

**Fairlington Citizens Association
Executive Board Meeting Minutes**

Fairlington Community Center
3308 South Stafford Street
Arlington, Virginia
January 8, 2014, as approved

Annual Business Meeting:

Board Members Present:

President Guy Land
Vice President Kent Duffy
Secretary Carol Dabbs
Treasurer Ed Hilz
Director Joe Hartman
Director Mark Jones
Director Bill Russell
Director Lisa Schwanger
Director Carrie Street

Call to Order

The meeting was called to order at 7:11 pm.

Approval of Agenda

The Agenda distributed by the President by email today was approved by consensus.

Approval of Minutes

Minutes of the December 11 Executive Board meeting were approved 9-0, with the edits from Christine Chrichella and Director Jones, and the addition of details about thanking the Fairlington Farmers Market from President Land.

Officer Reports

President

President Land welcomed new directors Russell and Schwanger, and thanked continuing members of the Board for their willingness to serve another year. He defers other matters to later in agenda.

Vice President

Vice President Duffy indicated that he is looking forward to the considerable work we've set out for ourselves this year. Assignments for food/drinks/signs may be changed as the year evolves; please provide receipts to Treasurer Hilz for reimbursement of your expenses. He suggested that at the meeting prior to your assignment to be responsible for drinks/ice, we check supplies of drinks to identify replenishments needed.

Treasurer

Treasurer Hilz had circulated the General Ledger section showing the checks issued December 16, January AFB Profit and Loss Statement, FCA Certificates of Deposit, and FCA Bank Accounts to the Board in advance of the meeting.

He also circulated an updated 2013 budget, as an aid to developing 2014 budget. (See discussion below.) President Land asked about the approximately \$2,000 difference between the sum of the 2013 monthly profits from the AFB Profit and Loss Statement and the amount listed in the 2013 budget update; Treasurer Hilz will identify the difference at our February meeting.

Secretary

There were very few telephone calls over the holidays.

Other

None

Unfinished Business

Fairlington Farmers Market

No update at this time from Director Street. Director Schwanger will be the Board liaison with the FFM group during 2014, allowing Director Street to move her attention to our Aging in Place efforts.

Fairlington 5K

Director Hartman will meet with Joe Reed on Saturday, in preparation for a meeting at AES on Tuesday between the AES committee and the FCA committee. He wants to discuss the sign-in process on line with AES. They have offers from a Shirlington runners group and his church for volunteers, so probably won't need FCA board members to be volunteers. The race is expected to start and finish at AES, with sponsor booths in the parking lot likely. The Girl Scouts are interested in some volunteer role for this event or Fairlington Day, based on a conversation between President Land and a local leader. We should expect emails from Director Hartman as this goes forward. No action needed tonight.

Fairlington Day, 2014

Director Jones has been in touch with the County, asking for confirmation of what we need to do to conduct this event. Next, we will need to get bids and select vendors. He asked that we assist him to identify a graphic artist to assist with design of a pamphlet for soliciting sponsors. He's reviewed the points of contact list among Fairlington and other local groups, which he will share with us so we can suggest others going forward. No action needed tonight. Vice President Duffy is considering additional activities for adults as part of Fairlington Day.

New Business

Standing Procedures and Practices, 2014

President Land indicated that his draft includes only a couple of wording changes from last year's version of this document, and that the only substantive change is to remove reference to not meeting in August. It was moved, seconded, and passed 9-0, with the following edits: 1) renumber to remove two number 5's; re-title to 2014; and change from NLT July to NLT August for mid-year review of budget. A copy of the edited document is appended to these minutes.

2014 Budget

Treasurer Hilz will create a 2014 budget for FCA using 2013 actuals as budget, except where there's a need for a change. We walked through the 2013 line items, agreeing on appropriate level for each one. Discussion followed about the continuation of a net loss of about \$4,000 per year, a pattern which has occurred over the past few years. Vice President Duffy suggested that

after Treasurer Hilz has prepared this draft of the 2014 budget, we consider this question, and discuss how we want to deal with the planned deficit against our AFB income. It was moved, seconded, and passed 9-0 that the draft of the 2014 budget be included in unfinished business for our February meeting.

