



Arlington County Civic Federation

BOARD OF DIRECTORS MEETING MINUTES, SUNDAY JULY 12, 2026

Attendees	Board Role	In Attendance? Yes or No
Nick Giacobbe	President	Yes
Jean Henceroth	Vice President	Yes
Dixie Duncan	Secretary	Yes
Michael Bruce	Treasurer	Yes
David R Smith	Board Chair	Yes
Alison Babb	Board Member	Yes
John Ford	Board Member	Yes
Francine Friedman	Board Member	Yes
Allan Gajadhar	Board Member	Yes
Michael McMenamin	Board Member	Yes
Natalie Roy	Board Member	Yes
Dave Schutz	Board Member	Yes
Jackie Snelling	Board Member	Yes
Percentage of Board Members in Attendance:		100%
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 7:30 p.m. established quorum
Approve Previous Month Minutes	David Smith	June minutes approved by acclamation.
New Board Checklist	David Smith	• A new FY27 google drive folder was established • FY2026 artifacts capture is in progress. Ben provided treasurer reports, bank statements not yet received. • Desk Instructions (one level up) • Emails have been set up • Access provided to google drive for officers. • Access to Constant Contact - Add Jean to Constant Contact
State Corp Commission	David Smith	Each year we update the State Corp Commission. Fee: \$50 for organization. Action: David to work with Dixie on getting set up with SCC account and updates.
Board Meeting Dates/Times	David Smith	Meeting dates were reviewed and agreed to by board members, see Appendix B.



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General Timeline (Quick Review)	David Smith	Appendix A was reviewed and Jackie took an action to discuss organization of the newsletter with the Communications committee.
Action Item Review	David Smith	The action item tracker was reviewed. Actions closed: Convene comms meeting, proposal on improving diversity, post banquet survey.
President's Report	Nick Giacobbe	September Meeting: Focus will be annual candidates forum. Nick working with Lois on Candidates Night. Committee Chairs: The board confirmed Francine Friedman and Dave Schutz as co-chairs of Legislative, - Action get co-chair email from Adam. The board confirmed Jean Henceroth as chair of Parks and Recreation - Action get email set up for Jean The board confirmed Dixie as Vision Zero rep - Action get email set up for Dixie Jackie made request to identify a communications committee chair. Please reach out to Jackie with interest/question. - add action County Board Communication: • Sending transportation resolution to the County board • Draft vision zero plan going to the CivFed board in September • Comp plan update - CivFed provided feedback to the County Board. The message from the Chair is that they will move forward with advertising. • Low Residential Report coming out on July 15 to the long range planning committee.
Secretary's Report	Dixie Duncan	David plans to schedule a session with Dixie to review secretary activities.



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Treasurer's Report	Michael Bruce	Michael is working to coordinate a time to transfer bank accounts from Ben to Michael. Need all three parties (Nick, Ben, Michael) for the transfer. Initial discussion on annual budget, to be reviewed/confirmed at the August CivFed Board meeting. Ben reported (via email) that the Tax return had been filed in June. Adam Henderson notified David Smith that the Constant Contact account is up for annual renewal. The cost this year is approx \$765 which includes a 30% prepay discount. We need to authorize Adam to pay this bill this week or we lose the prepayment discount option. Adam also noted that Vimeo renewed on the 2nd. Adam will invoice this as it's tied to his credit card. A motion was made to approve the Constant Contact renewal. The board voted unanimously to authorize payment. Action: Smith to inform Adam that he can proceed with purchase of CC.
Membership Committee Update	Jackie Snelling	Jackie will convene an organization meeting in July. Jackie noted that she has continued to work with Longbranch Creek, which is trying to re-start as a Civic Association. She noted that CivFed may get a request by Sept to join. Potomac Yard has met our requirements for CA membership.
Newsletter Plan	Allan Gajadhar	Next newsletter will go out Aug 29. Reminder for content submittal will be sent on Aug 17.
Banquet Plan	Jean Henceroth	We have reserved Spates again for April 23 and the Rosslyn Hilton for April 2. Theme will be 'Community'. Concern raised about draft plan. Need to discuss sponsorship approach in the future.



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Around the Room	All	Dave - NTR John - NTR Dixie - Michael Bruce - NTR Francine - NTR Mike - Need to talk about topics for next year. Natalie - NTR Nick - NTR David - NTR Jackie - Requesting Jean be first on agenda for August.

Submitted by: David R. Smith, Board Chair on 8/8/2026



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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 Committee First meetings Onboard folks doing the newsletter	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



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



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Appendix B – Meeting dates and times

General Membership Meetings	Board Meetings @ 7 p.m. - Virtual
N/A	Monday, July 12, 2026
N/A	Monday, August 17, 2026
Tuesday, September 8, 2026	Monday, September 14, 2026
Tuesday, October 13, 2026	Monday, October 19, 2026
Tuesday, November 10, 2026	Monday, November 16, 2026
Tuesday, December 8, 2026	Monday, December 14, 2026
Tuesday, January 12, 2027	Monday, January 25, 2027
Tuesday, February 9, 2027	Monday, February 22, 2027
Tuesday, March 9, 2027	Monday, March 15, 2027
Tuesday, April 13, 2027	Monday, April 19, 2027
Tuesday, May 11, 2027	Monday, May 17, 2027
Tuesday, June 8, 2027	Monday, June 14, 2027