

LPCC Board of Governors Meeting Meeting Minutes 2024-12-19

I. Call to Order

Attendees: David Newman, Ann Reimers Pitts, Natalie Roy, Bill Anhut, Jeannette Wick, Shelya White, Elizabeth Wray

Absent: Kim Franklin, John Ausink and Paul Showalter. Those who were absent sent in votes and comments by email.

II. Review and Approval of November's Minutes - Minutes were approved unanimously with the following changes/clarifications:

1. The addition of a list of those who were absent from the meeting,
2. Deletion of the phrase "Bill Anhut indicated his intent to pursue an update to the Donors list." This will be deleted from the minutes in two locations.

III. Announcements and Administrative Items

- When emailing Cindy Stroup for LPCC-related reasons, please use her LPCC email address: LPCCRental@gmail.com
- Request for new Secretary - There were no volunteers. We could rotate responsibility each meeting.

IV. Old Business

- Lori Cruz/TNAG Services was selected as our new rental agent and cleaner
 - a. The arrangement will be for 6 months, January 1 - June 30, 2025.
 - b. Lori must learn and begin operations using current systems, except as otherwise agreed. The BOG will consider any recommendations Lori presents, including software for greater automation, at the same time as we make our own inquiries into other options, in consultation with community members.
 - c. If the BOG agrees to adopt a particular new software and approves funds to acquire a license, we will purchase the necessary license, rather than relying on a license held by anyone else, to ensure we control all LPCC data at all times.
 - d. Ann and David will join training sessions given by Cindy to Lori. Ann will have access to systems and data and will learn how to use any new systems. Cindy told Lori she can email her with questions at any time beyond Dec 31.
 - e. Details of Lori and Cindy's compensation were shared with the BOG in David Newman's email of 12/4/24 sent at 1:47 pm
 - f. A comprehensive contract will be signed between Lori Cruz/TNAG Cleaning Services and the BOG.
- Implementing an event cancellation fee was discussed. Details and a decision were tabled until it is fleshed out more in a proposed rental agreement.
- VOTING ITEM: Cleaning Requirement. Approve requirement for renters to use TNAG Services or other approved cleaner, for cleaning after events, unless falling within an exception approved by the BOG.

This vote had been deferred last month. John commented that he believed this requirement would make scheduling easier and avoid disputes with renters. Jeannette

requested that the vote be deferred again so that the Board could be shown a chart showing the costs for common rental scenarios. David pointed out that TNAG would be starting work on Jan 1, 2025, and that we needed to resolve this issue before then. The measure passed 9 to 1. Ms. Wick cast a vote against the measure.

- VOTING ITEM: Exceptions to Cleaning Requirement. Approve exception from requirement to use TNAG Services to clean after events hosted by the BOG, LPWC, or LPCA. This measure passed unanimously.
- Posting of the LPCC internet password for renters. As no Board members raised additional concerns, this issue is considered resolved with the following policy: On request, the password has been and will be provided to renters for their use, not for general use by their guests.
- VOTING ITEM: Registered Agent. Approve selection of John Ausink as LPCC's Registered Agent for the Commonwealth of Virginia (replacing Rich Robinson) and for the Wells Fargo Account (replacing Liz Delmar). Background: Wells Fargo requires the same person fills both positions and Liz legally is not eligible to be the Registered Agent for VA. The measure passed unanimously.
- Update on trustees: David will review any available insights from former lawyers and report back to BOG on any recommendation for changes to LPCC foundational documents. For now, trustees are covered by our liability policy, but we need to replace Larry Mayer. Bill Anhut agreed to ask Susan Bell if she will be a trustee.
- Update on insurance questions: John is working to provide all the additional information the insurance company is asking for. They will have an updated replacement value and coverage quote for us shortly.
- VOTING ITEM: Historical Home marker purchases. Approve LPCC receiving payments for historical home markers (~\$275) and any related donations, making required payments to the supplier of the markers, and retaining donations for use for purposes within LPCC's mandate, as decided by the BOG in consultation with the designated representative of the LPCA.

A vote on this was deferred last month because John and Bill were both absent. John has since considered the question and advised that he has "no problem with people donating as part of their historical marker purchase and keeping the money in an LPCC historical project line item." It was clarified that Elizabeth Sheehy will be administering this in conjunction with Liz Delmar. Elizabeth Sheehy will also be responsible for writing thank you notes to people who purchase historical house markers, making clear what portion of their payment is tax-deductible and what portion is the cost of the marker. Whether or not this activity lies within the mission of the LPCC was discussed. It was determined that, as it functions as a fundraiser for the LPCC, it does. The measure passed unanimously.

V. Standing agenda

- A. Treasurer's Report: John reported nothing unusual. Rental income is a bit lower than last year, but total income is higher due to grant money. John will send documentation from Liz to the BOG tomorrow.

B. Rental Agent Report and Community House issues

Going forward the Rental Agent Report will be gathered earlier, so that it can be reported in a timely manner. These minutes report the previous month's income as requested by Elizabeth and Bill.

Community House Issues will be handled in Old or New Business.

Rental income

NOV	\$ 11,310.00
DEC	\$ 4,712.00
2024	\$119,643.00
2025	\$ 34,024.00
2026	\$ 1,900

C. Special Events

- Member reports on:

1. Holiday Parties (Family and Adult) 12/15

Paul reported: We had more than 60 families attend the kids holiday party. It was an amazing success. The room was packed with kids making all the crafts and getting photos with Santa. The wrapping station was a huge hit again. The kids had so much fun wrapping their creations – which will end up with grandparents... We estimated that more than 200+ people came through the building during the event. Darcy did a wonderful job decorating and planning the event.

Natalie and Kim reported that the adult party was well attended and enjoyable.

