

Little Falls Village – October 3, 2017 - BOD Meeting Minutes

BOD members present: Margie Eulner Ott, Susan Harding, Gary Ender, Mary O'Donoghue

Staff Present: Todd Smith

Prospective board members present: Sandy Roy, Peter Loew

1. Convene Meeting - Margie

Approval of September 2017 Minutes – approved (although September meeting minutes were not official as there was not a quorum. Todd put these together).

ED search approved BOD description. Struggling with titles. Peter recommended we list the position under a different title.

We had 4 candidates, but one withdrew. Margie is set to do pre-screening review. Gary offered to be on the panel for the ED selection. Trying to establish their availability. Doodle was sent out by Margie to Susan and Peter. Margie interviewed 2 of the candidates. One was spectacular and the other dropped out. She will interview the other 2.

Spoke about various platforms the position was posted on – Next Door Neighbor, private job posting account via Peter, LinkedIn account, Facebook account, dmv Facebook for jobs. We also spoke about promoting paying to advertise via certain platforms if we cannot hire from the current candidate pool.

2. Todd – Financial report

BCC Counseling and assessment are going to use the new room at the office for group sessions. This will allow us to generate some revenue.

B/S – There are funds in the account. The savings we had saved in the last 6 months is growing so that we can meet all contractual obligations without any problem.

P&L – membership dues page 1. \$25,900 to date as opposed to \$30,000 last year. Difference is \$ 41,000.

Membership

We are 12 members short. Todd signed a new member 10/03/2017. He got the check 10/03/2017. He has 2 couples that are interested in becoming members. He has a few other inquiries. Todd spoke to Martha Holdridge and she is rejoining. This will potentially reduce the 12 to 6 members below. However, there is a concern with 2 to 3 members who may not be able to continue their membership due to health concerns.

Today membership is at 101. Todd stated at the beginning of this year, he thought we could move the membership to 160. We anticipate that we will be 20+ members short at year end. Margie pointed out that our goal was to address attrition and promote gain. Once we find an ED, Todd has stated that he will focus on membership promotion when he steps down from ED role.

3. BOD Appointments – Margie

She wanted to move this to the end to discuss the applications for Peter, Sandy and Gabrielle. So, we could discuss this after they have left the room. We need to have a discussion and a vote on how to appointment BOD vacancies

4. Development Committee – Susan

Calendar for the end of the year was handed out to the group.

Thank you notes – Susan and Todd need to get a list together of members so that we may write thank you notes to them. The BOD to was asked to participate in writing these notes.

Two grants were submitted – one was submitted to Freeman and the Rotary Club. End of Year Direct Mail – Susan is working with Eileen. Trying to put together some stories for the newsletter. Need to determine who will allow us to use direct quotes and photos. A direct mailing will be sent to families around Thanksgiving. The second mailing will be sent out to prior individuals who have donated thanking them for their support and possibly provide another donation.

Sibley – Hoping to get a zip code list from the Sibley Senior Association. Susan said that if Sibley will not allow this then they will reach out to Suburban.

Meeting on October 11 – Susan asked if we had enough pre-printed donation envelopes to put on every seat. Yes, we do.

Susan asked to make a plea for donations and suggested that Todd would be most effective in making the request.

Margie discussed the program – LfV's place in the community. If Ike shows up we will give thanks to his support of the community where people can age in place with health and grace. Susan recommended that we speak about how the village raises funds and the way funds support the village. To let the audience know about this.

Giving Tuesday promotion – discussed possibly initiating a “match” fundraising program for a period of time. No decision was made on who would match whom.

5. Volunteer Committee – Mary

October 11th Village Celebration Event

196 individuals were mailed. 40 RSVP and 39 Rejected and 83 not yet replied. Margie wanted to see if we could submit this via the listservs. Mary to see if she can find a link to the invitation for paperless post.

Margie asked if we could do a raffle at the end. Susan asked if we could also promote St. Dunstan's coat drive. Encourage attendees to bring a coat with them. Name tags to be provided to BOD members and attendees. List to be sent to Todd by Mary.

To do – what the application process is for one of our volunteers to be recommended by the county?

6. Executive Director Report – Todd

Todd authorized the website person to get everything up and running. The new process for managing the website is very easy. This will help with time management.

Todd's goal is to get this implemented as quickly as possible. There are ways that members and volunteers can use the website. A lot of things will be synced into the website.

Todd mentioned that everyone on the BOD needs to help for the October 11th event.

Susan offered to help with Sign in.

7. New Business

Date for the annual BOD meeting is set for December 5, 2017.

8. Board expansion

June and Nancy chose to end their term earlier because they were not at the August meeting and did not vote for the meeting changes. They cannot make the new meeting time.

Applications:

From Peter Loew – HR professional who has worked in aging communities and now works in home care. He was a member of the founding LFV board and now has time to return.

Gabrielle Grunau – has been a social member for a year now. She has been working with Karen Goldstein during game day. She came to the fundraising training. Her background is as a school psychologist. She is very involved with toast maters in Bethesda – working with public speaking and the power of persuasion. She is interested in driving up social memberships for the local community. She is on a number of boards for women.

Sandy Roy – she was a founding member. Has often lent her home to the village for events. She is on the development committee. She provides the continuity with the development committee. She has been following our growth and has been an active volunteer. She was a state department spouse and has served on many boards.

Margie has had a meeting with these people for an hour going over the requirements for the BOD, their position, and what they want to achieve with the BOD.

Dana Rice – Peter suggested her to join the board. They are targeting her for networking. She is the VP of Realty for Compass

Margie wanted to make a motion to vote on the 3 applicants to join the board. She also noted that they would commence their term earlier than December and they are willing to do so. Motion to vote – all approved. The new members are elected to the BOD.

9. New Business

Todd spoke to Pazit about potential new charities we could partner with. Habitat for humanity was one of the charities. This is to be discussed further.

10. Adjourn