

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

Draft Minutes

October 25, 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, Allen Norton, Stacy Meyer, Tina Worden, Eric Cassel, Mike McMenamin and Mike Cantwell. Others attending included Dennis Gerrity (Membership Chair); John Ford (Public Services Chair); Ron Haddox (Legislation Committee Chair); Jackie Snelling (Lyon Village); Dave Schutz (Ashton Heights); Darcy Cuffman (Penrose); Marc Shotten (Clarendon-Courthouse); Anne Lancaster (Waycroft-Woodlawn) and Hershel Kanter (Williamsburg).

Meeting Format: The meeting was held Virtually using Zoom. Eric was Host and Allan was Co-Host. Tina and Dennis controlled entry into the meeting.

Chair Intro: There will be a 2 minute break at 7:00.

Approval of September minutes: Approved unanimously.

Officers Reports

President’s Report:

The 10-20 membership meeting went well. Kudos to the team, Great Newsletter

Sent a letter to the County Board (and ARLnow) about Resolutions.

Comments and Amendments to Resolution: Not right yet

Tina said there was an Ad Hoc Committee (which was moved to the Communications Committee)

Vice-President’s Report:

VHC has canceled In-House meetings until next Spring. Our’s will probably be by Zoom until June 2021.

Have two Zoom licenses now. One will be for Committee use - gave training to several Committee Chairs.

The voting at Tuesday’s meeting did not go smoothly. Errors in registration settings created and snowballed into issues with verifying attendance and creating the email list for electronic ballots. Without a waiting room there was no way to manage attendance regardless of preregistration. Beginning with the preliminary ballot at the outset of the meeting, our team could not recover. As a result, some members did not receive ballots.

A better procedure is needed for the next meeting.

All six ballots passed. They need to be formatted for Adam. The Committee POC’s will do the formatting.

Updated resolutions are copied to the president and board chair by Thursday, Oct 29 to be updated on the ACCF website.

Secretary's Report:

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

Have Paid dues: 35

Emails sent to 76 organizations, 40 have responded

Submitted Contact Sheet: 30

Submitted Certification: 21

Nicole Merlene (NORML), Jesse Boeding (Green Valley) and Dennis Gerrity (NORML) have been nominated as candidates for the two new Director positions.

Treasurer’s Report:

None (The Treasurer wasn’t at the meeting)

Committee Reports:

Communication: There will be a Zoom meeting on Tuesday. The committee will review a number of tasks and draft a recurring execution list. This committee has taken on, out of necessity, numerous additional duties in response to developing processes and procedures for virtual meetings.

Old Business:

November General Meeting:

Tina presented a proposed Agenda:

- Legislative Committee: Qualified Immunity + Resolution, GMU Arlington Campus Expansion, County: Parking Permits Review Report, Governance Task Force: Member Slate, Expanded Board: 2 Seats - Slate of Candidates, Boundary Change Proposed as a Motion to approve by Membership (Jackie Snelling)

Diversity Discussion – DRE Partner:

Tina: DRE reached out to us last month. They want CivFed to be a partner and need a representative. The first training program (3 hours) is on Wednesday the 28th so we can't wait for the Newsletter to ask for volunteers. Stacy said she might want to do it.

ACCF Logo Change:

The President wants to create an Ad Hoc committee for this.

Arlington Governance Task Force: Formation of new committee:

Allan: Need to talk about communications – send a Constant Contact email.

New Business:

Scholarship Idea: Mike Cantwell

Mike outlined his idea for a ACCF Award. The competitive award would be given to a graduating HS senior. He will further develop his idea and send a proposal to the Board prior to the next Board meeting.

Vote on New Directors:

Tina and Allan presented plans for the nomination and voting procedure. Tina's was accepted with changes.

Eric: Seat the new Directors at the December Board meeting.

Allen: Should explain the nomination procedure to the membership immediately with Constant Contact.

December Meeting:

Not Discussed.

The November Board meeting will be a **Virtual** one and will be held on Sunday, November 22nd at 6:00 pm.

The meeting was adjourned at 7:38
Respectfully submitted by Allen Norton

**Board of Directors Virtual Meeting
October 25, 2020 - Tina Worden**

Full Vice-President Report

VHC recently informed us that they have cancelled all in-house meetings until February 2021. They will review their decision sometime in Spring 2021. *Plan to continue virtual meetings until June 2021.*

Committee Zoom Account was created at the end of September and at the beginning of October, I offered Zoom orientations to interested committee chairs. I've held 3 separate orientations for Parks & Rec, Environmental Affairs and Planning & Zoning. I've created a brief governance document outlining usage in accordance with ACCF purpose and Zoom Terms of Service. Minimal administration is needed. Zoom notices will be sent to the Treasurer and poc's are directed to contact me with issues.

Post Mortem of October 20 Membership Meeting:

During and after this meeting concerns were raised regarding our processes suggesting a lack of confidence or trust in this leadership.

This is what happened—errors in registration settings created and snowballed into issues with verifying attendance and creating the email list for electronic ballots. Without a waiting room there was no way to manage attendance regardless of preregistration. Beginning with the preliminary ballot at the outset of the meeting, our team could not recover.

As a result, some members did not receive ballots. We did our best to address any missing ballots and resend them and decided to extend the ballot deadline and announce results on Thursday afternoon (correction sent Oct 22, 2020 at 1:12p.)

Additionally, due to a miscommunication, the Environmental Affairs Committee chair had “New Business” that the president and I were not expecting. This created confusion at the end of an already extended meeting.

This raises the question about informing members of processes to bring new business to the membership.

October Approved Resolutions:

Responsibility of president and Board chair: the president requested vp send emails to poc's of resolutions. Emails sent after BOD meeting (25October).

All 6 Ballots passed. Email Announcement: <https://conta.cc/3kmQpBo>

FYI: Contacts responsible for resolutions should provide updates with basic formatting information: Title of the resolution; Committee/contact Name; Month/Year proposed; Committee report with vote totals; After Vote Report—Totals including a record of any dissents.

Updated resolutions are copied to the president and board chair by Thursday, Oct 29 to be updated on the ACCF website.

ACCF Board Expansion Procedures - October 2020
Original Version proposed by Tina Worden
REVISED by Board Chair on 25 October 2020

On October 21, 2020 by electronic ballot, the membership approved 2 additional at-large-directors for a total of 11 members. Currently, the Board of Directors has 9 members. The timeline will go as follows:

Notice to the Membership: The November 2020 Civic Voice newsletter will provide the notice of announcement for the nominations of at-large-director candidates to fill 2 vacant seats (Newsletter submissions deadline Nov 5).

Nominations Deadline: December 2. Nominations must be received by the Secretary at least fourteen (14) days in advance of the December 15 Member meeting.

A list of nominations received by December 2 will be listed in the December 2020 newsletter, resume of relevant community or professional experience to be included in the newsletter is optional but strongly recommended. (Newsletter deadline Dec 3)

Membership Vote for 2 candidates: Tuesday, December 15, 2020 Membership Meeting by electronic ballot. A simple majority vote of voting members in attendance, in accordance with ACCF Bylaws will determine the candidates.

Term of new candidates: begins with next Board of Directors Meeting in December 2020. ends on June 30, 2021 or as defined by the Term of Office stated in the Bylaws Article III Section 3.03 (c).

We submit these procedures in accordance with our **Bylaws**:

Article II Membership: Section 2.04 Membership Voting and Proxy

Article III Board of Directors: Section 3.02 Number and Qualifications, Section 3.07 Newly-Created Directorships and Vacancies, Section 3.03 Nomination, Election, and Term of Office