



# Arlington County Civic Federation

BOARD OF DIRECTORS MEETING MINUTES, SUNDAY MARCH 17, 2024

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## MEETING

Arlington County Civic Federation, Board of Directors Meeting 03/17/2024 4:00 – 6:30 p.m.  
Held in person at the Arlington Mill Community Center and virtually via Zoom, called via email invitation.

## ATTENDEES

**Quorum Members** (8 of 12 present at meeting start)

1. John Ford, President
2. Ron Haddox, Vice President
3. David R Smith, Secretary
4. Ben Watts, Treasurer
5. Adam Henderson, Board Chair, By-laws Chair, Communications Chair
6. Jackie Snelling, Board Vice Chair
7. Nicholas Giacobbe, Board Member, Banquet Chair
8. Dave Schutz, Board Member, Form of Government Chair

## WELCOME AND CALL TO ORDER (Adam Henderson)

- Meeting called to order on 03/17/2024 at 4:00 p.m. by the Board Chair, Adam Henderson. Quorum of Directors (50% or more required) was established with 67% present.

## MINUTES (Adam Henderson)

- [A motion was made to approve the February Board Minutes, discussion was opened, a vote was taken, and the minutes were approved by unanimous consent.](#)

## PRESIDENT'S REPORT (John Ford)

- March Meetings
  - John let the board know that he had received positive feedback from attendees and was working on a letter to the County Board to summarize.
  - Jackie noted that an issue was re-raised about a lack of a county independent auditor, and requested that John follow-up with the County, noting that CivFed had a [2013 resolution](#) on the concern.
  - [A motion was made to authorize the Board Chair or President to send a letter to the County Board and the Manager on CivFed expectation that the County utilize an independent auditor and adequate staffing to support. Discussion was opened.](#)



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- It was noted that John Vihstadt has brought up the auditor concern in the past.

A vote was taken, and the Board Chair/President were approved by unanimous consent to send a letter to the County Board and Manager regarding the auditor concern.

- John reported that a new Nominating committee was approved at the March meeting and noted that he would call the first meeting.
- April Meetings
  - John informed the Board that we trying to work with the League of Women Voters, a CivFed member organization, on holding a school board candidates forum on April 24<sup>th</sup>. This forum would be outside of the General Membership meeting.
    - Dave Schutz noted that we would coordinate a Ranked Choice Briefing along with the candidate's forum.
- May Meetings
  - John has sent a 'save the date' to the County Board candidates to ensure they are available for our candidate's forum engagement.
  - John also noted that we may have a resolution in May regarding climate change.
- June Meetings
  - June will focus on annual elections.

## SECRETARY'S REPORT (David Smith)

- David recapped the March voting tallies:
  - Vote to approve the February General Membership meeting minutes – was approved by acclamation.
  - Vote to approve the Nominating Committee members for FY24 (Sandi Chesrown, Bryan Coleman, Lois Koontz, Alex Sakes, David Smith) – was approved by acclamation.

## TREASURER'S REPORT (Ben Watts)

- Ben reviewed the CivFed bank balances.
- Ben discussed setting up Zoom to charge our PayPal account.



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- Adam suggested that we make sure we have budget in PayPal even though there won't be any overdraft issue.

## **VICE CHAIR REPORT** (Jackie Snelling)

- April General Membership Meeting Preparation
  - Jackie reported that preparations are going well. The overall topic is well-being and equity with include two discussions with panelists:
    1. Equity for public health and wellbeing, with the following panelists:
      - Dr. Rueben Varghese – Arlington Director of Public Health
      - Janeth Valenzuela – Community Advocate and President of the Arlington Hispanic Parent's Association
      - Lesley Daigle – Chief Executive Officer of Arlington Free Clinic.
    2. The challenge of creating a biophilic community with equitable access to public green space and nature to reap the benefits to health and wellbeing, with the following panelists:
      - Jonathan Huntley – Senior Economist at the Wharton School of the University of Pennsylvania, joint author of the ACCF Parks Committee 2021 White Paper on Green Space Equity
      - Caroline Haynes – Served on County commissions on parks, natural resources, public spaces, and biophilic design. Founding member and active in the Arlington Regional Master Naturalists.
      - Shruti Kuppa – Chairperson of the Northern Virginia Conservation Trust Board, and the current Vice Chair for the Arlington Parks and Recreation Commission
- April 17<sup>th</sup> Community Policing Workshop
  - Jackie and Mike McMenamain met with a small group and looked at a plan for the policing workshop.
  - The current concept is to engage with ACPD regarding community policing and bring together resources to a workshop which would start out with the police talking about crime and safety, specifically the new by-civic association crime data.
  - The workshop would include break-out tables to discuss common topics to improve public safety.
- End of Year Committee Reports
  - Jackie noted a need to send a reminder to committee chairs of a need to develop end-of-year reports to be presented in June.



