



Arlington County Civic Federation

BOARD OF DIRECTORS MEETING MINUTES, SUNDAY JANUARY 25, 2026

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	No
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	No

Discussion Topic	POC	Discussion
Welcome and Call to Order	David Smith	Opened at 5:32 p.m., established quorum
Approve Previous Month Minutes	David Smith	The December minutes were approved by acclamation.
General Timeline (Quick Review)	David Smith	See Appendix A.
Review Board Meeting Dates	David Smith	Meeting dates reviewed and agreed to. Full list included below. -- Wednesday Feb 18 at 7:30 pm (Zoom only) -- Sunday, Mar 15, 5:30 p.m. -- Sunday, Apr 19, 5:30 p.m. -- Sunday, May 17, 5:30 p.m.



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		<p>-- Sunday, Jun 14, 5:30 p.m.</p> <p>Dates below subject to change at discretion of FY27 board of directors:</p> <ul style="list-style-type: none"> -- Sunday July 19 at 5:30 pm -- Sunday August 16 at 5:30 pm -- Sunday September 13 at 5:30 pm -- Sunday October 18 at 5:30 pm -- Sunday November 15 at 5:30 pm -- Sunday December 13 at 5:30 pm
Action Item Review	David Smith	<ul style="list-style-type: none"> -Closed Nick's action to talk to Suzanne about input on county budget plan. -Closed Nick's action to convene a work group on civic association boundaries. Updated procedure reviewed (see below). -Added new action for Smith to provide recommendation to simplify approach for Alternates and Delegates. -We discussed reviewing the CivFed web page at the monthly Comm Committee meeting. Smith will notify Adam of this agenda item.
President's Report	Nick Giacobbe	<p>January GM Meeting - went well, spent a lot of time with Form of Government discussion.</p> <p>February GM Meeting - County Board Work session on 2/17. This meeting will take the place of our GM meeting. Nick is working with CivFed Board on topics.</p> <p>Banquet – Jean provided a rundown on costs at the Spates Ballroom.</p> <p>For 100 people:</p> <ul style="list-style-type: none"> • \$6,172 Spates Ballroom total for 100 people @\$41 per person for buffet (+additional fees) • \$1,300 Non-Spates fees -- rounded up from 2024 \$1,265 (printing, etc.) • \$7,472 Total cost • \$75 Cost per person • \$500 Net result for 100 people and \$80 ticket price <p>A singer is lined up. Speaker is still in work. A suggestion was made to reach out to Sandy Newton to see if she'd be willing to bring in</p>



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		<p>her spinning wheel – noting that we may have somewhat of a Virginia250 theme.</p> <p>Action: Jean: Alert the candidates + other key county positions about the banquet. Noting that Jean already sent the County Board and Manager a ‘save the date’.</p> <p>Bank Audit – John reported that the Bank audit was completed – no issues found.</p>
<p>Nominations and Awards</p>	<p>John Ford</p>	<p>Awards: John requested input from the Board on who deserves an award this year. Each year CivFed tries to give an award to at least one org (non-profit) that does good for Arlington. To help in the determination, Jackie requested a complete list of non-profits from the County that supported civic association grantees. Noting that CivFed (Jackie) has helped orgs that are not 501 c3s find a sponsoring organization for grants.</p> <p>Nominating: We have at least two known vacancies on the board for FY27.</p>
<p>CivFed Boundary Process</p>	<p>Jackie Snelling</p>	<p>We reviewed a revised Civ Association Boundary procedure. See Appendix C.</p> <p>A motion was made to approve the revised procedure. Discussion was opened.</p> <p>In general, any entity can call themselves a Civic Association, and the county may put them on their website under ‘Civic Association’, however, if a CA wants to establish boundaries, CivFed has responsibility for determination of CA boundaries for CAs that are CivFed members. The revision provides some minor grammatical changes, revisions to web links and email addresses.</p> <p>The vote was approved by all in attendance: 11 yea, 0 nay, 0 abstain.</p>
<p>Secretary’s Report - Review of members</p>	<p>Dick McNamara / Allen Norton</p>	<p>The board reviewed a list of orgs with outstanding dues or certification. Here are the orgs that have not paid or certified. A separate email will be sent to BOD members with additional outreach assignment and information.</p>



