



Arlington County Civic Federation

BOARD OF DIRECTORS MEETING MINUTES, MONDAY OCTOBER 19, 2026

Meeting Date: October 19, 2026

Meeting Time: 7:04 p.m. – 8:15 p.m.

Attendance

Attendee	Role	In Attendance
Nick Giacobbe	President	Yes
Jean Henceroth	Vice President	Yes
Dixie Duncan	Secretary	Yes
Michael Bruce	Treasurer	No
David R. Smith	Board Chair	Yes
Alison Babb	Board Member	Yes
John Ford	Board Member	No
Francine Friedman	Board Member	Yes
Allan Gajadhar	Board Member	Yes
Michael McMenamin	Board Member	Yes
Natalie Roy	Board Member	No
Dave Schutz	Board Member	Yes
Jackie Snelling	Board Member	Yes

Attendance Summary: 10 present, 3 absent, 13 total listed.

1. Welcome and Call to Order (David R. Smith)

The meeting was called to order at 7:04 p.m.



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2. Approve Previous Month's Minutes (David R. Smith)

The previous month's meeting minutes were approved.

3. General Timeline (Quick Review) (David R. Smith)

The general timeline review was completed.

4. Action Item Review (David R. Smith)

The Board reviewed outstanding action items and discussed progress on several initiatives.

- **ARLNow Community Group Outreach:** Alison Babb noted that Dave Schutz was expected to forward his latest communications regarding potential services for community groups. Dave acknowledged that follow-up was still needed and agreed to contact the relevant party. The Board noted that the scope of the proposed offering remained unclear.
- **Alternates and Delegates Process:** David will follow up with Jackie after she reviews the previously distributed PowerPoint.
- **Newsletter Format:** The Communications Committee is taking responsibility for the newsletter format discussion. Alison, Jackie, and Allan will coordinate offline to ensure the discussion includes the appropriate participants.
- **Registered Agent Recommendations:** David reported that input had been received and shared, and the work is moving forward. Further coordination with Dixie Duncan and Michael Bruce was previously identified.
- **Virginia Room Outreach:** Dave reported that an article about the Virginia Room had been completed for Civic Voice. The Board discussed further outreach to encourage residents and civic associations to use the historical resources available through the library. The item remains open for additional follow-up.
- **Meeting Logistics:** David asked Board members to review his email outlining proposed meeting logistics. The goal is to provide presenters with clearer instructions and, when appropriate, allow them to operate their own presentation slides during Zoom meetings.

5. FY27 Budget Plan (David R. Smith for Michael Bruce)

David presented the updated FY27 budget plan on behalf of Treasurer Michael Bruce, incorporating previously provided updates.

The Board discussed several budget adjustments and expense categories:



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- **Contingency Fund:** David initially reduced the proposed contingency from 15% to 10% after reviewing the prior three years of actual spending. Following discussion, the Board agreed that the contingency could remain at 15% if the banquet expense assumption was adjusted.
- **Banquet Expenses:** Jean Henceroth recommended removing the projected \$500 banquet expense because ticket revenue and sponsorships are intended to cover banquet costs. Nick agreed that the awards budget was already accounted for separately.
- **Communications Expenses:** Nick supported retaining funding for communications materials, including banners and other collateral.
- **Meeting Refreshments:** The Board agreed to add approximately \$200 for refreshments at in-person meetings. Parking is covered by the meeting venue, while refreshments and similar meeting expenses may be paid by CivFed.

The budget was reviewed, and a motion to approve was made by Dave Schutz and seconded by Jean Henceroth.

Decision: The FY27 budget plan was approved unanimously.

6. Approve Dues (David R. Smith)

Annual membership dues of **\$70 per year** had previously been approved through an online vote.

David reported that the online recertification and dues form was being updated by Adam. The remaining task was to provide an estimate of the PayPal processing fee so the form could be finalized.

7. Member Recertification/Dues (David R. Smith)

The Board discussed the status of annual recertification and dues collection, noting that the process was approximately two months behind schedule.

The following actions and recommendations were discussed:

- **Standard Organizational Email Addresses:** Jackie relayed a recommendation from the Membership Committee that civic associations establish a generic organizational email address that remains active when officers change. This would make communication more reliable and reduce the need to locate individual officers' email addresses.
- **Recertification Email:** David agreed to incorporate this recommendation into the recertification email and encourage organizations to provide a standard contact address on the existing form. The form itself will not be revised for this purpose.



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- **Delegate Notification:** The Board discussed concerns that delegates sometimes are unaware of recertification and dues requests sent to officers. David agreed to send a separate notification to delegates informing them that the request has been sent to the officers and encouraging them to follow up as needed.
- **Dues Tracking:** The recertification spreadsheet tracks two separate requirements: recertification and dues payment. Members must complete both. Dixie and Michael Bruce will coordinate on tracking submissions and payments.
- **Long Branch Creek:** Membership is expected to resume once the organization receives the recertification request and pays its dues.

