

[**Due To The Current COVID-19 Virus This Was A Virtual Meeting**]

Draft Minutes
August 23, 2020

**Arlington County Civic Federation (“ACCF”)
Board of Directors Meeting**

Call to Order at 6:03 p.m.

Board members attending the meeting: Allan Gajadhar, Burt Bostwick, Allen Norton, Stacy Meyer, Tina Worden, Eric Cassel, Mike McMenamin, John Vihstadt and Mike Cantwell. Others attending included Dennis Gerrity (Membership Chair); Duke Banks (Parks and Recreation Chair); John Ford (Public Services Chair); Ron Haddox (Legislation Committee Chair); Jackie Snelling (Lyon Village); Dave Schutz (Ashton Heights); Juliet Hiznay (Columbia Heights); Jesse Boeding (Green Valley); Elfreda Baptist (Clarendon-Courthouse); Stephen D’Alessio (Aurora Highlands); Julius Spain (NAACP); Kent Carter (NAACP); Benetta Kissel (NAACP); Mike Hemminger (NAACP); Anne Lancaster (Waycroft-Woodlawn) and Lois Koontz (Alcova Heights).

Meeting Format: The meeting was held Virtually using Zoom. Allan was Host and Eric was Co-Host.

Base Reports

- 1) **Chair Intro:** There will be a 2 minute break at 7:00.
- 2) **Approval of minutes:** The July 19th Board Meeting minutes were accepted as written.

3) Officer’s Reports:

President’s Report:

New Member Introductions: The Arlington Branch (#7047) of the NAACP has applied to join. Julius Spain, Branch President, gave a presentation about why they wanted to join.

Public Safety Committee Outcome: Mike Cantwell withdrew the proposal. The issues that the committee would have covered will be split between the Public Services and Legislation committees.

George Mason Univ. Arlington Campus Expansion:

They asked to make a presentation at a meeting (perhaps October) or put an notice in the newsletter about the Large expansion of their campus. The Board decided it was OK for the Newsletter, but not a meeting.

Bryna Helfer County Manager’s Office –Sept. 14th Meeting:

There will be a community conversation, “ A Virtual conversation with Arlington Community Leaders and County Leadership “, on **Sept.14th**. It will be directed mainly towards Civic Association Presidents. CivFed will Co-Host it.

Virtual meetings Continue:

VHC will not be available for awhile and capacity will be limited when they open. Meetings will be Virtual until at least the end of the calendar year and perhaps for much of meeting year.

Vice-President’s Report:

CivFed Email Accounts:

Adam Henderson & Tina Worden pruned obsolete and unused addresses from the CivFed email address list. Changed the Email Address policy from Individual based to Role based. Created Role based email addresses for the Committee Chairs and general addresses for the Board and Officers. All the old addresses will be monitored for activity and deleted if inactive.

Voting Procedures for Zoom:

Participants will need to register before getting a link and password. They will be admitted to the meeting between 6:00 and 7:00. The meeting will be closed to entry at 7:10 and there will be no readmittance. Ballots will be emailed to the Delegates in attendance at the end of the meeting. Voting will close the next day and then the results will be announced. This will be put in the Newsletter.

Committee Status:

Tina and Allan had 15 meetings with Committee Chairs and members about their goals and what they planned for the year.

Secretary's Report:

Dues/Contact Sheet/Organization Certification Status For Member Organizations:

Have Paid dues: 9 Emails sent to 44 organizations, 13 have responded
Submitted Contact Sheet: 11
Submitted Certification: 6

Treasurer's Report: Little change since July.

Dues are starting to come in. Uploaded financial reports to the Web site. We are Dropping PayPal this month. Will rebuild it and restart it in September. The Procedures for the Treasurer have been updated.

Audit Status: Completed with Jay Wind.

4) Committee Reports:

Bylaws – Allen Norton

There have been three Zoom meetings (Tina Worden, Dennis Gerrity, Burt Bostwick, Mike Cantwell & me) on the ACCF Procedures (a complementary document to the Bylaws). It is pretty much complete. There are 2-3 wording issues and then it can be sent to interested parties for review and comments.

Public Services – John Ford / Jackie Snelling

Will deal with 1) Stormwater, 2) Identifying priorities & metrics, 3) youth Mental Health, 4) Adult Mental Health this year.

Old Business:

1) Next General Meeting: Election Meeting – Lois

There will be four panels – Senate first, Board second, School Board third, then Congress.

Note: Senator Warner has not replied to our requests.

