



Arlington County Civic Federation

BOARD OF DIRECTORS MEETING MINUTES, MONDAY AUGUST 17, 2026

Attendees	Board Role	In Attendance? Yes or No
Nick Giacobbe	President	Yes
Jean Henceroth	Vice President	Yes
Dixie Duncan	Secretary	No
Michael Bruce	Treasurer	Yes
David R Smith	Board Chair	Yes
Alison Babb	Board Member	No
John Ford	Board Member	Yes
Francine Friedman	Board Member	No
Allan Gajadhar	Board Member	No
Michael McMenamin	Board Member	No
Natalie Roy	Board Member	Yes
Dave Schutz	Board Member	No
Jackie Snelling	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	Called to order 7:05 p.m.
Approve Previous Month Minutes	David Smith	Approved by acclamation
General Timeline (Quick Review)	David Smith	Timeline was reviewed Jackie noted that there is a possibility of a new member in September - but likely October.
Action Item Review	David Smith	Action items reviewed. Action to review member list in Constant Contact was completed. Adam provided (via email) IT-related costs for the year. Next Comms meeting was scheduled.
Banquet	Jean Henceroth	In final negotiation with the Hilton Key hotel in Roslyn for April 2. Have some open questions about the contract and some of the fees. Ticket would be at least \$100. Base price is/was \$80. Looking at a sponsorship structure to help offset costs.



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		Discussion: -Would like to have event focused on bringing the community together. Request that we give serious thought on whether we solicit sponsorship. -Intent is to attract people who don't normally attend. Could look into ways to get discounts. -Can make fun/community event, could be fund raiser focused. -Trying to address continued concern on base access. The Hilton has community benefits, due to site plan, so this affords CivFed with a community discount. Jean will bring details on formal contract to the next board meeting.
President's Report	Nick Giacobbe	September Meeting: Will open with a reception at 6:30 p.m. Sharon Valencia will organize. Will open with a presentation to the fire department of the resolution on public safety. All candidates have been confirmed. GM Meeting Plan for the Year: Sent out ideas for topics for GM meetings. Todd has confirmed school board and superintendent. Legislative Agenda: Dave/Francine working draft legislative agenda. Need to advertise in October and vote in November. Advance Arlington: Tony Weaver took over as president. They are interested in partnering with CivFed.
Secretary's Report	Dixie Duncan	Action: Need to hold a meeting with Dixie, Jackie, and Mike on member recertification.
FY27 Budget Plan	Michael Bruce	Dues have not gone up for several years. Mike proposed we raise dues to \$70 or \$75. We do have a few cost increases coming in. So far to date, we're running a slight deficit.
Membership Committee Update	Jackie Snelling	Need to reconstitute the membership committee. Need to focus on reaching members of members. Alison is recommending that we set up a membership



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		communication / Board / Committees tool (Slack). Jackie has researched what tools our civic associations have used (e.g. Facebook, group, email, newsletter, how delivered). Jean volunteered to do member training. A couple delegates have requested training on how to leverage CivFed to advance civic association priorities. It was suggested that CivFed could consider formally having an ombudsman. Jackie asked board members to email ideas on how we can better communicate with members and whether they are willing to attend an organizational meeting.
Newsletter Plan	Allan Gajadhar	The reminder will go out tonight, with articles due next Monday 8/24. It will be sent out on 8/29. • President's message, consider highlighting transportation resolution - Nick • Candidates forum overview - Nick • Agenda – Nick • Resolution/Reception - Sharon • P&Z Updates – Jackie • Other Committee Updates - Jackie (would like to advertise all first committee meetings) • Picnic Committee update • Calendar Updates Officer/Board Updates
Around the Room	All	• Jean - Had some discussion with someone who could help with the banquet webpage. Jackie - Comms meeting reviewed/discussed website. John - NTR Nick - Going to try to get comments in on the transportation plan. Nicole is pulling in comments from the Committee. There was a bike accident in Bluemont. Mike Bruce - NTR Natalie - NTR David - NTR



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Meeting Adjourn	David Smith	Meeting adjourn at 7:20 p.m.

Submitted by: David R. Smith, Board Chair on 9/13/2026



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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 Constant Contact?	Annual Candidates Forum
October	Generate input/priorities to Legislative/Board plan Kickoff CivFed County budget inputs (TBR) Identify Bank Audit Team		
November	First reading of input/priorities on Legislative plan 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



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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) 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