



Board Meeting Minutes  
January 5, 2016 5:00 pm

Attendees: Dave Gries, Jane Croft, Margie Ott, June Gardner, Susan Harding and Todd Smith (Executive Director). Also in attendance was Sara Watkins, from the consulting firm Capacity Partners.

I. President's Report: (Dave)

- Meeting convened at 5:13 pm
- Dave welcomed everyone
- Summary of 2015 status: 119 members: 30 are new to LFV

Aboard Actions

- The December 2015 board meeting minutes were approved.
- Following discussion, the new set of LFV bylaws discussed was approved.
- The board approved Lyn Witt as new board member.
- Meetings to be held on Mondays at 4:00 pm from now on.

II. Executive Director's Report (Todd)

- Office Space update: Todd reported that he was still pursuing potential space in the Long & Foster office on the lower level at the Shops at Sumner Place Mall. Other options are being pursued as well.
- Todd reported that if no office was found, he and Manuel could work remotely if necessary.
- Manuel trained a couple of volunteers to assist in the office in January and February while he's in Peru.

III. Organizational Review: (All)

- In introducing organizational review consultant Sara Watkins, Todd summarized the first two years of Village operations as successful, but that LFV still faces growing pains. For that reason, he sought outside expertise through Montgomery County's Pro-Bono consulting program for non-profits.
- Sara Watkins, Capacity Partners, is the consultant that agreed to work with LFV to review current operations, provide recommendations and help with the development of a new strategic plan.
- Sara Watkins addresses her role re: organizational suggestions. She feels LFV currently is well run but will discuss and come up with suggestions for improvements.
- Addresses Strategic Plan as currently written and makes some remarks about making "SMART" goals: measurable and obtainable. She asked board members to individually identify two or three goals for discussion and refinement at a meeting to be scheduled.
- Board skills: looking at working on how to get the best matches for serving on the Board.
- Will meet with Dave and Todd to discuss ideas.

IV. Treasurer's Report: (Todd reports in Nancy's absence)

- Addresses income summary of 2014 vs 2015: 55K vs 46K
- Total expenses: 10K below breaking even but doesn't take into account recent fundraising mailer which has netted over \$2,000 and donations are continuing to come in.

- The other half of the deficit due to increases expenses in several areas: staff salary was 6 months for year before but 12 months this past year.
- Outside contract services doubled for printing. There was discussion of how printing costs can be substantially reduced.
- Margie proposed that staff come up with budget for 2016. Todd concurs.

V. Development Committee Report: (Dave)

- Currently looking at two fundraising events 2016:
  1. Antique Road Show a possibility. Met with Sloane auction house that will provide 4-5 appraisers to value items brought to event. Sloane will also provide pro bono in house assessment for members.
  2. Online silent auction a real possibility. Already have 5 vacation houses offered.

Events Committee: (Todd reports)

- Todd reported that 9 individuals came to a meeting and agreed to help with event planning execution. It was determined that rather than having a committee that oversaw all village events and activities, it was decided that asking for volunteers to work on specific events was the best way to go. Events without volunteers would be dropped.

New Business :

- Jane Croft talked about Equity One and the Westbard redevelopment project. Other's on the board felt this was not an issue for LFV involvement.

With no other business before it, the Board voted to adjourn. The next meeting is scheduled for 4:00 pm, Monday, March 7 at the Sumner Village Community Center.