



Arlington County Civic Federation

BOARD OF DIRECTORS MEETING MINUTES, MONDAY SEPTEMBER 14, 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	Yes
Allan Gajadhar	Board Member	No
Michael McMenamin	Board Member	Yes
Natalie Roy	Board Member	Yes
Dave Schutz	Board Member	No
Jackie Snelling	Board Member	Yes
Percentage of Board Members in Attendance:		69%
50% required to achieve quorum.		
Other Attendees	Role	In Attendance? Yes or No

Discussion Topic	POC	Discussion
Welcome and Call to Order	David	Called to order at 7:03 p.m.
Approve Previous Month Minutes	David	August minutes were approved by acclamation
General Timeline (Quick Review)	David	Timeline was reviewed, no changes
Action Item Review	David	The open action to investigate ARLNow offering for community groups was re-assigned to the Communications Committee.
Banquet Location	Jean	An online motion was made on September 2 nd to approve the Hilton as the banquet location. The motion passed, 12 yes, 1 abstain.
Banquet - Contract and Discussion on Sponsorship	Jean	A proposal from the Banquet committee was reviewed which proposed sponsorship levels / fundraising. Input from the Board included the following questions/concerns: 1) What are we raising money for if not defraying the cost of the banquet?



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		2) The statement that having corporate members would not violate our bylaws is not accurate. 3) The banquet <in the new location> is a means of supporting emerging leaders. 4) We have plenty of money, need to focus the banquet on breaking even. 5) Could the banquet committee look at an approach focused on covering banquet costs. 6) Concerned with being beholden to corporate sponsors. The final consensus from the Board was that the approach for banquet sponsors should return to the Banquet committee with a request that it focus of fundraising for the banquet costs with a goal that sponsorship funds raised should not exceed the cost of the banquet + 10%.
FY27 Budget Plan	Mike	Given the timeline, we need to do an email review of the budget plan so that we can finalize our yearly dues plan and then commence our recertification activity.
Confirmation of Communication Committee Chair	Nick	Nick appointed Alison Babb as comms chair. The Board had a unanimous vote to confirm Alison as the Communications Committee chair.
Member Recertification/Dues	David	We typically kick off recertification and dues in September. We have an open action for Jackie, Dixie, and Mike to meet to discuss a plan. Per our bylaws, we need to complete certification and dues by November 20th. Setting the dues is dependent upon the FY2027 budget plan. Meeting should discuss: -text of re-certert email -recert form updates -roles and responsibilities
President's Report	Nick	September Candidates Forum: we had a great turnout. The fire dept presentation went well. We had several good ARLNow articles published on the forum. October GM Plan: We have a couple focus areas: Mary Glass is working on a panel on climate action plan, Jackie/Mike are working on public safety, and we may get a presentation from Chief Penn



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		Committees: We have openings for a chair for the Transportation and Bylaws. Committees. Picnic: We only have 4 RSVPs which suggest that we may want to cancel. Alison will add picnic reminder to Facebook. Last year Mark Schwarz came to the picnic as well as board and school board. Nick will send a note to Mark and county/school board.
Secretary's Report	Dixie	NTR
Committee Update (Membership/etc)	Jackie	Transportation Committee: Nicole Toulouse resigned due to family reasons. Bylaws Committee: We need someone with background with bylaws and the civic federation. Jackie has done some outreach. Jackie solicited dates for the next membership meeting date/time. Jackie still thinks that Long Branch Creek will join. Not getting responses from Potomac Yard.
Communication Committee / Newsletter Plan / Discussion on use of Slack	Alison	The Comms Committee met and set a fall/early winter schedule. Discussed comms approaches (website, newsletter, etc). Working with Adam on modernization of the website (to also include archive). A motion was made requesting a 'Slack' pilot program for the board and a few committees (housing, schools, planning&zoning, communications - subject to them wanting to use it). Discussion: A member noted that they tried to use Slack in their civic association, and it did not work well - is there a way to pare it down? Discussed and compared the roles of groups.io and google groups versus something like Slack - which is more of an internal organizing tool.



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		Alison indicated that we would use the no-cost version and she will administer the tool and provide a training session. The Board unanimously approved the pilot of Slack. Newsletter: 9/28 due date for newsletter (confirm on website), Articles to include: -Tips for Civic Associations from Shirlington on membership recruitment -Add links back to ARLNow -Civic Association Spotlight Reminder – Natalie -Public Safety – Mike M
Around the Room	All	Jackie: Nick sending a letter to the board on 1501 Langston Blvd site plan John: NTR Nick: NTR Dave: NTR Francine: At the November meeting would like to have Dan Helmer come and speak to talk about counties/cities/towns in the legislature. (Dan is the chair of the committee) Mike Bruce: NTR Mike M: Will write up article on public safety Alison: NTR Natalie: NTR David: NTR
Meeting Adjourn		Meeting adjourn at 7:20 p.m.

Submitted by: David R. Smith, Board Chair on 9/27/2026



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Appendix A - General Timeline

Month	Key Activity	Typical Payments	Typical 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 Contact APS for student volunteers	Zoom Insurance	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



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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 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