**Carderock Springs Citizens’ Association**

**February 18, 2019**

**Monthly Board Meeting Minutes**

Board members present: Jack Orrick, Petra Jacobs, Tom Deyo, Jenny Spreitzer, Stefan LoBuglio, Bill Draper

Board members excused: Tim Williams, Svitlana Sweat, Julie Weber

Community Members Present: Margie Orrick, Sue Eastman, Ashish Goel, Melissa Wilets

CSCA President Jack Orrick convened the meeting at 7:35 p.m.

**Item 1: Minutes**

Minutes from the November 19, 2018 meeting and the January 14, 2019 meeting were approved.

**Item 2: Treasurer’s report**

The report was not presented at this meeting due to the absence of the treasurer. Jack expressed appreciation for the assistance of several board members and their families on mailing out the dues reminder letters to community residents. He indicated that he has checked the association’s mailbox several times and it was filled with dues payments. Concerning the association financial accounts, Jack reported that he had looked online for a non-profit bank that could provide better and less costly services to the CSCA. After explaining some of the advantages offered by Revere Bank including free checking and free bill paying. It also offers an interest rate of 1% on money market accounts that have a minimum balance of $25,000. He asked for and received board approval to have the treasurer change banks.

**Action Item: The treasurer will change bank accounts to Revere Banking**

**Item 3: Directory**

Jack shared that he, Margie, Svitlana, and Bill had several positive calls with the owner of the company AtoZ Directory that will print Carderock’s directory and maintain it online as well. Jack indicated that four individuals from the association will be given rights to edit and manage the directory. With this service, community residents will have the opportunity to check on the accuracy of their family’s entries directly, and this will help CSCA maintain an accurate directory. Additional services offered by the company include allowing the association to use the directory information for mass email mailings.

In terms of printing, CSCA plans to order 700 directories for a total cost of $2,100 ($3/directory) less 10% of ad sales. The printing will be done in late March/early April. The company will market the directory to local businesses to increase ad revenues. If ad sales increase, printed directories in the future will cost less. Jack mentioned that the ad revenues in the River Falls community pay for all the printing costs due to the relative high number of ads. The association has committed to working with the company for three years, and that CSCA retains the right to directory database. The CSCA is not committed to printing the directory every year.

Finally, Jack mentioned that he has been reviewing the 15 pages of text that will be located in the front part of the directory and which provides an overview of the community and our unique architecture. He has asked other board members to proof read it as well.

 **Action Item: Board members will review and proofread the directory information describing the history and architecture of the community.**

**Item 3: Technology Update Redesign**

Margie Orrick reported that progress on revamping of the CSCA website continues. She expressed appreciation for the assistance that she has received from Craig Stoltz, Bill Draper, and other members of the board and community. She continues to seek more photos for the website and has arranged website tie-ins with that of the Swim and Tennis club. She is currently working on displaying a calendar on the home page that would be easily accessible and presented in a more modern format. Jack expressed an interest in having the calendar display not only the meeting type but also information such as the agenda. Also, Margie shared that she is working on the pages which list the recommended service providers. She indicated that she is currently addressing a problem with the Paypal function that allows community members to pay their dues online.

**Item 4: Nominating Committee for 2019 Board/Officer Positions**

Jack asked for an update of the nomination committees -- Julie Weber, Timothy Williams, and Stefan LoBuglio. They have the task to find community members to join the board as they step off. Two community members are seriously considering serving as board members, but a candidate for the secretary position has not been identified yet. At-Large Board Member Bill Draper will change his role to assume responsibilities of a board position in charge of membership and dues which was created at the January 2019 meeting.

**Action Item: The nominating committee will look to recruit a secretary board member for the CSCA.**

**Item 5: April Board Meeting**

The board discussed the April annual meeting and Jack proposed the 28th for the date with May 5 as an alternate date. In discussion about the program, the board thought that a program in line with CSCA’s current efforts to better brand the community would be of interest. Suggestions included having architectural experts such as Michael Cook speak about mid-century modernism. Clare Lise Kelly was also another person mentioned. Board members also discussed that the meeting could also serve at the official unveiling of the new Carderock logo designed by Melissa Wilets.

**Action Item: Jack will check about the availability of the club on April 28 for the annual meeting and May 5 as an alternate date.**

**­­­Action Item: Sue and Tom will follow-up with individuals who can speak to the importance of mid-century modernism and Tom will coordinate on the associations current branding efforts.**

**Item 6: Updates on Quiet Skies and Beltway Expansion**

Board members praised Petra Jacobs for organizing a well-attended public hearing during which 6 public elected officials had the opportunity to comment on presentations made by the State Highway Agency (SHA) concerning the belt way expansion proposal. Community residents were also invited to ask questions. The meeting was organized in coordination with the Cabin John community. Petra shared that she did follow-up with the SHA and elected representatives on a couple of issues including SHA’s commitment to replant vegetation. She also indicated that the association may want to track bills by Sara Love (HB663) which would prevent the “taking” of private homeowner’s land for the beltway expansion (which was a pledge made by the governor) and by Marc Korman (HB695) which ensures that the environment review process will be followed. In discussions, the board indicated the community does want a barrier wall, and if the expansion is a forgone conclusion, it would want no more than one additional lane in each direction as opposed to the four-lane expansion being considered and reported in the news. On April 13, the SHA will hold a presentation at Pyle Middle School on the streamlined proposals.

Concerning Quiet Skies, Petra indicated that Court has ordered a new briefing schedule. FAA’s response to MD opening brief is now due April 1st, final briefs are due May 13th. Oral arguments not scheduled yet.

**Item 7: Social Events**

The Board expressed its appreciation for the work that went into the successful community talent show, and particularly recognized Rob Gorman and Stephanie Land for having the idea and serving as the chief organizers. The event was well attended.

Upcoming social events include the International Potluck dinner on March 3 and progressive dinner scheduled for April 7.

**Item 8: Newsletter Design and Deadline**

Melissa Wilets asked the board to consider a new format for the newsletter that will incorporate her newly designed logo as well as a new color for the paper it is printed on. She shared that she was developing a three-column design to prevent overly wordy articles from dominating the front page, and that one of the columns would contain a calendar in a sophisticated format. She is also planning to use two fonts within the newsletter for purposes of style and readability. The Board was pleased with her design and also agreed with her to switch the color of the newsletter to a beige color from its current green. The Board voted to approve the new design and paper color.

In addition to the logo on the newsletter, Jack asked whether the meeting announcement signs could also incorporate the new logo. Melissa indicated that she would look at the current design and advise whether the new logo could be added to existing signs or whether it would prove better to print new signs. Stefan indicated that he would send her the sign graphics as well as the printer used by CSCA.

Based on the need for additional work on newsletter format and newsletter editor’s travel schedule, Jack proposed March 1 as the deadline for submission of newsletter articles for the next newsletter, with likely distribution to occur the weekend of March 9-10.

**Action Item: Stefan will provide Melissa with graphics of the current meeting signs and the contact information for the print shop used by CSCA.**

**Action Item: Newsletter articles will be submitted by March 1.**

There being no other matters before the board, the meeting was adjourned at approximately 8:41p.m.

Submitted by Stefan LoBuglio, CSCA At-Large Board Member