8. President's Report (Nick Giacobbe)

NAACP Banquet

Nick and Allan attended the NAACP banquet at Van Metre Hall at George Mason University. Nick reported that the event was well organized and featured strong speakers.

October Meeting

Nick reported that the October meeting went well and that both panels were well received. The Board discussed the possibility of follow-up programming because there is additional material to explore.

However, technical difficulties affected the meeting. David noted that he had requested written instructions from the venue but had not yet received a response.

County Board Town Meeting

The County Board town meeting is scheduled for Monday, October 26. Registration to speak opened on the day of the meeting. Nick noted that YIMBY advocates were actively encouraging participation.

October 29 Gathering

Nick and the County Manager will host a gathering with civic association presidents and condominium/homeowners association presidents at Fireworks Restaurant.

The event will use a more social format, with time for a short business discussion and identification of potential member-service topics and workshops. Financial management and related issues were identified as areas of interest.



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Banquet Planning

Nick reported that progress was being made on the banquet contract. Jean will continue coordinating banquet logistics, pricing, and sponsorship discussions.

November Meeting

The following program items are planned for the November meeting:

- **Delegate Dan Helmer:** The chair of the House of Delegates Committee on Cities and Counties will discuss the committee's role in CivFed's legislative package, including how legislation advances through the House.
- **Legislative Priorities:** The second reading of the legislative package will take place. The package will be published in the newsletter to allow members to review it and submit final edits.
- **Walking Day Program:** Hamilton Humes of the Sports Commission will provide a brief update on a proposed Walking Day program planned for the following June.
- **Essential Worker Housing:** A possible panel on essential worker housing remains under development. Natalie Roy had been working on this topic, and Nick planned to reconnect with her.
- **Additional Programming:** Jackie suggested that a future meeting could revisit the "Who Do You Call?" topic, particularly the mental health component. Nick agreed to explore potential follow-up programming.

9. Secretary's Report (Dixie Duncan)

Dixie reported that tax season had concluded and that she would be catching up on outstanding responsibilities. She had no additional updates at the time of the meeting.

Dixie plans to begin working on dues collection and coordinate with Michael Bruce on tracking payments and recertification status.

10. Committee Update (Membership/etc.) (Jackie Snelling)

Membership

Jackie reported that the Membership Committee is working to improve communication with member organizations and provide practical resources for civic associations.



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- **Membership Status:** Long Branch Creek is expected to return to membership once dues are paid. Jackie will continue trying to contact Dorian regarding another outstanding membership matter.
- **Slack Pilot:** The committee is working to establish Slack coordination for the Planning and Zoning and Housing committees. Coordination has been delayed, and Jackie will continue working with Alison to get the groups connected.
- **Member Guides:** The committee is developing a series of short guides covering topics such as incorporation, nonprofit status, unincorporated organizations, and tools for collecting dues.
- **Peer-to-Peer Support:** The committee plans to pair practical written guides with peer-to-peer support. A podcast may be considered if there is sufficient demand.
- **Research on Existing Tools:** Jackie has researched tools used by civic associations for dues collection, websites, and related operations. She will share the findings through Slack. The research covers approximately half of the associations and will help guide future focus groups and resource development.
- **Review of Guidance:** The committee will consolidate and vet information on incorporation and related topics before publishing resources.

Parks and Recreation

Jean reported that the Parks and Recreation Committee will hold its kickoff meeting on Thursday evening via Zoom.

The committee members identified in the meeting were Dixie Duncan, Corey, Barbara Wayne, and Nancy Piercee.

Banquet

Jean reported that a Thursday morning discussion with Joe Ventron and Selena was planned to review sponsorship levels and finalize pricing. The goal is to ensure that ticket revenue and sponsorships cover banquet expenses.

11. Communication Committee / Newsletter Plan (Alison Babb)

Website and Communications

Alison provided the following updates:

- **Website Landing Page:** Work continues on a more user-friendly landing page to improve outreach and access to information.



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- **Banners and Marketing Materials:** The committee is considering updates to the organization's vertical banners and other promotional materials.
- **Event Photography:** Board members were asked to take photographs at future events, including speakers, gatherings, and community activities. A shared Google Drive folder will be established for photos that can be used on the website, banners, and other marketing materials.
- **Banquet Webpage and QR Code:** A dedicated banquet webpage will be created when event details are ready. A QR code will direct people to the page.
- **Social Media:** The committee is working to increase Facebook activity. Instagram expansion is not currently planned because of capacity constraints.
- **Archival Policy:** The committee supports establishing a written archival policy for internal meetings. A proposed policy would retain private Zoom recordings and transcripts for three years before deletion. The policy has not yet been formally adopted and will be brought back to the committee for confirmation.
- **Slack Membership Channel:** Alison agreed to help establish a Membership channel and support the addition of Planning and Zoning participants. The Schools Committee declined to participate in the pilot at this time.
- **Slack Notifications:** Alison agreed to post instructions explaining how to configure Slack notifications, including email notifications, unread-message indicators, and channel-specific notification settings. She also noted that outstanding invitations had been resent to encourage full Board participation.