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- It was noted that 2 years ago the Bylaws Committee provided Jackie with a draft of procedures for committees. Jackie will review and revise the procedures and then bring back to the Board for approval.
- Charter Changes
  - Jackie noted her recommendation to revise the membership committee to include maintenance of the membership list.
- DEBI committee
  - Jackie informed the Board that we don't seem to have a record of the DEBI committee being adopted and suggested that the Board consider adding it as a subcommittee under Membership.

## **DISCUSSION** (Adam Henderson)

- **Banquet**
  - There was a question on whether we offer a discount for people who cannot afford the fee. The consensus was no, but that some members may opt to help provide support at their discretion.
    - Ron offered to pay for up to 5 people if they cannot pay.
  - Nick noted that:
    - Ticket sales are going slowly, have a total of 38 seats sold, 1 table to JD Spain and one table to Shelia Kelly.
    - We will shut down ticket sales on April 5<sup>th</sup>.
    - We were not able to get a quartet but will get a military soloist to sing the national anthem.
- It was noted that Bryna's going away on 5:30 on March 27th at the Celtic Room

## **NEWSLETTER ARTICLES REVIEW**

- Input Deadline: March 25
- Sending: March 30 for April 9 GM meeting
- Candidate Contents:
  - President's Message - John
  - March GM Forum Recap – David
  - April GM introduction - Jackie
  - Committees
    - Cultural Affairs – Tina Worden
    - Environmental Affairs – Mary Glass



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- Housing – Anne Bodine / Matt Hall
- Legislation – Paul Holland
- Legislation – FOG – Dave Schutz
- Parks and Rec – Dave Schutz
- Planning and Zoning – Brian Harner
- Public Services – John Ford
  - Advertise Lubber Run Watershed meeting?
- Revenues and Expenditures - Suzanne Sundburg
- Schools – Todd Truitt / Dave (upcoming Candidates forum)
- Public Safety – Mike (community policing forum)
- Communications - Adam
  - Preparedness/Emergency – Jackie
  - Earth Day - Jackie
  - Banquet

## ACTIONS

- Ben: set up the Zoom charging to use PayPal
- Jackie: Notify committees on expectation of end of year report
- Jackie and Adam: will work on a proposal for changes to the Membership Committee procedure
  - Jackie will provide a draft of Membership Committee
  - Jackie/ Adam will work on the reporting procedures
- Adam: Prepare a short bylaws discussion regarding membership for June GM meeting
- Dave: send a notice on final plan for League of Women Voters
- John/Adam: Send Board letter on community auditor

**ADJOURN** – 6:00 p.m.

Adam approved, by acclamation, that the meeting was adjourned.

Submitted by: David R. Smith, Secretary on 4/1/2024



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## **ADDENDUM 1 - 2024 Banquet Ticket Price Calculations**

### **Meal**

\$49.43 per person (based on total cost of \$7,413.75 for 150 guests)

### **Eventbrite Charges**

\$29.99 for processing up to 250 tickets

3.7% + \$1.79/ticket service fee

2.9% payment processing fee

Based on a \$75 ticket price for 150 guests, Eventbrite charge is **\$4.96 per ticket**

### **Card Stock for Awards**

\$26.99 for 50 sheets (Amazon.com)

### **Sheet Cakes**

\$50 (\$24.99/each at Costco)

### **Program Printing**

\$59.80 (Staples, 200 copies, 1 page 2 sided)

### **Comp Tickets**

\$100 for 2 Amazon Speakers

### **Place Cards**

\$21.98 (tent cards, Amazon.com, \$10.99/100)

\$5.99 (table numbers, Amazon.com)

\$15.54 (calligraphy pens, Amazon.com)

**Cost for 150 tickets, \$ 56.26 each**

### **Pricing:**

**\$75/ticket with a discounted price of \$70 before Wednesday, March 27**

**\$700 Sponsor table – 8 seats, name mentioned in program**



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## **ADDENDUM 2 - Communications Committee Charter**

It shall be the duty of this committee to develop a communication plan to inform and engage Delegates, Alternates, Member Organizations, the media, and community organizations on a regular basis about Federation news, meetings, activities, programs, and events and to promote and advocate for adopted ACCF positions.

Members will include officers and individuals designated by the board with specific responsibilities related to communication including, but not limited to:

- the Secretary responsible for the newsletter,
- a Webmaster responsible for the website and other communications platforms such as Vimeo, Constant Contact and Zoom,
- a Social Media coordinator responsible for Facebook, Twitter and other social media, and
- a Membership Committee representative responsible for developing and supporting additional methods to augment communications by and for members,
- a member technical support lead responsible for providing technical support to members for their internal communications.