

**Fairlington Citizens Association  
Executive Board Meeting Minutes  
Fairlington Community Center  
3308 S. Stafford St.  
January 13, 2016, as approved**

Board Members Present

President Guy Land  
Vice President Kent Duffy  
Treasurer Ed Hilz  
Director Chris Weathers  
Director Jonathan Ansley  
Director Hugh Baumgardner  
Director Evan Harvey

Board Members Absent

Vernola Schlegel

Call to Order

The Executive Board meeting was called to order at 7:08 PM. 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.

Approval of Minutes

There was unanimous consent to approve the minutes of the meeting of December 9, 2015.

Officer Reports

*President* – Defers report

*Vice President*

Vice President Ansley provided a report on expenses related to Santa Fire Truck Ride. He noted that FCA purchased some items to supplement the program.

President Land commented that Police Santa Ride occurred with very little notice. Director Baumgardner suggested collaboration of Public Services (APD/AFD) for Santa program/gift giving/other related events during the holidays.

*Treasurer*

Treasurer Ed Hilz submitted the monthly financial report the Executive Board prior to the meeting. It included the following items:

- Bank Accounts
- January AFB Profit & Loss
- Certificates of Deposit

Treasurer Hilz discussed the elements of the AFB statement, including the following a review of costs, income from advertising, carrier expenses, postage/delivery charges, and printing expenses. Net profit for January was \$769. He explained that the compensation formula for the Ad manager, which uses \$300 for subtracting fixed expenses, is from 2004. Current fixed expenses for the AFB are almost double what they were then. A consideration to review this formula going forward is suggested. President Land interjected that at some point, as the board settles in, there will be a working session to review AFB profit/loss issues. This is not an immediately critical issue, but is something the Board will need to review. Board to review tax statements and corresponding accounts before sending to accountant for tax filings. Treasurer Hilz commented on the unique nature of FCA of having an actual cash balance without dues from the community residents.

*Secretary - Vacant*

#### Election of Secretary

President Land reported that Lindsay Willmann had asked to be considered for the position of Secretary and no other person had expressed interest in the position. There was unanimous consent to elect Lindsay Willmann as Secretary.

#### Standing Practices

Director Duffy moved, seconded by Director Weathers, to approve the Standing Executive Board Practices and Procedures, 2016. The motion passed 7-0. (A copy of the resolution is attached.)

#### Appointment of Delegates & Alternates to ACCF & AFCA

After consultation with the Board, President Land appointed the following delegates and alternates to the Arlington County Civic Federation:

- Delegates: Jonathan Ansley, Ed Hilz, Guy Land, Lindsay Willmann
- Alternates: Kent Duffy, Chris Weathers, Hugh Baumgardner, Evan Harvey

After consultation with the Board, President Land appointed Andi Dies as the delegate to the Alexandria Federation of Civic Associations. Ms. Dies is a resident of Alexandria who also owns a unit in Fairlington Villages.

#### Appointment of Delegate to Fairlington Neighborhood Conservation Committee.

Treasurer Hilz reported that Fairlington needs both Primary & Alternate Delegates for the Fairlington Neighborhood Conservation Committee. By unanimous consent the following were appointed:

- Primary: Ed Hilz
- Alternate: Evan Harvey

#### Appointment of Bylaws Committee

President Land noted the need to appoint members for Bylaws and Audit Committees. There may be some need to review some of the election aberrations we encountered in December with the Secretary election. Treasurer Hilz said that Bylaws are on the FCA website. President Land desired to appoint two members and with consultation upon a third. President Land appointed Directors Harvey and Baumgardner as Bylaws Committee Chairs, and Director Duffy as member, with another member to be appointed after consulting with absent Board members.

### Appointment of Audit Committee

Treasurer Hilz explains that the Audit Committee review tax returns, P&L, GL, & Balance Sheet & is then filed. President Land appointed Director Weathers as Chair of Audit Committee with Treasurer Hilz and Director Harvey as members.

### ACCF 100th anniversary banquet

Treasurer Hilz noted that the Arlington County Civic Federation 100th anniversary banquet is April 8. ACCF is asking civic associations to contribute in a different way to this event considering the milestone anniversary.

- \$250: Sponsor level (\$170 donation + \$80/2 tickets)
- \$100: Friend level

For as many board members that want to go, FCA will first donate at a sponsor level and for 2 members to attend, then \$40 for any further board members that want to attend. Treasurer Hilz moved that the Board authorize this, and Director Duffy seconded the motion. The motion passed 7-0.

### Home Renovation Expo & Workshop

Director Weathers reported the Board is still waiting on official registrations from vendors. Kent Duffy will help with selection. There are 12 tables in large spaces for 12 vendors. Board also discussed:

- Marketing
- Facebook
- Ad in AFB
- Signs the week before
- Capacity issues
- Find out classroom spaces
- AFB & Facebook – Capacity is limited
- If Advance Registration is required (decision: no)

Vendors will supply food/beverage. All hands on deck for March 5th if available. Volunteer solicitation will also be conducted via Facebook. Money is due from contractors February 5th.

### Fairlington Day

President Land asked if “Are we doing it? If so, when?” Treasurer Hilz responds that a volunteer force is needed as the event is labor intensive. Lead time is required and vendors may help support. Director Duffy mentions that we have other events that offer opportunities for celebration in our neighborhood (Farmer’s Market, 5K, etc).

President Land summarized the discussion, saying he is not hearing any willingness to tackle this in the spring. We would not have county support on a Sunday. 5K is already overwhelming and apprehensive about adding to it. He asks what we can do with other organizations like PTA (Joe Reed & Jennifer Davies) Farmers Market (Director Duffy will talk to Lane Erwin & Melissa Beene) through the year and not push for a ‘Fairlington Day’ this spring.

### 2016 Budget

Treasurer Hilz reviewed line items for proposed 2016 budget. After reviewing each of the line items, the Board decided to defer final approval until February.

Adjournment

Motion to adjourn by Director Ansley; seconded by Director Duffy, and passed at 9:02 pm.

Respectfully submitted,

Chris Weathers, FCA Director

Lindsay Willmann, FCA Secretary