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		<ul style="list-style-type: none"> • Arlington Mill Civic Association, paid dues but did not certify • Arlington Ridge Civic Association • Arlington Rotary Club • Ballston-Virginia Square Civic Association • EQUALITY NoVa • Forest Glen Civic Association • Gaslight Square Condominium Association • Gulf Branch Civic Association • Rock Spring Civic Association • Spout Run Homeowners Association • Woodmont Civic Association
Treasurer's Report	Ben Watts	<p>Ben reported that he opened another CD for \$6K.</p> <p>Action: Ben to send summary of expenses.</p>
Comms Committee Update	Ron Haddox/Etc	<p>It was reported that the new ANNE@civfed.org is not in use. It was also noted that the Comms committee had met prior to the 1/25 BOD meeting.</p>
Membership Committee Update	Jackie Snelling	<p>Jackie reported that two groups have requested to be new Civic Associations:</p> <ol style="list-style-type: none"> 1) Brittany - a condo association, communication in progress 2) Potomac Yards CA - already on County Website, we have communicated with them
Newsletter Plan	Allan Gajadhar	<p>Deadline is 1/26, send 1/31, content should include:</p> <ul style="list-style-type: none"> • President's Report – Nick • Minutes – Allen • Committee Updates (various) • Nominations – John • Article on boundary process – Jackie • Nick's President's report: Suspend membership if dues/certification not completed as of 2/15.
Around the Room	All	<p>Dave: The Arlington County Board is not using their web page about FoG effectively. Dave will talk to them about improving their web page / public info on FoG.</p> <p>Mike: Michael Beer sent an email about FoG - we need to respond.</p>



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		Dave will check in with him as it was believed that CivFed did respond to Michael.
Meeting Adjourn	David Smith	Meeting was called for adjourn at 7 p.m.

Submitted by: David R. Smith, Board Chair on 2/1/2026



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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		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) Candidate's Panel (as necessary)



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			County Manager Round Table
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)



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Appendix C:

ARLINGTON CIVIC ASSOCIATION BOUNDARIES – ESTABLISHMENT AND ADJUSTMENTS

As of 22 February 2023

Ratified February 2023 by the ACCF Board of Directors Interim; Updated Jan 2026

PROCEDURE BR2023-021

As the organization that includes membership of most civic associations, traditionally, since 1916, the Arlington County Civic Federation [ACCF] has had oversight on the geographic boundaries of civic associations within Arlington County. The principles of the ACCF process in these matters revolve around robust public notice and confirmation from neighboring organizations.

I. BACKGROUND

A. Why are boundaries changed?

There are four broad reasons for a boundary change process among civic associations.

1. To clarify a disputed or overlapping boundary between two or more civic associations.
2. A geographically-connected group of residents wishes to secede from an existing civic association to form a new civic association or join a geographically-connected adjacent civic association.
3. An existing civic association seeks to annex a geographically contiguous area that is not part of any other civic association.
4. A geographically connected group of residents wants to establish boundaries for a new civic association for an area that is not currently part of a civic association.

B. Who initiates the process?

The process is initiated by one or more civic associations, or by a group of residents seeking to form a civic association or change to another civic association, by submitting a request to the Civic



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Federation to change the civic association's organization and boundaries.

C. What is the role of ACCF in the process?

ACCF's role is to facilitate any negotiations, when necessary, between civic associations, assist in procuring any needed resources, and to ratify any final agreement.

1. The Membership Committee is tasked with assisting in civic association boundary adjustments. The ACCF Membership Committee can be reached at membership@civfed.org. (Please note that ACCF is an all-volunteer organization, and if you do not receive a timely response in these matters, please email both bod.chair@civfed.org and president@civfed.org for assistance.)

