

**Minutes**  
**Fairlington Citizens Association**  
Fairlington Community Center  
3308 South Stafford Street  
Arlington, Virginia  
January 9, 2013, as approved

**Regular Meeting of Fairlington Citizens Association**

Call to Order

The meeting was opened by President Land at 7:10 pm.

Special Presentation – Sarah Stott, Arlington County Parking Manager

Sarah Stott made a presentation regarding current legal and regulatory requirements for curbside parking in Arlington County, illustrated with examples from the recently repaved and restriped streets within Fairlington. She pointed out that her perspective is that of a city planner; Her colleague, Andrea Wilkinson provided additional information from the her perspective as an engineer.

Restriping, including marking of legal parking spaces is done any time a county street is repaved. As all of Fairlington is repaved, the then-current laws and regulations will be applied to designation of parking spaces. As has already been experienced on South Stafford and 34<sup>th</sup> Streets, this can result in the loss or gain of a few spaces. Ms. Stott also touched on Residential Permit Parking system, Shirlington commercial spaces (100 on street and 3000 off street), and responded to questions.

Solicitation of Resident Views on 2013 Priorities and Activities

There were no issues raised by those in attendance.

**Executive Board Business Meeting:**

Board Members Present:

President Guy Land  
Vice President Kent Duffy  
Secretary Carol Dabbs  
Treasurer Ed Hilz  
Director Jacob Gelbaum  
Director Joe Hartman  
Director Mark Jones  
Director Carrie Street  
Director Michelle Woolley

### Call to Order:

President Land called the meeting to order at 7:45 pm.

### Approval of Agenda

President Land requested approval of the agenda he'd distributed by email; it passed 9-0.

### Approval of Minutes

The minutes for December 12, 2012, were approved 9-0 with one amendment.

### Officer Reports

#### *President*

- Intends to meet a few times a year with each of the Condominium/Home Owner Association boards. He has already begun his first round of meetings with them.
- FV forum next Wed re: Park Shirlington FVCC
- Report on Firetruck Santa—very well attended, but we had a lot more candy than needed. Director Woolley indicated that she's prepared notes for next year's coordinator, so we'll remember that we need less candy. All of the EB expressed their thanks to her for the work she did, which produced a huge success.

#### *Vice President*

- Vice President Duffy will be responsible to keep track of the issues we've considered, but not completed action on, commonly called "the parking lot." We've had trouble with follow-up on all issues in recent years, due to the urgency of some new issues each month, and the limited time for our meetings due to the FCC's closing hour.

#### *Treasurer*

Treasurer Hilz presented the usual four documents regarding our financial situation, as well as a preliminary report on the 2013 budget, indicating the following:

- Of the five FCA CDs at Burke and Herbert Bank, two were renewed since the last meeting;
- In the Financial Report, he reviewed the balance changes since last month; both prepaid commercial and mini ads increased.
- The Profit and Loss Statement shows a profit a little better than December, confirming the seasonality of that drop off.
- The list of Checks Issued shows nothing unusual.
- The Draft Budget distributed is based on 2012 expenditures, and will be the basis for discussion next month. He drew our attention to the footnotes, which explain some items.

### Unfinished Business

#### *FCA Bylaws Amendment Update*

Director Jones reported that AFB Editor Fallon wrote up procedures for our handling of the vote and included them in her article on the subject in the January issue. Our Website Manager and Assistant AFB Editor Christine Chirichella has posted the proposed Bylaws amendment on our website. And Secretary Dabbs has distributed hard copies of the proposed amendment to the FV management office & FCC. Editor Fallon has written a follow-up article for the February issue of the AFB written, for which Secretary Dabbs will provide additional input.

Director Jones clarified that there is one amendment, and therefore there will be one vote to approve/disapprove it. While it would be appropriate for there to be secondary amendments, no additional amendments would be appropriate from the floor. Treasurer Hilz asked for definition of secondary amendments. Director Jones and President Land indicated that these arise from the existing amendment, but do not constitute new amendment to the Bylaws themselves, which would have to be considered using the process called for in the BL.

#### *Fairlington-Shirlington Neighborhood Conservation Plan Update*

Director Gelbaum will develop a Power Point presentation, which will be shown at a Board Work Group meeting this Saturday, the 12th. President Land and Treasurer Hilz will assist in the development of the presentation. Plans are to present ten to fifteen slides on February 14<sup>th</sup> to the Arlington Neighborhood Conservation Advisory Committee; subsequent steps will be to present the update to the Arlington County Planning Commission, and then to the Arlington County Board. Editor Fallon has written an article for the February AFB. Treasurer Hilz indicated that over \$600,000 of capital improvements in Fairlington have been made since the initial plan in 1987. The Power Point presentation will be emailed to the Board for their review.

