

**June 9, 2019**  
**Arlington County Civic Federation**  
**Board of Directors Meeting Minutes**

Call to Order at 6:35 p.m.

Board members attending the meeting: Duke Banks, Dennis Gerrity, Rick Epstein, Sarah Shortall, Lois Koontz, Sandy Newton and Mike McMenam. Others attending included Allan Gajadhar ( VP Elect ); Allen Norton ( Secretary Elect ); Stacy Meyer ( Friends of Aurora Highlands Park ); Eric Castle ( Crystal City ); Chanda Choun ( Buckingham ); Jackie Snelling ( Public Service Committee Chair ); Burt Bostwick ( R&E Committee POC ); John Seymour ( Environmental Committee Chair ); Tina Worden ( Cultural Affairs Committee Chair ); Ron Haddox ( Legislation Committee Chair & Web Support ) and Ms. Banks ( Waverly Hills ).

1. Meeting Agenda:

A motion to approve the agenda for this meeting was made, seconded and approved without exception.

2. April Board Meeting Minutes:

A motion to approve the minutes for the May 19, 2019 Board Meeting was made seconded and approved without exception.

3. Treasurer's Update:

Sarah reported that that the books for the fiscal year 20182019 will close at the end of the month and requested that anyone who wants to be reimbursed for an expense give her the receipt soon. Jay Wind will start the audit at that time. The banquet came out about \$100 ahead. There is a late receipt that may decrease the profit, though.

4. Transition to new Board of Directors:

a. Need to determine July Board of Directors meeting date and time.

( **will be on Tuesday, July 2d, at the Woman's Club of Arlington, 700 S Buchanan, at 7:00 pm** )

b. The new Board will have to elect a Chair and Vice-Chair.

c. Logistical Issues

1. Duke will tell Nancy Okasaki ( Conference and Events Manager of VHC ) about the new Board, **which will have to contact her and confirm the 2019-20 meeting dates ( She will not be available in late October or November, though )**.

2. Computer setup and VHC A/V system – **Allan will do it ( with assistance from Sandy )**

3. Career Center – **Duke orders pizza for them each month ( 1 pepperoni & 1 veggie )**

Note: Sandy wants to review the CivFed-Career Center arrangement.

4. Need to return auditorium to how we found it ( main issues are straightening out the furniture in the lobby, picking up trash on the floor, restacking the chairs near the podium and putting them behind the banner ) – **The new Board will determine a policy for it.**

5. Need to get ACCF computer back from Nicole. **Allan will get it.**

6. Need to contact Firehouse #2 every few months to set up time for Board meetings. Also the date may need to be changed to accommodate the new general meeting date.

Note: There is interest in looking at South Arlington locations for some Board meetings.

d. End of year filing documents with State Corporation Commission – **Sarah said we have to pay \$25 every year, but it wouldn't be due until September ( anniversary of Incorporation ). She will look on their Web site for other forms we have to fill out.**

e. End of year filing with IRS - **Sandy suggested we use the postcard ( or the 990N electronic postcard ). Sarah said that last year she had filed it two weeks after the end of the Fiscal year.**

f. Presidential handoff – **Duke will send a series of emails to Sandy and Allan on handoff issues.**

1. ACCF logo for correspondence – **Duke will provide the JPEG File used for insertion into documents.**

2. Big Screen Presentation – **Duke will provide some meeting presentations to be used as templates.**

Note: It was suggested that all presentations made would have to meet clarity and visibility requirements ( to be determined by the Board ).

3. Preparing scrip for meeting. – **Duke will send some samples to**

**Sandy and Allan.**

4. Naming Committee chairs – **The new President will do this ( with Board agreement ).**

5. Sandy asked if we had an IRS tax exempt number – **We do have a EIN**

6. Develop operating budget and inform membership – **The new President and Board will do this.**

Note: It has often been the case that the budget and audit results have been included in the October Newsletter.

Sarah would like Supplies to be fully budgeted. We have used a somewhat Ad Hoc process for printing and paper costs over the past few years and have depended too much on donations.

Note: Jackie suggested that we ask people for donations of excess Supplies.

g. Sarah has started to develop a handbook for new Directors ( modeled on the Waverly Hills one ) and explained what she thought it should cover. She requests that we tell her about any other topics we think should be covered ( and to make comments in general ).

h. Dennis requested that Duke put together a list of the known meetings CivFed will have during the year. Duke mentioned that juggling competing requests for our limited amount of time had been difficult.

Note: It was suggested that we consider the January meeting with the County Board to be a “Special” one with a “Normal” meeting added on the standard date.

