

**Fairlington Citizens Association
Executive Board Meeting
Minutes Fairlington Community
Center 3308 S Stafford St
January 10, 2018, Final Draft**

Board Members Present

Guy Land
Chris Weathers
Rebecca Sayres
Lindsey Willman
Kent Duffy
Jen Davies
Hugh Baumgardner
Ed Hilz
Evan Harvey

Board Members Absent

N/A

Quorum Present?

Yes

Residents or other Attendees Present?

No

Call to Order

The Executive Board meeting was called to order at 7:15pm. President Land presided and noted the presence of a quorum.

Approval of Agenda

There was unanimous consent to approve the agenda distributed by President Land by email and hard copy.

Approval of Minutes

There was unanimous consent to approve the minutes of the meeting of the December meeting , distributed by email prior to January 10.

Officer Reports

- President
 - No report
- Vice President
 - No report

- Treasurer
 - Ed Hilz noted a lower participation rate (and drop in monthly ad revenue) for the December FCA Bulletin. Guy Land and the board opined that the cause was seasonal drop-off.
- Secretary
 - No report

New Business

- Standing Procedures and Practices (2018)
 - Unanimously approved by board
 - A copy of the Standing Procedures and Practices (2018) document is appended below, including a record of the unanimous vote to approve
- Appointment of Delegates and Alternates to Arlington County Civic Federation and Alexandria Federation of Civic Associations
 - Federations allow four (4) delegates and four (4) alternates from FCA; traditionally, FCA officers have held the delegate positions and other board members have served as alternates; board expressed consent to continue this practice in 2018
 - Arlington - Opting out: Kent Duffy
 - Secretary will inform Arlington and Arlington of FCA participants
 - There more more discussion among board members concerning the impact and efficacy of our participation in these projects
- Appointment of Fairlington Delegate and Alternate Representatives to Arlington Neighborhood Conservation Advisory Committee (NCAC)
 - Ed Hilz (delegate) and Rebecca Sayres (alternate) selected and approved by board
 - Noted that Fairlington and Shirlington have separate delegates/alternates in 2018
 - Ed Hilz briefed the board on progress in the “cobra”-style street light project on 31st St South
 - Ed Hilz will notify NCAC of the 2018 FCA participants
- Appointment of Bylaws Committee
 - Jen Davies, Lindsey Willman, and Kent Duffy (chair) appointed by President Guy Land, in consultation with the board
- Appointment of Audit Committee
 - Ed Hilz, Chris Weathers, and Evan Harvey appointed by President Guy Land, in consultation with the board
- 2018 Budget
 - Board reviewed 2018 Proposed Budget as prepared by Treasurer Ed Hilz
 - Santa Ride (2017) cost approximately \$100, which is over the budget for 2018
 - Question: Can we afford to do two (2) movie nights in 2018?
 - Deferred decision on Spring Movie Night until February board meeting
 - Guy Land reported that Fairlington t-shirt supplies are running low; size XL is completely out now
 - Rebecca Sayres volunteered to manage t-shirt sales and inventory

- Ed Hilz will distribute revised 2018 budget to board members
 - **Subsequently approved by electronic vote: 8 members voted yes, 1 non-vote**
- Home Renovation Seminar (02/03/2018)
 - Report from Chris Weathers - five (5) firms signed up so far
 - Board agreed to add a tote and t-shirt sale booth to event
 - Evan Harvey volunteered to run booth
- Fairlington 5K (04/29/2018)
 - Report from Jen Davies - following up with Arlington County; auction item request
- Website and Facebook page management
 - Website: Discussed options including FCA Board member volunteer or consultant Christine Chirichella (at \$25/month)
 - Board unanimously approved consultant role and expenditure
 - Facebook: Kent Duffy and Evan Harvey volunteered to continue as board volunteers
 - Board unanimously approved
- 75th Anniversary activities
 - Jen Davies report on progress - dates still pending
 - Board discussed possibility of creating special “75th Anniversary” t-shirts
- Spring Program Lineup
- Abingdon School Collaboration
 - Jen Davies report on progress - options for FCA meeting at Abingdon
 - Possible tour of the new school construction

Unfinished Business

- N/A

Adjourn

President Land motioned to adjourn at 8:55pm, which was seconded by Evan Harvey.

Respectfully submitted,
Evan Harvey, Secretary

Standing Executive Board Practices and Procedures
General Resolution No. 2018-1
January 10, 2018

Whereas, Article VII, Section 2 of the By-Laws empowers the Executive Board to have general supervision of the affairs of the Fairlington Citizens Association (FCA);

Whereas, the Executive Board has by precedent and practice established a variety of procedures to facilitate the conduct of Executive Board meetings and Association business; and

Whereas, the Executive Board wishes to continue these procedures for 2018 and formally establish the basis for a number of the procedures;

Therefore, Be It Resolved that the Executive Board adopts the following procedures for the conduct of meetings and Association business during 2018. These procedures shall remain in effect until amended by a majority of the Executive Board.

Section 1. Meeting date and time. The Executive Board shall meet monthly on the second Wednesday of the month at 7 p.m. and shall conclude by 9 p.m. in the Fairlington Community Center, 3308 S. Stafford Street, Arlington VA, unless the Board determines otherwise. The Executive Board may establish special meetings as it deems appropriate.

Section 2. Notice of meetings. Notice of meetings of the Executive Board and of the Association shall be published in the All-Fairlington Bulletin, the FCA website, or the Facebook page of the Fairlington Appreciation Society or other Facebook page associated with FCA. The nature of the notice may vary according to the medium in which the notice is published. Wherever possible, the notice shall identify the general matters to be considered by the Executive Board.

Section 3. Meeting Agenda. The agenda for each regular monthly meeting of the Executive Board shall be developed by the President in consultation with Board members and shall be distributed in advance to all members of the Executive Board. In the absence of any amendments, the agenda as presented by the President upon the convening of the meeting shall be adopted by unanimous consent.

Section 4. Order of Business. The standing order of business for regular monthly meetings of the Executive Board shall be as follows: Call to Order, Approval of the Agenda, Approval of the Minutes, President's Report, Treasurer's Report, Other Reports, Unfinished Business, New Business, Adjournment.

Section 5. FCA Member comments. Before the beginning of the monthly Executive Board meeting, there shall be an opportunity for FCA members to address the board on

matters affecting the community. Member comments shall be limited to three minutes per member.

Section 5. Minutes. The Secretary shall circulate draft minutes of the prior Executive Board meeting to all Board members in advance of the next Board meeting. Technical corrections to the minutes shall be submitted to the Secretary prior to the Board meeting and shall be deemed to be included in the minutes prior to a vote on final adoption of the minutes.

Section 5. Budget. No later than its February meeting, the Executive Board shall adopt a budget for the year, identifying anticipated expenditures by general category and projecting revenues. No later than its July meeting, the Executive Board shall conduct a mid-year review of the budget, amending it as appropriate.

Section 6. Committees and Delegates. At the January meeting of the Executive Board, the President shall appoint the committees specified in the By-Laws and, in consultation with the Board, shall appoint FCA delegates and alternates to the

Arlington County Civic Federation and the Alexandria Federation of Civic Associations.

Moved by: Guy Land

Seconded by: Evan Harvey

Vote: 9 Pass 0 Fail

Roll Call:

Hugh Baumgardner	X	Guy Land	X
Jennifer Davies	X	Rebecca Sayres	X
Kent Duffy	X	Chris Weathers	X
Evan Harvey	X	Lindsay Willmann	X
Ed Hilz	X		

Date: 01/10/2017