

Minutes of Little Falls Village Board Meeting:

June 6, 2017

Attendees: Margie Ott, Todd Smith (Executive Director), June Gardner, Susan Harding, Laurene Sherlock, Jane Croft, Cecilia Bacigalupo, Gary Ender,

Guests: Manuel Valencia, Lynn Pekkanen, Gabrielle Grunau

President Report : Margie

Board minutes from May meeting are approved.

Treasurer's Report: Cecilia

See current profit and loss statement and balance sheet.

Executive Director Report: Todd

106 members as of today due to May meeting and picked up around 4 new volunteers.

No new signers from manning tables at Giant and Safeway but it heightens awareness.

Todd to cut back on hours in the office for more personal time so wants a replacement executive director by the end of 2017.

Margie Ott recommended but average salary for executive directors is \$60,000-\$85,000 and we don't have that amount of funding. Margie also points out that job description and skill set need to be defined. Margie sees the job as being more of a facilitator than "doer".

Susan interested in looking at totality of how the office is run as well as searching for a new Executive Director.

Currently Todd full time and Manuel half time.

We are receiving \$10,000 from MC grant

\$1,000 from MC Delta sorority just received today as well

Strategic Plan Update: Todd and Margie. (See written report)

Membership category: Todd

Revamping dues: suggestion to raise dues effective late Summer/ early Fall:

\$400/ member, \$800/ household, \$300/ social membership.

Todd and Nancy to speak with tax attorney re: amount of regular dues is tax deductible.

Corporate sponsorships: banner ads on bottom of website pages will be available.

Pricing for ads yet to be determined.

Establishing satellite neighbourhoods: discussing close by neighbourhoods being allowed to join. Todd to pursue this.

Development Report: Susan

Fundraising letter going out at end of week to those already officially connected to LFV in some manner (around 200 people). Some individuals have been id' days able to give larger contributions.

Going after businesses and going after top donors are two priorities for Susan.

Susan suggests bringing in Susan Kelley, development consultant (who is paid \$5,000 year for fundraising efforts) to do training.

Strengthening Board and Committees: Margie

Executive director tasked with keeping committee chairs on deadline

Still need to recruit more members and volunteers for committees

Encourage new May members and volunteers

Committee chairs encouraged to define needs for their committees : use Volunteer Montgomery County website for recruiting.

Support staff:

Getting more help not going well except for presence of student volunteer 3 mornings/week.

Adding greater value to members by providing added services and programs:

See report.

June to work up idea of providing consult for home maintenance.

Working with other Village Organisations: Todd

Group insurance rate still being worked on

Working with other Villages is slow work as they are made of many volunteers and part time workers.

Looking for new software package: Gary and Manuel to meet this week to finalise the Village needs and features needed. We are looking at the software developed for the Friendship Heights Neighborhood Network.

Lynn mentioned that Olney was given free software from County for Villages. You still have to apply for it. It only provides rides and not inside the door.

Questions on committee report: (Susan Harding)

She will create survey for the membership: past and current

Laurene's Committee Report:

She will help Todd with documents/ handouts for May 16th event.

She suggested having a speaker: Dania Depast. Communications Director: www.pcrm.org (physicians committee on responsible medicine).

1. Software has been purchased and will get installed will help streamline work and make more efficient.
2. Insurance: looking to collaborate with other Villages to save \$\$ and reduce costs.

One agent might have solution and will be meeting with the Villages.

Could save money having \$10 background check unless volunteer want to drive, then background check is \$29.

1. Job descriptions for volunteer positions were circulated. See attached document.
2. Village Membership Rate Comparison chart handed out. See attached document Discussion about rate increase, how that would work, categories of service, etc to increase membership dues. Suggestions: discount couples getting social membership, raise associate and social membership rates. Let non-members join outings for a fee. \$400 for full membership \$700 for couple or household. Susan suggests getting the survey done before raising dues. Laurene suggests giving incentive to "join now, rates going up in xxx months".
3. Organisational Considerations Document handed out. See attached document.

General discussion about membership dues and numbers and how to increase both.

23 social 76 members 10 membership plus at end of 2016.

Membership needs to take on some responsibility to have LFV to survive and thrive.