#### New Business

##### *Standing Board Practices and Procedures*

The EB approved version 2 with amendments as discussed, 9-0. A copy of the version approved is appended to these minutes.

##### *Appointment of Standing Committees*

Bylaws Committee: Directors Jones and Woolley and Secretary Dabbs

Audit Committee: President Land described that two perspectives on this committee—that it is led by the Treasurer, or that it is to oversee the Treasurer's work. Vice President Duffy suggested that we include the Treasurer as a member of the committee, but not as chair. He mentioned that our use of accountant to issue most checks and maintain our records makes this less onerous, and indicated that he'd be willing to serve as chair—last time this was done, the committee needed simply to review the accountant statements. President Land appointed Vice President Duffy as Chair, with Directors Hartman and Treasurer Hilz as the other members.

##### Appointment of Civic Federation Delegates and Alternates

- Alexandria Federation of Civic Associations—Immediate Past President Jordan will be our representative; and
- Arlington County Civic Federation—President Land, Secretary Dabbs, Vice President Duffy, and Director Street will be our Delegates, with Treasurer Hilz, and Directors Hartman and Jones as alternates. Director Street asked about our role at the ACCF. Vice President Duffy and President Land described it as asking questions of presenters, voting on resolutions, the most important of which is about the annual budget presented by the county board. Director Hartman suggested that we caucus in advance to actively coordinate our coverage of meetings. Vice President Duffy will do so.

*Activities for 2013*

We worked from a consolidated list prepared by Guy from our email exchanges:

Community Events

70<sup>th</sup> Anniversary Celebration (Michelle, Ed)

Fairlington 5K (Jacob)

Fairlington Farmers Market (Jacob and Melissa Beene, FV Activities Chair)

Fairlington Recycling Day (Mark)

Fairlington Tree Walk (perhaps Brenda Kriegel)

Fairlington Architecture Tour (Carol)

All-Fairlington Swim Meet (Guy)

Adopt-a-Pet Day

Health and Fitness Fair (or, alternatively, health and fitness seminars)

History Walk

Movie Night

Fairlington Walkabout (might include a combination of a couple of the others)

“Targeted Activities”

Fairlington-Shirlington Neighborhood Conservation Plan (Ed, Jacob)

Fairlington Council of Presidents (Guy)

“Special” Activities

Park Shirlington Development

Director Street recommended that we pick one or two bigger items, and then work from there. It's clear that the item we are most committed to is commemorating Fairlington's 70<sup>th</sup> anniversary—ideas range from planting a tree to a full-blown All-Fairlington Day. Director Gelbaum suggested the idea of multiple smaller events, rather than a single event in commemoration. President Land indicated that FHS leadership would like to take a supporting role in 70<sup>th</sup> anniversary activities, due to their house and garden tour this year. Secretary Dabbs indicated that she doesn't sense that we are ready to make decisions. As a next step, we agreed that the person identified for each idea on the list above would be prepared to make a short report about it at the February EB meeting. Secretary Dabbs will contact Brenda Kriegel about the possible tree walk to solicit ideas.

*Communications Strategic Planning Work Session*

Vice President Duffy moved that we meet on February 11 at the FCC at 7 pm for a Strategic Planning work session on the subject of Communications, which was seconded and passed 9-0.

Adjournment

President Land adjourned the meeting at 8:59 pm.

Respectfully submitted,

Carol J. Dabbs  
FCA Secretary

**Fairlington Citizens Association  
Standing Executive Board Practices and Procedures  
General Resolution No. 2013-1  
January 9, 2013**

**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 2013 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 2013. 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 pm, or at the conclusion of any Regular meeting of the Association or public forum, and shall conclude by 9 p.m. and shall be held in the Fairlington Community Center, 3308 S. Stafford Street, Arlington VA. Except in unusual circumstances, there shall be no meeting of the Executive Board in August. 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 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 Kent Duffy

Vote For 9, Against 0, Abstentions 0

Roll Call:	Carol Dabbs	<u>for</u>	Mark Jones	<u>for</u>
	Kent Duffy	<u>for</u>	Guy Land	<u>for</u>
	Jacob Gelbaum	<u>for</u>	Carrie Street	<u>for</u>
	Joe Hartman	<u>for</u>	Michelle Woolley	<u>for</u>
	Ed Hilz	<u>for</u>		

Date: 1/9/13