

[ **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 ); Julius Spain ( NAACP ); Kent Carter ( NAACP ); Benetta Kissel ( NAACP ); Mike Hemminger NAACP ); Lois Koontz ( Alcova Heights ); Betty Slanta ( Waverly Hills ) and Stephen D’Alessio ( Aurora Highlands ).

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

**Base Reports**

1) **Chair Intro:**

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.

**George Mason Univ. Arlington Campus Expansion:**

They asked to present a program at a meeting ( October? ). It will be a big project.

**Bryna Helfer County Manager’s Office –Sept. 14<sup>th</sup> Meeting:**

Directed to Civic Associations.

**Virtual meetings Continue:**

Meetings will be Virtual until at least the end of the calendar year. VHC will not be available for awhile.

**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 Name based to Role based. Created Role based email addresses for the Committee Chairs and general addresses for the Board and Officers.

**Voting Procedures for Zoom:**

Participants will need passwords and need to register between 6:00 and 7:00. The meeting will be closed to entry at 7:10.

Note: There were numerous complaints that closing a meeting to entry was too strict ( e.g.: What about people who come late because they only want to see one thing? Who can’t find the URL in time?, etc ).

### **Committee Status:**

Tina and Allan talked with all the Committee Chairs about what they planned for the year ( and asked how many Zoom meetings they thought they would need ). They also talked with many members about goals. Many comments were made ( e.g., from Rick Epstein, “ What is the Board’s mission? )

### **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.

Dropped our PayPal account this month. Will rebuild it correctly.

### **Audit Status:**

#### **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 ). There are four minor issues and then it can be sent to interested members for review.

##### **Public Services** – John Ford / Jackie Snelling

1) Stormwater, 2) Identify priorities / metrics / Community Safeway, 3) Mental Health: Youth, 4) Mental Health: Adult

### **Old Business:**

#### **1) Next General Meeting: Election Meeting** – Lois

There will be three panels – Senate first, then School Board, then Congress.

Note: Senator Warner has not replied to our requests.

#### **2) Diversity Discussion** – Stacy

Put a Diversity statement in the Newsletter. Should there be an Ad Hoc committee?

Juliet Hiznay: What are the obstacles?

#### **3) Arlington Governance Task Force: Formation of new committee**

No idea what was said about this.

#### **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 allowed to join. Burt seconded it and all approved.

Note: The Members actually make the decision. They will vote on the application at the September meeting. The Board’s approval simply makes it more likely that the Members will approve.

## 2) Civil Rights Task Force Formation

Juliet Hiznay and Jackie Snelling disagreed on the focus of this Task Force.

## 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.

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

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

Allen: This motion was not strictly necessary. The Membership determines the number of At-Large Directors. This motion will have to be made again at a general meeting.

## 4) Zoom for Committees

The consensus 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) October Meeting Topics

COVID ( Dr. Varghese ), Parks & Recreation Bond, Stormwater Bonds

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.*