

**Fairlington Citizens Association  
Executive Board Meeting Minutes  
Fairlington Community Center  
3308 S Stafford St  
February 13th, 2019**

**Board Members Present**

- Lindsay Willmann
- Ed Hilz
- Rebecca Sayres
- Jenn Davies Beck
- Kent Duffy

**Board Members Absent**

- Guy Land
- Sarah Tuke Carr
- Chris Weathers
- Samuel Wolbert

**Quorum Present?**

- Yes

**Residents or other Attendees Present?**

- No

**Call to Order**

- The Executive Board meeting was called to order at 7:25 PM. Vice President Willmann is presiding in President Land's absence.

**Approval of Agenda**

- There was unanimous consent to approve the agenda (with adjustments as necessary) distributed prior by President Land via email. Vice President Willmann provided present board members a hard copy.

**Approval of Minutes**

- There was unanimous consent to approve the minutes of the January meeting distributed prior by Rebecca Sayres via email.

**Officer Reports**

- President
  - No report
- Vice President
  - No report
- Treasurer

- Deposits for the January AFB Commercial Ads and Mini Ads were made on December 28<sup>th</sup>, 2018; consequently, it will count as 2018 income. No Bulletin income is shown for the January AFB.
- Secretary
  - Voicemail left by Pam Green on 1/15/2019 inquiring if the FCA kept a list of rental units that are currently available. Rebecca Sayres returned Ms. Green's call informing her that the FCA does not keep a list of rental units and recommended she check with a local Relator.
  - Voicemail left on 1/17/2019 by Linda Winfree. Ms. Winfree was calling from the Carlyle House Condominiums. The Carlyle House is interested in installing charging stations and wanted more information on how the Fairlington Villages had theirs set-up. Rebecca Sayres returned Ms. Winfree's call referring her to the Fairlington Villages Management Office.
  - Voicemail left on 1/31/2019 by Turner Houston. Ms. Houston is trying to locate a venue where a knitting group can meet. She inquired about the FCA's room. Rebecca Sayres called Ms. Houston back and advised that the room the FCA uses is operated by the Arlington County and recommended she check with the County.
  - Voicemail left on 2/12/2019 by "Anne". Anne has historical artifacts (public offering statements, anniversary publications, etc.) of Fairlington that she is looking to donate. Rebecca Sayres contacted Terry Placek of the Fairlington Historical Society who would like the items and will be contacting Anne to collect.

### **Unfinished Business**

- 2018 FCA Financial Documents
  - Treasurer Ed Hilz motions to approve the 2018 FCA General Ledger, Profit & Loss Statement, and Balance Sheet prepared by Maahs & VanLahr, the accounting firm that maintains FCA's financial records. Maahs & VanLahr will utilize these documents for the FCA's 2018 tax filing.
  - Motion unanimously approved by the board.
- FY19 Budget
  - Treasurer Ed Hilz motions to add an additional line item in the 2019 budget "neighborhood activities" for \$500.
  - Motion unanimously approved by the board
- Family Movie Night
  - May 4<sup>th</sup> is the tentative date for movie night.
  - Vice President Willmann will contact the County for an update on the FCC field and reach out to the movie vendor.
  - Board to consider *Honey I Shrank the Kids* for the evening's screening proposed by Jennifer Davies.

- Vice President Willmann will provide an update by email to the board on venue and movie logistics. The board will need to vote by email on final details for inclusion in the April AFB.
  
- Abingdon Community Trees
  - Jennifer Davies to follow up with President Land and Ajibola Robinson. The County will likely need to be contacted to determine size specifications, restrictions, or the possibility of a pictogram (with cost and scalability).
  
- Ornament Sales Update and Reorder
  - Rebecca Sayres reports roughly 640 sold units.
  - The Fairlington Historical Society (FHS) has expressed interest in reordering 1000 units in 2019. The FCA prefers a curtailed order of 500.
  - A 10% discount will be applied if the order is placed prior to June 1<sup>st</sup>.
  - A motion will be introduced at the March meeting to reorder 500 ornaments.
  
- Facebook Options/Survey/Administration
  - Kent Duffy reports that the survey has amassed 113 responses on a variety of topics.
  - Board to consider an article in the AFB with an overview of the results or reporting them at the April FCA meeting.
  
- Streaming
  - Kent Duffy reports that an FCA YouTube channel has been established.
  - Kent Duffy will reach out to Sarah Tuke Carr for assistance in identifying proper equipment to stream. Preliminary market research suggests that quality cameras are in the \$400-500 range.
  - The Amazon presentation will be streamed for a trial run on the FCA YouTube channel.
  
- Fairlington 5K
  - Jennifer Davies reports that the permit has been approved. Moreover, that an alternate route is being discussed for 2020 to reduce security costs.
  - Board to consider a monetary donation to the Fairlington 5k in 2020 to offset costs.

### **New Business**

- STEM Preschool Expansion Application
  - Vice President Willmann motions for formal support of the STEM Preschool expansion application.
  - Motion unanimously approved by the board.
  
- Arlington County Civic Federation Annual Banquet
  - Officers and directors need to notify Treasurer Ed Hilz of their intention to attend the Arlington County Civic Federation Annual Banquet by Saturday, February 16<sup>th</sup>.

- T-Shirt Reorder
  - Vice President Willman presented t-shirt options from Custom Ink. The shirt colors are forest green. A long sleeve option was proposed for men and 3/4 sleeve for women. “Fairlington Est. 1943” was discussed for the design.
  - Shirts run in the \$14-\$15 range.
  - FCA to place an initial small order to gauge community enthusiasm.
  - Vice President Willman motions to replenish t-shirt inventory with a discretion not to exceed \$800.
  - Motion unanimously approved by the board.
  - April’s AFB to include an article on new t-shirt styles.
  
- FCC Playground Ribbon-Cutting
  - Board to consider a contribution to the ribbon-cutting event for refreshments, balloons, misc. items.
  - County confirms TBD board member(s) to attend.
  - Jenn Davies to be the lead liaison with the County for the event.

Adjournment

- Rebecca Sayres motioned to adjourn at 8:50 pm, which was unanimously approved

Submitted by Rebecca Sayres, Board Secretary