

Carderock Springs Citizens' Association
May 20, 2019
Monthly Board Meeting Minutes

Board members present: Jack Orrick, Sue Eastman, Ashish Goel, Jenny Spreitzer, Stefan LoBuglio, Bill Draper

Board members excused: Petra Jacobs, Tom Deyo

Community Members Present: Bei Wu and son

CSCA President Jack Orrick convened the meeting at 7:31 p.m.

- 1) Approval of April Board and Spring Annual meeting minutes
- 2) Welcoming Committee Recruitment
- 3) Directory Update
- 4) Treasurer's Report
- 5) Bank Account Transition
- 6) Old Business – Beltway Sound Barriers; Montgomery Quiet Skies; Website Redesign Update; Pepco Power Surge
- 7) New Business
- 8) June Meeting date; Newsletter Deadline

Item 1: Minutes

Minutes from the April 2019 board meeting and the Spring Annual Meeting were approved pending edits to Annual Meeting minutes regarding spelling of Leanne's name and number of community members in attendance (approximately 35).

Item 2: Welcoming Committee Recruitment

Jack reported that Jeff Spieler and a few others expressed willingness to be block captains. We still need more volunteers however.

Leanne Long needs a map in order chart out where volunteers are located and where we need to look for new ones. She also needs friendlier, more welcoming, better-designed materials for block captains to give out. Something appealing such as a car magnet, phone pocket or mug would be nice as well.

Action Items:

- **Jack to send out request on CS-Chat for more block captain volunteers and to print a notice in the next newsletter.**
- **Jack and Leanne will work with Melissa to design new Welcome Packet.**

Item 3: Directory Report

All of the spreadsheet information is entered but that the software interface makes it very challenging to update the database, especially with babysitter information, according to Bill Draper. Bill reported that only 10% of eligible members have logged on to AtoZ. We need clear instructions from Mike at AtoZ that we can share with the community. AtoZ user experience is “one of the worst I have ever experienced” per Stefan but we should give it a chance and encourage people to use it since we don’t want to get back in the directory printing business. Ashish suggested incorporating an online map into the online directory.

Action Items

- **It was decided that we don’t have to update (or decide how to update) the online version now, but we do need to send database lists of the various service providers for printing.**
- **Jack believes the directory might be ready in mid-June for home delivery: he will ask for volunteers on the chat.**

Item 4: Treasurer’s Report

Ashish created a new financial report for CSCA. He explained the report and noted that he is now saving all the invoices online in order not to keep paper records. We also discussed:

- Taxes: since we’re a small non-profit, our tax form is quite easy to fill out. Jack has asked Rob Gorman, who has handled this in the past, to assist Ashish with this year’s filing.
- Determining and consistently charging for newsletter advertising: in next newsletter, we should put a notice about classified newsletters costing \$XX per ad. When they send the ad to us, we should email them in return. We should Encourage people to pay for a year’s worth of ads (rather than pay ad by ad).
- Landscaper: was paid \$600 in March but he did mulching more recently. We need to discuss with the landscaper.
- Ashish reported that our 30% contingency requirement made us (technically) lose money last year. We need to discuss dues for next year – whether we feel we need to raise them or not. Will be in a better place to decide after the second dues mailing in June.
- Dues paying process: printed letters & mail cost about \$600, which is very high. We need to encourage people to renew electronically. There is a AtoZ Paypal option that might be able to utilize.
- Latest treasurer report will always be online.

Action Items

- **Complete tax filing**
- **Place notice in newsletter regarding advertising**
- **Discuss charges and continued work with landscaper**
- **Second dues mailing**
- **Discuss raising dues amount for 2020**

Item 5: Bank Account Update

Ashish and Jack met with rep at Lafayette Bank to learn about CD rates, which seem fair. Recommended that we put our reserve funds—i.e. our contingency fund—in two CDs: 75% in a one year CD and 25% in a 7-month CD. Even if we need the money early, we will lose only the interest. Suggest that we stay with Lafayette bank and do this. Motion to proceed, seconded and approved.

Action Item:

- **Jack and Ashish will put our reserve funds in two CDs: 75% in a one year CD and 25% in a 7-month CD at Lafayette Bank.**

Item 6: Old Business

1. Beltway expansion: will be the lead article in the next newsletter.
 - a. CSCA sent a letter to Franchot and Kopp, the two committee members who might be persuadable.
 - b. Sandy Dembski drafted a letter for board to review. Deadline for review is June 14.

Action Item: Review Sandy's letter and reply with suggestions by June 14.

2. Quiet Skies: also in newsletter. Next meeting May 30, 7 pm.
3. Website redesign: Jack noted that the website is still a work in progress. We would like to get more photographs and noted that we need a better system for updating the front page.
4. Pepco – Sue Eastman referred to Mikhal Freedhof's letter to elected officials regarding Pepco and its stonewalling of claims. This letter was shared via CS-Chat. Jack requested that Sue or Mikhal write a short piece for the newsletter.

Next meeting: June 24 (not the 17th)

Newsletter: next deadline is June 7th with goal of distributing mid-June. This is probably the only one we will print this summer.

There being no other matters before the board, the meeting was adjourned at approximately 8:47 p.m.

Submitted by Jennifer Spreitzer, CSCA Secretary