

Minutes
Fairlington Citizens Association Executive Board Meeting
Fairlington Community Center
3308 South Stafford Street
Arlington, Virginia
September 28, 2011, as approved

Board Members Present:

President Rosiland Jordan
Vice President Bryan Pettigrew
Treasurer Ed Hilz
Director Kent Duffy
Director Mark Jones
Director Brenda Kriegel
Director Guy Land

Board Member Absent:

Secretary Carol Dabbs

Business Meeting:

Call to Order:

President Jordan called the meeting to order at 7:11 pm.

Minutes of September 14 Meeting:

A motion to approve the September 14, 2011, minutes as circulated was seconded and passed 7-0.

Discussion of Tribute for Reed Franklin

Director Kriegel agreed to gather and post on our bulletin board not later than October 8th the following items in tribute to Reed Franklin: A photo, the obituary, and the tribute from a colleague at ASHA (American Speech & Hearing Association). We agreed that this should remain posted for approximately one month.

Contributions may be made to the National Cathedral or the Buddhist Monastery in New York state. A motion to contribute \$200 from FCA to the Buddhist Monastery Kagyu Thubten Choling, based in Wappinger Falls, New York was seconded and passed 7-0.

In addition, 2 condolence cards will be sent from the FCA, one to the local monastery and the other with our contribution to the monastery in New York.

Emergency Contacts:

President Jordan suggested that contact information for the officers of FCA be forwarded to all Fairlington condo associations, governmental organizations and community groups.

Future Activities:

- *Firehouse Santa*, 3rd Saturday in December, to be organized by Director Land.
- *All Fairlington Day*, to be held in mid-May, will be organized by a committee composed of President Jordan, Vice President Pettigrew, Treasurer Hilz and Director Jones.

- *Fourth of July celebration* committee will include President Jordan, Secretary Dabbs, and Director Duffy (Tee-Shirts).

Budget Update:

Treasurer Hilz presented an updated profit and loss statement and budget ledger report, explaining that the accounting fees had been understated for 2010. We agreed to promote the sale of tee shirts to offset expenses.

Audit Committee:

An Audit Committee needs to be established now in order to audit the books and present results to the Annual meeting in December. While the By-Laws don't specify the size of this committee, President Jordan recommended three persons. Director Land remembers that we did talk earlier about an audit committee; Director Duffy remembers that we discussed its functions as looking at expenditures in an advisory status. A motion was seconded and passed 7-0 to establish the Audit Committee to:

1. Review the general ledger to determine checks and balances, and
2. Suggest a By-Laws change to present the Audit Report during tax season, rather than at the Annual Meeting.

Members of the Audit committee for 2011 will be Vice President Pettigrew, Treasurer Hilz, and Director Duffy.

By-Laws Committee:

President Jordan appointed Secretary Dabbs and Directors Kriegel and Jones to the By-Laws Committee, which will be set up pro-forma until duties are assigned.

FCA Pamphlet:

Our pamphlet needs to be updated for 2012 to reflect changes in Board membership, recent FCA accomplishments, and to include the FCA logo, pictures, and Google maps. Treasurer Hilz suggested that to the degree possible, the information included should not be time sensitive. Consensus was to reduce the pamphlet to a 5" x 8" format. Two approaches were considered to developing a new design: farming out the work, or having Board members make a template and circulating them to the Board for a vote. President Jordan and Director Jones will each develop a design for our consideration.

Adjournment: President Jordan adjourned the meeting at 9:00 pm.

Respectfully submitted (based on notes from Bryan Pettigrew),

Carol J. Dabbs, Secretary