

LPCC Board of Governors Meeting Minutes 2025-12-9

- I. The meeting was called to order at 6:35pm
 - Attendees: Ann Pitts, Michael Kunkler, Elizabeth Sheehy, Steve Geiger, David Newman, Elizabeth Wray, Shelya White, Bess Zelle
 - Absences: Paul Showalter and Bill Anhut

- II. The November minutes were approved, with one minor correction.

- III. Announcements and Administrative Items
 - Bess Zelle was welcomed as a new/returning member of the Board of Governors
 - Ann reported that the basement lock was changed and there would be one permanent code for leadership and program coordinators and another code for renters and service personnel that will be changed on a regular basis. Requests for the code should be sent to Lori Cruz at LPCCRental@gmail.com.
 - LPCC will be using a new telephone number, (703) 857-0165, on its website and brochure. Callers will hear a detailed recorded message and be able to leave a voice mail message. The messages will be checked regularly by Lori Cruz.

- IV. Old Business
 - Trustee selection process. David initiated a discussion of the status of efforts to fill an LPCC trustee position, currently encumbered by Rich Robinson, who submitted his resignation as trustee, effective upon election of a replacement trustee. There were substantive discussions about potential trustee candidates and the role of trustees. David will prepare a memo reviewing all discussions of the trustee position in LPCC governance documents and potentially relevant information in the Code of Virginia about trustees. Further action on trustee selection will be held until the memo is completed and reviewed by the BOG. Current trustees are Rich Robinson (resignation pending), Gary Putnum, and Susan Bell (who recently was elected to replace Larry Mayer, because he no longer resides in Lyon Park). In the interim, we intend to send BOG meeting minutes to trustees and possibly invite them to one meeting annually, to keep them informed about LPCC conditions and activities.

 - Guidance for event chairs. Bill initiated a helpful outline of best practice and responsibilities for individuals volunteering to coordinate events at the LPCC and shared that with all BOG members on Mon, Nov 10, 6:19 PM. BOG members were asked to review and add their input to that outline, in anticipation of the BOG reaching out to past chairs of each event, to solicit their input for the document, ensuring it includes highly detailed and accurate information that would be most helpful to the event coordinators.

 - Events list. The BOG will continue developing a spreadsheet listing all events and certain information, with goals of ensuring event coordinators are identified in a timely

manner, any funding issues are addressed, and events can be published with sufficient notice. Ann is coordinating this effort.

Among other matters discussed, questions arose as to whether the Woman's Club will host a cupcake sale around Valentine's Day in 2026. LPWC representatives on the BOG will discuss that with the LPWC and report back.

V. Report of Treasurer Michael Kunkler

Financial reports, emailed to BOG members on 12/5/25, reflected operations as of Nov 30, 2025. Michael reviewed the reports noting cash in the bank was \$224,462.66, of which \$40,107.50 comprised renter deposits and unearned rents. During the prior weeks, we moved \$20k from Main Street Bank to Wells Fargo, to ensure the latter account remained over \$25,000, after covering anticipated bills, including the annual insurance bill, which was \$8175. The BOG discussed input from our insurance broker regarding the current insurer's financial condition and available options for replacing the provider. In the absence of a viable alternative and input from the broker, we continued with the same provider. Income for Nov was \$10,693, expenses of \$20,432, for a monthly loss of \$9,739, largely explained by the \$8,175 insurance bill. Five months into the FY, we are at 43% of anticipated total income, 38% of expenses, 21% of Community Events, and 92% of estimated profit. The profit level is explained in significant part by lower cleaning costs.

- We are establishing a not-for-profit brokerage account, likely with Fidelity, to facilitate donations of stock or other investments. Also, we will transition from our current Wells Fargo checking account to a Chase Bank checking account, to remedy Zelle payment limitations and other customer service issues.
- An article soliciting donations to the LPCC was published in the December newsletter.

VI. Rental Agent Report

The Rental Agent report for November, reflected below, does not include fundraising and donations:

Nov 2025 earned rental income	\$ 7550
FY 2026 total rental income	\$ 43,485
Corresponding FY 2025 income	\$ 48,692

VII. Building Maintenance and Capital Improvements

- David discussed the status of maintenance and repair projects being performed by Dimas Painting. Tasks largely are powerwashing and painting, with most having been completed, but work on a corral extension should begin soon. At the walk-through, attended by David and Lori Cruz, along with the contractor representative Jessee, we developed a list of additional tasks, including gable repair, broken window repair and

miscellaneous, that totaled \$1250. A competing bid was higher, so we approved performance of the additional work by Dimas Painting.