2. Pancake breakfast 1/25 - Mark and Trish Montgomery are coordinating.

3. Valentine Cupcake Sale - Women's Club is coordinating this event. Jeannette may not be able to do it. \$1400-1800 is usually raised at this sale. They need new volunteers.

- A discussion took place related to reporting money collected at and spent for events. It was suggested that we set a time period during which expenses and donations must be accounted for. Bill suggested also requiring a traceable system of collecting money. A lock box with a slot in it and a double ticket system were considered. No decisions were made.

D. Capital Improvements

- Playground Renovation proposal submitted by community member. Mark Ilich, an 18 year member of our community and park neighbor and user (with young children), offered to donate design and construction advisory/consultative, assistance with community fundraising, and financial support for an LPCC playground renovation. Proposed price ranges: Minor (\$250 - 500k), Medium (\$500 - \$1m), and Large (\$1m - \$2.5M).
- VOTING ITEM: Approve creation of a Playground Renovations Committee to develop detailed recommendations for BOG consideration. Vote carried unanimously.

VI. New Business

- Educational rent waivers: We received a request from two TJ Middle School IB students seeking a rent waiver for a Bingo fundraiser for PathForward, proposed to be held at LPCC. The students are prepared to present at the January meeting.
- VOTING ITEM: Educational rent waivers. Pending creation of, and recommendations from, relevant committees, generally approve availability of rent waivers, at the discretion of the Chair and Vice Chair acting jointly case-by-case, for projects filling academic requirements for middle or high school students who live in Lyon Park or Ashton Heights, subject to the following requirements:
 1. The planned event must fulfill a school requirement;
 2. The student residing in Lyon Park or Ashton Heights applies for a rent waiver by submitting a waiver request to any BOG member generally describing the proposed event and the academic requirement it will satisfy;
 3. The student makes a live detailed presentation to the BOG in support of their application for a rent waiver of 7 minutes or less;
 4. A parent or legal guardian of the student, who also resides in Lyon Park or Ashton Heights, attends the student's presentation and signs the standard contract as the responsible party; and
 5. The parent or legal guardian pays the security deposit and acknowledges their personal liability for complying with all contract requirements, including attending the event, satisfying all clean-up requirements, and liability for any damages;
 6. The event may not be held Friday after 2:00 pm, any time Saturday, Sunday after 2:00 pm, or on a holiday weekend;
 7. The event cannot include use of the large kitchen;
 8. No alcoholic beverages can be served; and
 8. The event is eligible for an exemption from the requirement for using TNAG Services for cleaning, but security deposit funds may be withheld if supplemental cleaning is required.

Comments submitted ahead of time included:

John: Agrees, understanding this is not a specific commitment, but opens up the possibility.

Kim: Agrees, noting that prime rental dates/times should not be eligible. She asks why W&L High School is excluded?

Paul: Did not vote, but commented "I would also add Washington-Liberty and HB Woodlawn."

As a result of these comments and the subsequent discussion among the Board members, more restrictive language in the originally proposed voting item was changed so that the waivers would apply to "middle or high school students who live in Lyon Park or Ashton Heights." As changed, the vote carried with no votes against it.

- The BOG was asked to consider doing a financial audit. Money from the home and garden tour in Sept 2022 was raised for this (\$2000), but the Board chose not to do an audit at that time. Bill Anhut was treasurer at the time and, as a CPA, believed the money that would have been spent on the audit could have been better spent. The proposal went to a vote of the Board at the time and did not pass. Because third-party financial review is

considered best business practice for non-profit organizations, the Board was asked to reconsider. John Ausink, our current treasurer, is not an accountant. The audit would not be looking for any malfeasance; it would be looking for mistakes or potential for improvements. Using an independent auditor avoids any potential conflict of interest. A few members stated that they do not think there is a need for an audit. No decision was made. The money that was raised before could be used for a future audit.

- VOTING ITEM: Committee formation - David explained that voting is necessary to set up the committees. The committees will be staffed later.
The Board voted unanimously to approve establishment of all proposed committees:
 - Outdoor Sign Placement Committee
Purpose: To recommend placement of three historical signs outside in the park, in coordination with Elizabeth Sheehy.
 - Rental Procedures Committee (headed by Ann)
Purpose: To develop recommendations and options for BOG consideration to streamline the rental process and improve customer satisfaction, including new technology, as appropriate.
 - Noise Mitigation Committee
Purpose: To develop recommendations and options for BOG consideration for mitigating noise inside the LPCC and for monitoring it outside.
 - LPCC Pricing and Usage Committee
Purpose: To develop recommendations and options for BOG consideration on balancing the time the LPCC is used for community events (that further our mission but produce no income) versus private rentals, understanding that income is needed to maintain and operate the LPCC and subsidize community events.

All committees should solicit community participation and additional community input, as warranted, and should report on progress monthly.

VII. Action Items

Follow-up on previous action items:

- Noise monitoring technology (Ann) - nothing to report. This work will now be a part of the Noise Mitigation Committee
- Outreach to Anne Bodine regarding neighbor's LPCC trash-related concerns - Natalie reached out and was able to discuss the issues with her. Anne will follow up as needed.
- Big Belly trash cans for the park - Paul had nothing to report, except that two units would cost approximately \$10,000. Perhaps we could start with just one.
- Moisture detectors for the basement as early warning for sump pump failure. Based on her research, Ann reported that reliable units that alert a cell phone are available for between \$27 and \$80 each. The units are small and easy to install, provided wifi

reaches the basement. The sensors detect both moisture and temperatures below freezing. No decisions were made.

New Action Items:

- David will send Liz Delmar a request to help update the donor list.
- Bill Anhut will ask Susan Bell if she will be a trustee.

VIII. Adjournment 8:05 pm