



Arlington County Civic Federation

BOARD OF DIRECTORS MEETING MINUTES, SUNDAY MAY 17, 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	No
David R Smith	Board Chair	Yes
John Ford	Board Member	Yes
Matt Gloudeman	Board Member	No
Allan Gajadhar	Board Member	No
Dave Schutz	Board Member	No
Jackie Snelling	Board Member	Yes
Michael McMenamin	Board Member	No
John Synder	Board Member	No
Ron Haddox	Board Member	Yes
Percentage of Board Members in Attendance:		54%
50% required to achieve quorum.		
Other Attendees	Role	In Attendance? Yes or No

Discussion Topic	POC	Discussion
Welcome and Call to Order	David Smith	Opened at 5:35 p.m. established quorum
Approve Previous Month Minutes	David Smith	April minutes approved.
General Timeline (Quick Review)	David Smith	Timeline was reviewed
Bylaws Change - voting	David Smith	Sometimes our members have trouble knowing who their delegates are. Jackie has some further ideas for simplification. Nick suggested we may want to consider streamlining our recertification process as well.
Action Item Review	David Smith	Action Items reviewed. New items: 1) Post a banquet survey – Ron/Jean 2) Check on members in ConstantContact - David
President's Report	Nick Giacobbe	May Candidates Panel: Concern was raised that we only had the Democrat candidates. Nick worked with the elections commission for candidates who were going to be on the August ballot.



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		<p>May Meeting (General): Meeting went well. ARLNow posted an article. We passed the Schools Resolution. We anticipate an ARLNow story coming out on the topic.</p> <p>June Meeting Content: Annual meeting, Election, Resolution on Public Safety (2nd reading), P&Z resolution second reading, 15 minutes on the Climate Action Plan, Update from Chief Penn - year end crime wrap-up.</p> <p>Annual Meeting with County Manager: planned for 6/11. We will introduce new Board members.</p> <p>County Fair Question: Nick asked the board to consider if we were getting enough bang for our buck by supporting a booth at the fair.</p> <p>Picnic: Looking at Sept 26th, likely Fort Scott Park</p>
Nominations	John Ford	<p>Officers: Nick as President, Jean as VP, Ben will step away, Michael Bruce is interested in running as Treasurer, Allan Gajadhar has agreed to do newsletter for another year, Allen Norton willing to take minutes, Dick will step away, Dixie Duncan interested in running as Secretary,</p> <p>Board: Ron will step away but continue supporting Comms committee, Francine Friedman interested in running, Jackie returning, Matt G not running, Alison Bibb, Allan G, Mike M, John F, David S, Dave Schutz, Natalie Roy</p>
Secretary's Report - Review of members	Dick McNamara/ Allen Norton	GM Recap: Schools resolution passed 30 yea, 6 nay, 1 abstain
Treasurer's Report	Ben Watts	NTR
Comms Committee Update	Ron Haddox/ Etc	We received feedback that some members are not getting the newsletter. Smith took an action to review the ConstantContact list vs the member database.
Membership Committee Update	Jackie Snelling	Potomac Yard: The membership committee reviewed all the membership documents submitted for Potomac Yard, each committee member believes the documents submitted meet requirements/bylaws. Jackie suggesting a call with the President



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		<p>and others in the area. Will bring to the board in September.</p> <p>June Meeting Annual Reports: Jackie will send email to committees to do a 1 paragraph blurb for the newsletter. Jackie recommended that we give a couple committees time during the June meeting to give a report.</p> <p>We received a request from Glencaryln for the VHC facility site plan on Carlin Springs. Have included Jack Spilsbury and Nicole on correspondence.</p>
Newsletter Plan	Allan Gajadhar	<p>5/18 Newsletter reminder goes out, 5/25 input deadline, 5/30 out, 6/6 meeting reminder, 6/9 June Meeting</p> <p>Content to include:</p> <ul style="list-style-type: none"> • Nominations • Annual Report • Committees • Picnic 9/26 • Two Resolutions • Presidents Report

Submitted by: David R. Smith, Board Chair on 6/21/2026



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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	Wellbeing, Transportation Resolution
May	Publish Nominating committee progress	Wreath for Police	Student Forum (Will not happen this year) Candidate's Panel (as necessary)



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			County Manager Round Table
June	Committee, Board, and President annual report presentation	Awards – already covered (except one) Photographer Constant Contact Budget Closeout – Transition to new Treasurer	Annual Meeting, Election New Board meets with the County Manager