

Carderock Springs Citizens' Association
16 November 2015 CSCA Minutes CSCA Board Meeting

Board members present: *Anne Carlson, Rob Gorman, Stefan Lo Buglio, Jack Orrick, Donna Schwartz*

Also in attendance: Mary Lou Shannon, Ray van Raalte, Cheryl Glaessner, Sue Eastman

1) Approval of October Meeting Minutes

The October Meeting minutes were approved as distributed.

2) Treasurer's Report

Rob Gorman presented the Treasurer's report for October. There was one dues payment; funds in the PayPal account were transferred to the standard checking account. Rob has been working on the directory with Melissa Wilets. A final draft is ready for the printer.

The Treasurer's report was approved as presented.

3) Budget

Rob Gorman provided a budget review for 2015. Highlights include:

- \$12,301 in dues was collected; this is 88% of the project amount. In 2014, \$14,000 in dues was collected. An email reminder was sent to all households to pay their dues. Historical data on dues show a cyclical response for dues payments. Going forward (2016) a formal letter will be sent in the summer to all households to pay dues.
- \$7,800 in excess of operating costs has been collected in 2015 (\$12,301 dues - \$5,700 expenses = \$7,800). Costs for the directory and printing of additional signs for CSCA meetings or other events will increase the operating expenses. \$1,000 for board member insurance to be paid by end of 2015.
- 30% of dues collected is set aside in a contingency fund.
- \$400 net profit from the house tour. The house tour will not be held in 2016, it will mostly take place every other year.
- Operating expenses include costs associated with the website, Pepco costs, insurance, clean up of the front entrance, newsletter printing and delivery, directory printing.
- Discretionary expenses include the monies provided to CSCA committee chairs to use as they see fit without needing to ask for CSCA approval (this is limited to \$500/committee). Not all committees spent the budgeted monies in 2015.

The 2016 budget was discussed. Highlights include:

- Estimate \$14,000 in dues collection. Revenue should remain static.
- Operating expenses will include mailings, postage, supplies, post office box fee, website(s), River Road entrance maintenance, insurance, Pepco costs.
- Phil Rider has agreed to include the Welcome Committee activities as part of the Social Committee activities with a total budget of \$1,000.
- The Beautification Committee will be dissolved, as there is no chair. A contract for cleanup of the River Road entrance 4 times/year will be initiated. These monies will be included as maintenance costs.
- The Senior Committee will be dissolved. No budget needed for the 1-2 events that may occur in 2016.
- Traffic Committee to be budgeted \$500.

- C3 requests no monies (have grant money to spend; this is tracked separately in the budget and with separate checking account).
- \$2000 estimated for new signage for Edmund Bennett/Carderock history. This will also include the cost of having Mary Lou Shannon’s printed materials on Carderock history professionally digitized.
- Mary Lou Shannon mentioned that she has been paying to maintain URL “carderockcitiznes.org”. There was some discussion over whether this is needed given the other URLs “carderocksprings.org” and “carderocksprings.net” that are used for the website. As she will not be maintaining this in the future the Board needs to decide is it wants to assume responsibility for this.

ACTION: Rob Gorman to prepare draft 2016 budget and distribute to CSCA board members for comments.

ACTION: Rob Gorman and Melissa Wilets to send directory to printer.

ACTION: Barbara Ames to follow up on printing of new CSCA Board Meeting and events signs.

ACTION: Bill Moore to determine what Carderock domain names is needed.

4) Calendar

Upcoming events include:

- SAT NOV 21 (5:30 pm) International Family Thanksgiving Potluck (CSCA)*
- SAT DEC 12 Carderock Creates*
- SUN JAN 17 (3 – 6 pm) Wine Tasting; \$10/couple (CSCA)*
- SAT FEB 13 (7 pm) Valentine dessert potluck with champagne with dancing; \$10/couple (CSCA)*
- SAT MAR 19 (5:30 pm) A Day before the First Day of Spring Progressive Dinner (to begin at the club with appetizers/wine and beer, then proceed as a progressive dinner at different homes for different courses) (CSCA)*
- APR –CSCA Spring Meeting*
- MAY/JUN/JUL/AUG – no programs planned other than club gatherings on holiday weekends*

The Board discussed celebrating contributions that Mary Lou Shannon has made over the years to the community at the Spring Annual meeting and possibly encouraging a volunteer neighborhood beatification initiative as part of this tribute.

ACTION: Jack to discuss to celebration in honor of Mary Lou Shannon with Phil Rider.

5) Old Business

- Mark Zimsky, designated tree removal consultant, has expressed concern regarding liability. Jack Orrick found information stating that special immunity is available for members of neighborhood associations that meet specific criteria. Jack has filed an affidavit with the State of Maryland to register the CSCA. This immunity will be in addition to the insurance that is purchased each year.
- It was suggested that the posters that Mary Lou Shannon created and maintained on Carderock Springs history be digitized.
- Rob Gorman, Melissa Wilets, and Mary Lou to continue discussions on an outdoor sign display featuring Edmund Bennett.

6) Newsletter Articles

Deadline for articles will be December 18, 2015, with distribution planned for early January 2016. Proposed articles include CSCA events to be held in January and February, an article on tax credits available to households within Carderock Springs (this may be a rerun of the article that was written previously), Carderock Springs Facebook page, update on the Board of Appeals decision.

Meeting adjourned.

Next Meeting: Monday, January 18 @ 7:30 pm (Clubhouse).