2) Diversity Discussion – Stacy

Need to have a Diversity mission statement. It could be done by an Ad Hoc or unofficial committee.

Juliet Hiznay: What are the obstacles? Should we survey the membership first before writing a mission statement?

3) Arlington Governance Task Force: Formation of new committee

We approved it in July and it will be introduced at the Sept meeting. There will be a short description of the project presented. When should we start nominating people? D. Schutz and M. Beer have been interviewing people. Having a slate by the Sept meeting would be nice, but isn't required right away.

4) Code of Conduct - Stacy

Stacy presented the completed Conduct Guidelines (shown below). Numerous people worked on them. She made a **motion** to approve them. It was seconded by Burt and voted on. All approved.

New Business

1) Approval of new member:

Allan **moved** that the NAACP should be admitted as a Member. Burt seconded it and all approved.

Note: The Members actually make the decision. They will vote on the application at the Sept. meeting.

2) Civil Rights Task Force Formation - Juliet Hiznay and Jackie Snelling

The Name was changed to **Civil Rights and Public Safety Working Group**.

Juliet Hiznay and Jackie Snelling disagreed on the focus of this Working Group.

3) Expansion of the Board

Stacy: The Board should be expanded to seven At-Large Directors for greater diversity and to lighten the workload per person.

Burt: We have a greater need for more Committee Chairs and Committee Members than two more Directors. Stacy disagreed.

Mike C.: We should make sure this a transparent process and cast a wide net. 2 candidates is not enough.

Stacy made a **motion** (shown below) to increase the number of At-Large Directors from Five to Seven. Tina seconded it. All Approved. (Jesse Boeding and Nicole Merlene have expressed interest in serving.)

Note: The Membership determines the number of At-Large Directors. The motion will have to be made again at a general meeting.

4) Zoom for Committees

An informal study of the usage plans of the Committees was done. Our present licenses will not support the demand. Tina determined that three Zoom licenses (1 Business Plan & 2 Pro Plan) might be needed. The consensus of the Board was that two (2) Zoom licenses (1 Business Plan & 1 Pro Plan) were sufficient for the projected usage. A second Pro Plan can be added if necessary.

5) Meeting Topics - Placeholders

October

COVID (Dr. Varghese), Parks & Recreation Bond, Stormwater Bonds, Legislative committee paper on the status of Civil rights in Arlington, George Mason expansion report, CIP

November:

R&E: panel on Arlington's economic outlook & strategic focus on small business, Chamber of Commerce.

December:

School Superintendant, County Manager, Airport Noise Mitigation Study

The September Board meeting will be a **Virtual** one and well be held on Sunday, September 20th at 6:00 pm.

The meeting was adjourned at 8:22
Respectfully submitted by Allen Norton

Motion to Add Two Board Seats

Whereas the Bylaws Section 3.02 allows the Board to consist of between 9 and 13 individuals,
Whereas the current Board consists of 9 individuals,
Whereas the Board would benefit from additional members,
Whereas the Membership sets the number of Board members,

Be it resolved, that the Board supports adding two Board seats, and resolves to put the question of expanding the Board by two seats to the Membership at the next Membership meeting.

Conduct Guidelines

The Arlington Civic Federation is a non-partisan forum for discussion and advocacy of community issues. Since open debate of issues can be at times controversial, we expect the highest level of courtesy from meeting participants. Those who do not exhibit courtesy and respect for others may be asked to leave the meeting and may be prohibited from attending future meetings. If you have questions, please refer to the Meeting Guidelines posted on the Arlington Civic Federation website, or to the chair of the meeting.

General Guidelines

- 1) Be respectful of others at all times – in person, in correspondence and in chat groups. While ideas should be debated, they should never be dismissed;
- 2) Come to meetings as prepared as possible;
- 3) At monthly meetings (in person and online) arrive 15 – 30 minutes early so that delegate attendance can be documented;
- 4) Turn off your cell phone, mute your background audio, set up your online device in advance.

Speaking Guidelines

- 1) Chairs: announce time limits and deadlines. Participants: respect announced time limits and deadlines;
- 2) New delegates and delegates who have not spoken before should be the first to speak. A delegate may speak only once on an issue until all others have had an opportunity to speak. At monthly meetings, speakers should state their name, and the organization they represent before speaking;
- 3) Speakers need to be recognized by the meeting chair. A speaker having got the floor, is entitled to be heard to the end, or till the time expired; without interruption;
- 4) Speak politely;
- 5) Lastly, and most importantly *really listen to what others have to say.*