures on civic association borders / new associations on 12/14/2025.</p>   |
| <b>President's Report</b>         | Nick Giacobbe | <b>Low, residential study</b> – provided update  |



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|                                    |                              | <p><b>Banquet</b> planning underway (Jean not present to brief)</p> <p><b>Bylaws</b> – Jackie is working on updating procedures for new civic association/boundary changes),</p> <p><b>NAACP Health not Handcuffs program</b> – gave overview</p> <p><b>Board Chair Swearing In</b> - Tuesday is swearing in for Takis</p> <p><b>FOG</b> - Wednesday is hearing with letter to go on Monday morning and CivFed will testify</p> <p><b>SPRC on new VHC facility in Carlin Springs</b> likely to start in January,</p> <p><b>Awards Committee</b> - John Ford will lead awards committee</p> <p><b>Bank Audit</b> – John is leading the bank audit in January</p> <p><b>December meeting with County Manager</b> - was a good discussion and JD Spain has agreed to join us in January.</p> <p><b>Membership Chair</b> – Nick appointed Snelling as Membership Chair and it was ratified by the board.</p> |
| <b>Secretary's Report</b>          | Dick McNamara / Allen Norton | NTR – not in attendance  |
| <b>Treasurer's Report</b>          | Ben Watts                    | NTR  |
| <b>Comms Committee Update</b>      | Ron Haddox                   | Comms Committee met with Randy Swart to go over the ANNE distribution list, decision was not to use groups.io but rather stick with plain email. Adam will create a new ANNE@civfed.org for Randy to use going forward.  |
| <b>Membership Committee Update</b> | Jackie Snelling              | NTR  |
| <b>"Demonize CivFed"</b>           | Dave Schutz                  | Clarendon Courthouse had motion to secede from ACCF. This appears to be related to disagreement between Jane Greene and Single Family Home proponents.   |



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|------------------------|----------------|---|
| <b>Newsletter Plan</b> | Allan Gajadhar | Reminder on 12/22, deadline 12/29, publish on Jan 3 President's note, agenda, Dave FOG update, dues and certifications, Jackie's committee updates (comp plan, lot coverage), reminder weekend before   |
| <b>Around the Room</b> | All            | John - Vision Zero meeting on January 28,<br>Mike - Maywood delegate not on sign in sheet (Scott Peton) - should be resolved per Jackie,<br>Mike - public safety meeting went really well with Dep Chief of Police, need to find ways to improve quarterly meetings, Green Valley problem with unhoused people an others near Drew School |
| <b>Meeting Adjourn</b> | Nick Giacobbe  | Adjourned at 6:40 p.m.  |

Submitted by: David R. Smith, Board Chair on 1/11/2026



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## Appendix A - General Timeline

| Month     | Key Activity   | Typical Payments   | Meeting Focus   |
|-----------|--|--|---|
| July      | Select Board Chair<br>Fair Prep<br>Submit State Corp Commission Annual Report, pay registration<br>Report, pay registration<br>File income tax<br>Finished/written Committee, Board, and President annual report | Constant Contact<br>Website Mx/Domain/Mail Server<br>County Fair Booth<br>Virginia State Corp (update officers)<br>Vimeo | No GM   |
| August    | Fair<br>Approve Budget Plan<br>Outreach to candidates for Sept candidate forum<br>Consolidate follow-up from prior year, and plan for the year   | Picnic Space rental  | No GM   |
| September | Picnic<br>Generate input/priorities to Legislative/Board plan<br>Kickoff member cert and dues  | Zoom<br>Insurance  | Annual Candidates Forum                                 |
| October   | Kickoff CivFed County budget inputs (TBR)<br>Identify Bank Audit Team  |  |   |
| November  | Member Cert Complete<br>Member Dues Complete   |  | County Manager Round Table                              |
| December  | Elect Awards Committee (check bylaws)  | Pair Networks?   | Meeting with County Manager                             |
| January   | Complete Bank Audit  | USPS PO Box  |   |
| February  |  |  | Meeting (work session) with County Board                |
| March     | Elect Nominating Committee (90-120 days prior to election)   |  | School Board and Superintendent                         |
| April     | Annual Banquet (TBR)   | Banquet  | Public Safety Wellbeing                                 |
| May       | Publish Nominating committee progress  | Wreath for Police  | Student Forum (TBD)<br>Candidate's Panel (as necessary) |



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|      |  |   |   |
|------|--|---|---|
|      |  |   | County Manager Round Table                                |
| June | Committee, Board, and President annual report presentation | Awards<br>Photographer<br>Constant COntract | Annual Meeting,<br>Election<br>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   |
| <del>Open Data Advisory Group</del>                               | <del>Duke Banks</del>   |
| 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) |
| <del>Trespass Towing Advisory Board</del>                         | <del>Ron Haddox (observer)</del>  |
| ITAC (Information Technology Advisory Commission)                 | Jackie Snelling ( not as a CivFed rep)  |
| Stormwater / DES Committee  | John Ford   |
| <del>Community Communications</del>                               | <del>Bryna?</del>   |
| CTAP Community Technical Advisory Panel of AAP/Art Advisory Panel | Check with Tina Worden (no longer co-chair)                                   |
| <del>CARRT</del>  | <del>Jackie Snelling (member but not as a part of CivFed)</del>               |
| 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)          |