- The BOG discussed possible replacement of the sign at the corner of Pershing and N Fillmore. David noted the labor intensity of replacing signs, with the current sign frame, which is failing. Further consideration will be given to options and costs for replacement. Among other uses for signage on that corner, Elizabeth S. proposed using it to advertise monthly LPCA meetings.

VIII. New Business

- David opened a discussion of developing a “preferred vendor list” for caterers. The BOG generally agreed to pursue a six-month trial, under which Lori Cruz would be asked to develop a list of caterers based on renter feedback and share listed caterers with potential renters.
- Red Cross classes at LPCC. David requested BOG input on the LPCC hosting Red Cross classes. The BOG generally supported the idea. David will continue looking into that possibility.
- Continued use of Post Office Box. The mailbox shared by the LPCC and LPCA is not being monitored regularly. Ann reported that the LPCC is no longer using the PO box, instead using only the building address, 414 N Fillmore St. We need input from the LPCA as to whether they wish to take steps required by USPS for LPCA to assume responsibility, including payment.

IX. Committee Reports

- Grounds Committee
 - Steve reported that a number of trees around the park were pruned in November and that the park trees generally look very healthy. Wood from the downed oak has been handled.
 - Many hours of garden and landscaping maintenance work was done by the Rasmussen-Barber family. We are deeply indebted and need more gardening volunteers to help get the work done.
 - Our annual Spring tree mulching day may be held March 18 or 25. Details will be published, once available.
- Playground Committee

Michael led a general discussion of preliminary design concepts being considered by the committee, soliciting views, in particular, on removing one or more of the three swing sets. BOG members offered a range of views that Michael will further develop after the meeting, in hopes of providing a BOG consensus to the Playground Committee. Generally, BOG members recognized that swings are widely used and fill a void left by the remodeling of Zitkala Sa park. The BOG discussed the best timing for BOG members to discuss views on playground designs with LPCA, to ensure appropriate opportunity for community input. No conclusions were reached, other than that community feedback is vital.
- Rental Procedures Committee

- Ann reported initial consultations were held with the intended new website designer, but work on the new website is unlikely to begin before February. In the interim, Ann circulated a QR code with a request that BOG members use it to upload photos that could be used on the website.
- Emma Sheehy (daughter of Elizabeth) has volunteered to make a video tour of the LPCC for the new website. Ann and David will meet her on Monday 12/14, when Emma will record footage for use in the virtual tour.

X. Special Events

- Ann reported on the Stumbling Stones ceremony, highlighting the impressive turnout and excellent presentations, including that of U.S. Representative Don Beyer.
- David reported on the LPCC-hosted Community potluck Thanksgiving dinner. It was a great event, with excellent turnout and bountiful appreciation, warranting every effort to continue it in the future.
- David reported on the free community concert hosted by the LPCC on December 2, with the Mandoliers performing gratis. They played to a full and enthusiastic house and the “bring a dessert to share” program was a hit. The main hall acoustics were just right for the performance. David is following up a number of potential leads for future concerts and invited BOG members to share any ideas they have.
- Paul reported the holiday party, scheduled for Sunday December 14, was on track and promised to be fun-filled and well-attended.

XI. Action Items

- David will draft a memo regarding the role of trustees.
- All BOG members should review Bill’s draft of guidance to event chairs. The draft was emailed on Mon, Nov 10, 6:19 PM.
- Woman's Club reps will look into whether the cupcake sale will take place in Feb and, if so, who the contact person will be.
- Michael and David will open a brokerage account with Fidelity.
- David will ask Lori to develop a preferred vendor list based on customer feedback.
- David will continue looking into offering Red Cross classes at the LPCC.
- Elizabeth S. will discuss with LPCA leadership their interest in assuming responsibility for the PO Box, which would include changing the name of the box owner, collecting keys and covering the cost.
- Michael will coordinate BOG member views on removing some or all of the swings and report results to the Playground Committee.
- All BOG members are asked to use the QR code (below) created by Ann to upload photos of the LPCC for the website.
- Ann and David will meet Emma Sheehy on 12/14 to record footage for a virtual tour to be included in our website.



XII. Adjournment at 8:27pm.