Newsletter Plan

The Board discussed the newsletter's content, contributors, and preparation schedule. The following assignments were identified:

- **Member Recertification:** David R. Smith.
- **Legislation:** Dave Schutz and Francine Friedman will coordinate on content for Allan.
- **CivFed in the News:** Francine will continue compiling media coverage of CivFed.
- **Incorporation/Not Incorporation:** Jackie will develop a short guide or video, subject to review by appropriate subject-matter expertise.
- **CivFed Around Town:** The Board discussed highlighting members' participation in community events, potentially through the President's column or a separate newsletter feature.
- **Elections:** Allan will prepare material linking to election-related guides from the Commonwealth's Attorney's Office and other relevant sources.

The Board also discussed the importance of allowing time for editing and review before publication. Contributions were requested by October 26, as recorded in the meeting notes; the deadline should be confirmed against the newsletter production schedule.



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12. Around the Room (All)

Jean Henceroth

Jean reminded attendees about the Saturday event at Lee Center, scheduled for approximately 2:30–5:30 p.m. The program will include the Lee Center Centennial and Stumbling Stones activities, speakers, and a musical component. Jean encouraged Board members to attend.

David R. Smith

David reported that he had contacted Arlington Public Schools about recruiting a student volunteer or intern for the year. The volunteer could assist with Zoom operations, meeting technology, and other administrative tasks. Board members were encouraged to recommend students seeking volunteer hours.

David also reiterated the importance of reviewing the meeting logistics email and improving instructions for presenters.

Jackie Snelling

Jackie had no additional updates beyond the committee matters discussed earlier.

Nick Giacobbe

Nick reported that implementing regulations related to faith and housing are progressing quickly. The County Board hopes to complete the work following engagement sessions in November.

Nick emphasized the importance of robust public engagement and noted that CivFed has communicated its interest in participating in the process.

Jackie reported that she had spoken with Susan Cunningham, who indicated that the regulations would follow the normal public review process, including opportunities for public comment before the relevant advisory bodies and the County Board. Jackie encouraged CivFed to submit specific questions promptly.

The Board also discussed the need for better coordination and transparency regarding several anticipated planning and housing matters, including the low-residential study, the Comprehensive Plan, and related proceedings. Jackie will continue raising questions about timing and opportunities for meaningful input.



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Francine Friedman

Francine had no additional report beyond the discussions on legislative priorities, newsletter content, and public engagement.

Dave Schutz

Dave had no additional report beyond the action items and legislative discussion.

Michael McMenamin

Michael had no additional updates.

Dixie Duncan

Dixie had no additional updates.

Allan Gajadhar

Allan had no additional updates beyond the newsletter and election-related work discussed earlier.

Alison Babb

Alison confirmed that she was posting Slack notification instructions and her remaining Communications Committee updates to Slack.

13. Meeting Adjournment

A motion to adjourn was made by Nick Giacobbe and seconded by Dave Schutz and Allan Gajadhar.

The meeting adjourned at 8:15 p.m.

Follow-Up Items

Action Item	Responsible Person(s)	Timing / Status
Update the recertification email to recommend standard organizational email addresses.	David R. Smith	Before sending



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Send a separate recertification and dues notification to delegates.	David R. Smith	Follow-up
Coordinate dues and recertification tracking.	Dixie Duncan / Michael Bruce	Ongoing
Complete the online dues form update, including the PayPal processing fee estimate.	David R. Smith / Adam	Pending
Follow up on ArlNOW community-group services.	Dave Schutz	Pending
Continue review of the alternates and delegates process.	David R. Smith / Jackie Snelling	Pending
Coordinate the newsletter format discussion.	Alison Babb / Jackie Snelling / Allan Gajadhar	Pending
Share research on tools used by civic associations.	Jackie Snelling	Through Slack
Establish the Membership Slack channel and connect Planning and Zoning participants.	Alison Babb / Jackie Snelling	In progress
Post Slack notification instructions.	Alison Babb	In progress
Develop and confirm the archival policy for internal meeting recordings and transcripts.	Communications Committee	Pending adoption
Collect event photographs and establish a shared Google Drive folder.	Alison Babb / all Board members	Ongoing
Prepare newsletter contributions and confirm the publication deadline.	Assigned contributors	Deadline to confirm
Submit questions and pursue engagement opportunities concerning faith and housing regulations.	Nick Giacobbe / Jackie Snelling / relevant committee members	Before upcoming review sessions
Continue planning the banquet, including sponsorships, pricing, and contract details.	Jean Henceroth / banquet team	In progress



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Continue recruiting a student volunteer or intern.

David R. Smith / Board members Ongoing

Submitted by David Smith on 10/20/2026

DRAFT