5. Should the supporting report be submitted along with the resolution? – **The new Board will determine this for 2019-20 year.**

The 1101 Lee Highway Resolution, passed at the June Membership meeting, is the last one for the 2018-19 year.

Sarah made a motion to only send in the resolution and not send the report.

It was seconded and after some discussion was voted on.

Five voted For the motion and Two voted Against it. The motion passed. The report will not be sent.

6. Continued discussion on Rules and Procedures, plus guidelines for Committees

a. Development of chart – **Not finished. Proving harder than expected. Sarah hoping to finish by mid-July.**

7. Need to incorporate language emphasizing ACCF is non-partisan. Officers need to resign from Political Party Committees, especially President and Vice-President.

There is a tradition that the President be completely neutral. There are other traditions about the neutrality of Officers, Directors and Committee Chairs. **Nothing, however, is written down. The consensus of the Boards is that we should write a comprehensive non-partisan policy in the 2019-20 year.**

8. Status on developing a Conflict of Interest Statement ( Ben and Duke ) – **Duke said it was not finished.**

9. Status of Boundary issues:

- a. Colombia Heights - Green Valley Boundary Dispute And Incorporation of Cherry Valley back into Cherrydale  
**- Both are works in progress**

Jackie pointed out that the manner in which the ACCF and the County handle Civic Association boundary change requests is based on tradition and nothing is written down. This quasi-process has worked after a fashion for several decades, but it would be a good idea to finally write the procedures down. The County has said that they will put them on their Web site when we do.

Note: At present there are a number of Boundary Change projects being worked on and there has been confusion as to their status and scope, with no one knowing all the details. **The Board decided that for the foreseeable future, Dennis Gerrity would be the POC for all Associations requesting boundary changes and all Organizations requesting membership. The Board will determine how to handle each case.**

10. Continued efforts on addressing liability concerns for civic associations.

- a. Duke is investigating whether the Arlington Bar would be interested in providing assistance to the civic associations on liability matters in a manner similar to what the Richmond Bar Association is already doing.

11. Possible future items with County (based on meeting with County Manager) – Sandy & Duke:

- a. Complete Count Census Committee - **They want us to help**
- b. Fall workshop as follow-up to Energize Arlington – **To be determined by the new Board.**
- c. Possible July workshop for new incoming CA Presidents. – **To be determined by the new Board.**
- d. Community Energy Presentation in the Fall – **There may be a timing problem with this. Their schedule calls for the updated plan to be approved in September. We could do a short presentation at our September meeting, but couldn't vote on anything until October.**
- e. Representative to Utility Rate study – **They want a representative from the ACCF for this study.**

Note: The Board was asked whether it would give any instructions or guidelines to the representative. They have been

fairly independent in the past, but perhaps should have some guidelines. And, perhaps make a status report to the Board from time to time.

Note: A Board member also asked how many representatives we have right now. Duke wasn't certain. **Several members of the Board suggested that we find out.**

12. Review of June program – It went smoothly. Before the meeting there were concerns about the 1101 Lee Hwy presentation, but it worked out well. The Cultural Affairs presentation went well and plaudits were given to Tina Worden for how well it was planned.

13. September Program:

a. Candidates Forum

1. Who will moderate? - **The moderator has quite often been the President, but not always. It will be determined by the new Board.**

2. Organizational efforts. Contacting candidates, signing forms. - **Will be determined by the new Board.**

3. Contacting AIM (ask them to record entire meeting) - **Will be determined by the new Board.**

14. October program

a. Sandy would like to do a panel on Human trafficking.

Possibly someone from the DA's Office, School Board, Chamber of Commerce and Police Dept could be on it.

The Chief of Police told Jackie that their best source of information on this came from the FBI. She will get the name of the FBI liaison the police use.

15. Status of Website

a. Status of committee to determine what is needed on website – **The first meeting will be on June 15<sup>th</sup> at the Firehouse.**

Note: Duke pointed out that if the systems that run our Web site can't handle the layout the committee wants, then we may have to spend money. It will have to be budgeted for ( or taken out of reserves ).

16. NEWSLETTER: *Next deadline **August 22.***

a. Board to discuss articles and who will author. - **Will be determined by the new Board.**

In some years the Newsletter has been written and laid out entirely by the President. In other years it has been more of a group effort.

Note: Duke suggested that Sandy follow his practice of having editorial control.

17. The new Board will have to determine a Delegate Identification/Organization Certification/Dues Payment policy and schedule for it ( as well as assigning people to oversee the projects ).

The meeting was adjourned at 8:49.

Respectfully submitted by Allen Norton