II. PROCEDURE

A. Identify current association boundaries.

1. Refer to the Arlington County website for the most recently updated map at <https://maps.arlingtonva.us/> or https://arlgis.arlingtonva.us/web_files/Maps/Standard_Maps/Civic_Association_Map.pdf

B. Identify and notify neighbors impacted.

1. Identify all adjoining civic associations and notify them of the area under review. A list of Arlington County civic association presidents is available at <https://www.arlingtonva.us/Government/Topics/Community/Civic-and-Citizen-Association>
2. Also, notification of umbrella civic groups such as the Langston Boulevard Alliance, Pike Presidents' Group, and the Arlington Neighborhood Program [ANP] should be made in all cases. Notifications should be sent via email to organization leaders, with follow-up by postal mail when emails go unanswered.
3. The general public in the affected areas should also be notified through flyers and postings at local parks, libraries, and other community locations. Also, notify residents and businesses within the impacted area via flyers.

C. Determine specific geographic boundaries.

1. Determining the association's geographic boundaries is essential. Do



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geographic boundaries overlap or abut cleanly? Do the boundaries follow streams, permanently paved roads, or trails? Does the area include multiple structures with common interests in a geographic area?

2. Could the area in question logically fit with another association? Also, do the area residents and businesses choose to affiliate with your association or an adjoining association?

D. Document proposed governance structure

1. Is there a proposed governance structure that identifies information as found in basic bylaws, including defining the purpose and membership, establishing a process for electing leadership, managing funds, voting on member actions, and documenting actions?

E. Create a mock-up map of the requested changes.

1. The level of detail necessary varies by the complexity of the boundary change. Simple changes can be made through a hand-drawn mockup. (See Forest Glen boundary adjustment in the December 2015 *Civic Voice*, page 7:

<http://www.civfed.org/newContent/2015-12/CivicVoice%202015-12.pdf>

For instance, in a far more complex situation, the Shirlington Civic Association was created from part of the Fairlington Civic Association. In this instance, formal mock-ups were requested from Arlington County GIS/cartography. These maps and additional research clarified zoning and building layouts.

F. Provide public notification via the Arlington County Civic Federation newsletter and other public means.

1. The ACCF newsletter, the *Civic Voice*, is distributed via email to more than 1,000 recipients, including civic and other activist organizations, the elected County Board, and other members of Arlington County staff. See an example of a newsletter notification for Shirlington boundaries, a name change from Columbia Heights West to Arlington Mill, and a boundary adjustment for Arlington Mill on pages 2-4 of the September 2015 *Civic Voice* here:

<http://www.civfed.org/newContent/2015-09/CivicVoice%202015-09.pdf>

2. Please note that the *Civic Voice* is not published in July or August.
3. Public notifications should allow at least 30 days for changes to be finalized.



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- G.** Obtain written acknowledgements from neighboring associations and/or residents or businesses impacted.
 - 1. Letters of support and acknowledgement from neighboring associations help prevent future questions or conflicts when association officers or other involved parties move on.
 - 2. If adjusting boundaries, meet with businesses, residents, condominium associations, and other stakeholders within the affected area. Disputes arise when condominiums, homeowner associations, and other groups lack information.
 - 3. Provide copies of letters and emails of support from all surrounding neighborhood associations to the ACCF Membership Committee at membership@civfed.org.
- H.** Arlington County Civic Federation vote.
 - 1. Once finalized, schedule a meeting with the ACCF President to present the changes to the ACCF General Meeting. This presentation must be followed by a discussion and a vote by the membership. Again, this allows for any concerns to be voiced in a public forum. Note that ACCF General Meetings are recorded to provide additional transparency.
 - 2. In case of ACCF's summer meeting hiatus or other urgent circumstances, the Arlington County Civic Federation Board can give interim approval of changes at a Board meeting or via electronic vote. The Board vote must be ratified by the General Membership at a subsequent membership meeting.
- I.** Once all prior steps are complete, work with the ACCF President to draft a formal notice of the changes to the County Board and the Clerk of the County Board. This will ensure that the county
 - 1. Updates official county civic association boundary maps.
 - 2. Updates the County Civic & Citizen Associations web page.