

Carderock Springs Citizens' Association
April 15, 2019
Monthly Board Meeting Minutes

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

Board members excused: Julie Weber, Tim Williams

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

CSCA President Jack Orrick convened the meeting at 7:33 p.m.

Item 1: Minutes

Minutes from the March 18, 2019 meeting were approved.

Item 2: Branding and Signs

Signs: Melissa Wilets mocked up signs announcing CSCA meetings and got color samples from Sign-O-Rama. Citizens Board Meeting signs will be printed for board meetings. Special event meeting (i.e. Citizens' Association Meeting) signs will have a hook & loop solution for adapting to variable times. Signs should be double-sided.

Action Items: Melissa will:

- **change "Meeting" to "Event" on Special Event signs.**
- **Revisit design to maximize legibility of the Event notice/time; confirm that grey will be dark enough to read from a distance**
- **Circulate the estimate before she orders signs**
- **Document the colors for use in future work**

Identity work: Melissa showed the board printouts of the identity work she has been doing. A dark teal will be shared on the print directory and on the website. Tom Deyo has arranged for display boxes in front of club: CSCA is purchasing one and the Club is purchasing one. They are of bronzed aluminum, 24" x 36". The CSCA box will contain information about Carderock Springs and its history.

Action Item: Tom will oversee box's hanging on club and information about Carderock Springs before the April 28 Annual Meeting.

Item 3: Annual Meeting

Annual Meeting: April 28, 6:30 – 8 pm. Board members to assist at 6 pm with setup.

- Isabelle Gournay, historian, wants to speak but can't make the April 28 meeting. Scott Wilets will invite her for a date in the Fall.
- Jack Orrick has arranged for Sarah Love, our state delegate in the General Assembly, to speak at the Annual Meeting regarding MD legislative efforts and beltway expansion. The tentative agenda is: brief reports on board activities, recognition of outgoing board members, Speaker, Q & A.

Item 4: Welcome Committee Update

Leanne Long needs assistance in recruiting new welcome committee members, ideally distributed throughout neighborhood. We currently give new residents a directory and information about the covenants. We should consider a bumper magnet with branding. Approximately 25 houses per year close in the neighborhood.

Action Item: Jack will ask for volunteers to take on the ambassador role for specific areas via the Chat and at the Annual Meeting.

Item 5: Old Business

Beltway Expansion: Having attended a Saturday, April 13 meeting regarding the Beltway Expansion project conducted by the State Highway Administration, Petra Jacobs reported that the impact will be much larger than anticipated. We need to consider what the strongest argument for protection will be and ask Marc Korman about the best timing for meeting with SHA officials again. Tom Deyo asked if there is an administrative hearing coming up that we should attend: per Petra, it's not clear at this time. We should consider inviting an SHA staff member to show the map to the community and explain its implications.

Action Items: Petra will share the map on the listserv; CSCA will display the map at the Annual Meeting on 4/28; CSCA will publish the map in the next newsletter

Quiet Skies: The FAA submitted a brief and Maryland's answering brief is due May 2nd. The Montgomery County Quiet Skies Coalition has been officially established as a non-profit that can accept donations. Margie Orrick noted that it seems that there are more late- and overnight flights recently.

Item 6: Treasurer Transition

Svitlana Sweat has resigned as treasurer. Ashish Goel, incoming board member, has agreed to serve as treasurer in an interim capacity. Rob Gorman, past treasurer, will help with 2018 taxes. Lafayette Bank needs a board resolution providing names of two individuals authorized to access the account and write checks. Jack and Ashish will go to the bank to sign the forms. Revere Bank account was never opened. That paperwork will need to be updated before that account is opened. Passwords will need to be changed as well. There should be someone who is the "keeper of the passwords" who is separate from

the Treasurer. Treasurer email will be transferred to Ashish. No electronic records were shared by Svitlana, just physical paperwork including checks, ledger, etc.

Board resolution necessary for transitioning bank accounts: will include three names, those of the President, Vice-President and Treasurer; i.e. Jack Orrick, Tom Deyo and Ashish Goel. Jack will generate the resolution for the bank. Motion for the resolution was presented, seconded and approved.

Directory Updates and Printing: the spreadsheet needs to be updated regarding paid dues and AtoZ needs to be asked to upload the "paid" memberships column. In addition, someone needs to track babysitting and other services and submit this for the printed directory. Bill will handle most of this with Ashish's assistance. Bill needs to provide Ashish with access to AtoZ to make updates. Directory printing will need to be delayed until probably late May.

Action Items:

- **RESOLVED: Svitlana Sweat has resigned as Treasurer of the Carderock Springs Citizens' Association as of Sunday, April 14, 2019.**
- **RESOLVED: Each of John (Jack) Orrick, Tom Deyo and Ashish Goel are hereby authorized to serve as agents of Carderock Springs Citizens Association and signatories on any bank account open by such Association including the existing Lafayette Federal Credit Union accounts.**
- **Jack and Ashish will visit Lafayette Federal to update access to our accounts.**
- **Jack, Tom and Ashish will meet to go through the physical files with the goal of creating updated electronic records and accurate reports.**
- **Bill will make Directory updates and work with AtoZ.**

Newsletter: the next one will come out after Annual Meeting in mid- or late-May.

There being no other matters before the board, the meeting was adjourned at approximately 9:02p.m.

Submitted by Jennifer Spreitzer, CSCA Secretary