Recycling/shredding events

Director Russell agreed to take over as point person for the recycling/shredding event(s).

Appointment of Delegates and Alternates to Arlington County Civic Federation and Alexandria Federation of Civic Associations

After discussion, President Land appointed the following:

For the Arlington County Civic Federation:

- 4 Delegates—Land, Duffy, Dabbs, and Russell
- 4 Alternates—Street, Hilz, Hartman, Schwanger

For the Alexandria Federation of Civic Associations:

- 1 delegate, Andi Dies; and 1 Alternate: Roz Jordan

Appointment of Standing Committees required by Bylaws

Bylaws Committee: Chair, Jones; Dabbs; and Schwanger

Audit Committee: Chair, Hartman; Hilz; and Duffy

Park Shirlington Redevelopment

The briefing we have arranged for the community will take place this Tuesday, January 14th, at 7 pm in the FCC. President Land expects a large and animated crowd. This is an informational meeting, not an advocacy meeting or an occasion for arguing with those presenting the information about their proposed plan. It is an opportunity for questions to learn about what is planned.

Regarding the FCA committee to be established to explore community views in order to advise the FCA's positions as the plan moves through consideration at Arlington County Government, about a dozen people have expressed interest over the last year; President Land went back to all of them, and about half responded to him. He doesn't plan further follow-up with those who did not respond yet. He plans to name Carol Bell as Chair, after considering those available. His intent is to let this committee do its own thing, and then make recommendations to us; we would not take any position or action prior to that. President Land would recommend that the committee establish a timeline and then to work through the application, as first steps.

Vice President Duffy indicated that we need to find out when in the Site Plan review we'll be asked for a response. Treasure Hilz pointed out that it's easier to change the proposal while it's with the Site Plan Review Committee (SPRC), rather than after it gets to the County Board. President Land also pointed out that the Chair of our committee needs to prevent it turning into a purely political group.

Aging in Place

We've had a good response from the AFB article. Guy thinks we will have lots of energy around it. This has paved the way for a planned briefing in March for Fairlington by Arlington Neighborhood Village to present their current and planned activities. It will be separate from our business meetings, so it doesn't compete for time with our ongoing programs.

Spring Program Lineup

President Land reviewed the proposal he'd sent to us for meeting topics and schedules until September. The only proposed change might be to hold the 3rd work session earlier than August; this remains to be determined.

FCA Handout

President Land indicated that former Director Woolley has agreed to re-examine this short document and edit as needed; he will get in touch with her about this. Global had printed the initial (small) quantity for us at no cost; President Land assumes that a new supply would need to be paid for. We agreed that about 250 copies would be appropriate for a second order—Treasurer Hilz was asked to discuss potential costs with Global.

Fairlington SWAG items

Tee shirts have not yet been paid for or delivered, but we expect to have them soon. Further discussion deferred due to lack of time.

AFB Editor

President Land indicated that he is using new writers this month; he is considering a potential editor, and is considering the matter. Board members were asked to advise him if there are other writers or potential editors we suggest be considered.

Adjourn

A motion to adjourn the meeting was made, seconded, and passed 9-0 at 9 pm.

Respectfully submitted,

Carol J. Dabbs
FCA Secretary

Standing Executive Board Practices and Procedures
General Resolution No. 2014-1
January 8, 2014

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 2014 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 2014. 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. Meetings shall begin at 7 p.m. and shall conclude by 9 p.m. and shall be held in the Fairlington Community Center, 3308 S. Stafford Street, Arlington VA. The Executive Board may establish other 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. Minutes. The Secretary shall circulate draft minutes of the prior Executive Board meeting to all Board members prior to the next Board meeting. Technical corrections to the minutes shall be submitted to the Secretary prior to the Board meeting

