



Minutes

Board of Directors Meeting - Tuesday, January 2, 2018

Attending: Margie Ott, President; Susan Harding, Vice President; Cecilia Bacigalupo, Treasurer; Sandy Roy; Mary O'Donoghue; Gary Ender; Peter Loew; Todd Smith, Executive Director.

Absent: Gabrielle Grunau.

1. Margie convened the meeting
 - The Board approved the minutes from 11-7-2017
 - The Board elected Todd Smith to serve on the board as treasurer.
2. Cecilia briefed the Board on 2017, end of the year income and expenses. Several clarifications were sought and Cecilia was asked to rework & resubmit to the board at the next meeting.
3. Margie walked the board through the "draft" 2018 Budget. There was general agreement that, at a minimum, the target for Village membership should be 132 members and that fundraising efforts be strengthened. Margie asked that committee chairs & members review the budget then meet and establish Committee goals and plans to meet them in time for the February meeting.
4. Membership committee – Todd and Peter.
 - Need to find more people for the committee. They are going to work with getting more members, making a plan and making a budget by the end of the month. Thinking of ways to get people to be part of the community.
5. Program Committee – Margie
 - Margie announced that Chair the Event's Committee after Gabrielle informed her that she could not.
 - Margie said there are way to increase the number of programs we provide – take for example Friendship heights village. They negotiated discounts with IONA and other places. We can piggy back these and say we should get the same deal.
 - Program recommendations were discussed. A program on "Fall Prevention" was one idea offered. Lisa suggested a 5-part series. Or an activities program that is geared towards fall prevention. Margie suggested that events could be linked with national. Example, having a Fall Protection Program in September which is National Fall Prevention Month. She also suggested that LFV could reach out and learn from other communities and organizations.

6. Volunteer Committee - Mary, Gary and Karen Goldstein

- Still need to train 10 to 15 volunteers.
- 63 current volunteers – have signed up for the new software.
- Medical note taking – discuss this with Chevy Chase at Home
- Reach out to the volunteers who have not been active – need to set up date for reaching out to those people.
- Driving is still a need.
- The other villages have set an age cap on their driving age.
- Explore why and if we want to recommend one.
- Find out which villages are doing it and why.
- See if they are doing a cap and then charging a premium.
- Ask other villages what they are doing for their membership.

7. Finance Committee -

- Data & Reports – How to access the information for each committee.
- A lot of reports can be done through QuickBooks and Nancy Millburn can help getting report templates together.
Lisa asked if there was a limit of time or timeframe to get these reports and data for the software developer?
- This will depend on the time frame. However, the longer we give the developer the better.

8. Committee Plans

- Committee Chairs were asked to hold meetings to draft their 2018 work plans and submit to Lisa by January 31 to allow review prior to February 6 board meeting. The plans should include a budget and key data that can be used to generate useful reports.

9. 2018-19 Montgomery County Grant – Margie

- We are not in a position to request grant money. We were invited to partner with Friendship Heights Neighborhood Network on a neighborhood survey to determine how members benefit from outreach. This was something that was done with Foggy Bottom. Proposal must be completed in 2 weeks. This would give us an opportunity to designate volunteers and train them how to do surveys.

10. Board expansion plan and leadership transition planning – Margie

- Margie needs help with identifying new board members. By the end of the year a new V.P. will be needed. Susan's last term ends in December 2018.
- Chairs for the program and communications committees are still needed.
- Seek to identify a social worker
- Find someone who can introduce us to people capable of higher levels of individual giving.

- Could al use one or two people heavily networked in neighborhoods/schools for new member/volunteer outreach.
- Margie reminded everyone that her last term ends in December 2019
- General board expansion will be helpful. Peter to possibly ask Dana Rice – real estate agent and who has been very supportive in the neighborhood.

11. Executive Director Report – Todd/Lisa

- Transition plan - Lisa and Todd will work on one for February.
- Coverage for next two weeks - Todd will continue in place until Lisa comes on board.
- Office hours until 1/16/2018 will remain 9a to 5p. Lisa may institute changes after she settles in.

12. New Business

- Lisa – will be going to AU internship fair. January 16th (morning). She is going to set up a table. This is the Washington semester program – school of professional extended studies. Individuals with degrees in liberal arts who want to do more.
- The suggestion was made that me might seek to organize a *“Taste of Little Falls”* event.
- Todd reported that Montgomery Magazine is doing a story about local villages and that LFV folks have been interviewed.

13. Adjourn