

## **LPCC Board of Governors Meeting Meeting Minutes 2026-2-10**

### I. Call to Order

Attendees: Ann Pitts, Michael Kunkler, Elizabeth Sheehy, Steve Geiger, David Newman, Elizabeth Wray, Shelya White, Paul Showalter, and Bill Anhut

Absences: Bess Zelle

### II. Review and Approval of January minutes - approved

### III. Announcements and Administrative Items

- David will be traveling 2/20 - 3/27. Ann will be covering for him during that time.
- Paul will be in surgery in a couple weeks and again on 3/23.

### IV. Old Business

- Elizabeth Sheehy is actively working on the LPCA assuming responsibility for the PO Box.
- Red Cross Certification Training at LPCC on April 11 (David). Looked into providing training at the LPCC with a certified trainer. Coordination of available times and the instructor was a challenge. April 11 is scheduled at Faith Lutheran rather than here. David will get information to Eliz for the newsletter. There are limited spaces available already.

### V. Treasurer's Report (Michael)

- January reports were sent out by Michael on 07 Feb 2026.
- Michael discussed the financial reports as of 31 Jan 2026. Cash in the banks is \$229,349, of which \$45,195 comprises renter deposits. Income for Jan was \$4,590, expenses of \$14,982, for a profit of \$-10,391. This income is 64% less than Jan 2025. Expenses are 19% down FY to date. Reasons for lower profit - pre-planned maintenance costs (mostly interior painting/repairs and trash corral construction) and one event that was cancelled and fully refunded due to snow.
- Seven months into the FY, we are
  - 53% of anticipated total revenues
  - 54% of budgeted expenses used
  - 30% of Community Events funds used
  - 51% of estimated profit
- We are continuing the transition of financial operations from Wells Fargo to Chase. Michael got a credit card and we will decide on who else needs one.
- New budget cycle
  - Ideas for maintenance, new events, etc., will be generated and discussed at the Feb and March meetings.

- Proposals for spending will be submitted to the BOG by the April meeting (4/14 this year). These ideas should include a cost estimate. For maintenance items, that includes at least one estimate from a qualified service provider.
- Between the April and May meetings, the Chair, Vice Chair and Treasurer will work up a proposed budget.
- The proposed budget will be presented to the BOG at its May meeting. Adjustments will be made based on its discussion.
- A vote to approve will be taken at the June meeting.
- Ideas for this budget cycle include
  - Floor refinishing
  - Street corner sign at Pershing and Fillmore
  - Replacement of tables (storage may be an issue)

## VI. Rental Agent Report

Rental income only (does not include fundraising and donations)

Jan 2026 earned rental income	\$ 2900
FY 2026 total rental income	\$ 54,935
Corresponding FY 2025 income	\$ 62,004

- Michael volunteered to go to Arlington Cemetery to make sure their funeral coordinator is aware of our place for memorial services.

## VII. Building Maintenance and Capital Improvements

- Snow removal operations at LPCC (David)
  - The snow storm was particularly bad, with very thick ice on top of snow, making it much harder than normal to remove.
  - Many thanks to David Newman, Rich Robinson and the many community members who pitched in to remove snow, with special thanks to Michael Kunkler who did a lot of snow removal by hand.
  - Snowblower is stored at Rich Robisons's house. It failed 4 times while trying to clear the entrance and sidewalk.
  - Future plans. Option 1: get the snowblower repaired and make a list of people willing to run the snowblower. We will get an estimate for repairs. Should we hire a student or other community member to be on call for these events? Option 2: If it's not repairable, should we outsource the work or get a new snowblower?
  - A discussion took place about reaching out to the County to ask about why they still have not plowed Fillmore. Members will coordinate with the LPCA at tomorrow's meeting about a letter and/or a phone call.
- Discussion of whether the BOG should purchase a generator was delayed until the next meeting.

## VIII. New Business

- Discussion of possible LPCC-based services during emergencies. (David, Elizabeth S.)
  - Baseline tentatively approved via email by 7 BOG members (see next page). Further discussion at this meeting established that there are no objections. Elizabeth W. asked that multiple monitors be required if children will be there. The policy states that “Parents must accompany children under 14.”
  - Michael and Elizabeth S suggested we have more flexible options that allow more services depending on how bad the situation is. We will start with this framework and expand it. It was noted that insurance may not cover people staying here overnight.
- The BOG approved (with one in opposition) spending up to \$250 for a fireplace inspection. If the fireplace were used in the future, it would not be used by renters, which could significantly increase our insurance costs.

#### IX. Committee Reports

- Grounds Committee (Bill and Steve) none
- Playground Committee (Michael) - Estimates should be available in a week or two.
- Rental Procedures Committee (Ann) - Reworking the website and booking software will start back up late this month. We need photos of the facility set up for events. Paul will email Darcy Rosenbaum and Ann about photos she has.

#### X. Special Events

- Report on Pancake Breakfast, Sat 1/31 Moderate turn out and people enjoyed themselves despite the ice outside.
- Valentine cupcake sale, Fri-Sat 2/13-14 (Elizabeth W.) On track. There is a rental at 3:30 pm but the cupcakes should be sold out by then.
- Red Cross donation dates, 3/3 and 6/8 (David)
- Celebration of Newsletter team, Sunday 3/8. A Thank you Tea for newsletter distributors 4-6 pm. We need a new coordinator - an ad will be placed in the newsletter.
- Chili Cook-off, Sun 3/15 POC: David Morgan. He will be sending out a survey monkey for volunteers and chili.
- Women’s History Month Concert, Tues 3/24. The concert reservations system will open on Tuesday 3/10. A link will be posted on the LPCA website and the AH and LP listservs. Paul, David, Ann and Christina will meet this next week to organize.
- Community Seder will take place April 1. David is organizing it.
- LP/AH community picnic for America 250 Celebration. Elizabeth S. is organizing it. She is targeting a date 1-2 weeks prior to July 4th, after school has let out (on June 17th).
- Lunar New Year party 2027 - A community member would like to do this. The Lunar new year will be on Saturday, Feb 6th in 2027. The BOG would support the event taking place on Sunday 1/31 or Sunday 2/7.

#### XII. Adjournment

**Baseline LPCC-based Services During Emergencies** - Vote taken by email before the meeting. Approved with 7 yeas.

**VOTING ITEM:** Approve opening the LPCC to the community to charge devices during power outages in Lyon Park or Ashton Heights, if LPCC has power, subject to the availability of monitors.

To accommodate this potential community need, a few tables and several chairs, as needed, would be set up at the portico end of the main hall. Bathroom access would be allowed. Monitors would be required to protect the property, ensure compliance with guidelines, and clean, as needed, at the end of their shift. We would need sign-in sheets for monitors and guests. The “Guidelines” below would be published as part of any notice to the community about opening the LPCC for this purpose and would be posted in the LPCC during the event. The list of monitor responsibilities below would be given to LPCA for their solicitation of potential monitors and monitors, when they come on duty, would be required to attest that they have read and understood their responsibilities.

#### **GUIDELINES FOR THE LPCC DURING COMMUNITY POWER OUTAGES**

- Hours are limited to 8:30 am to 10:00 pm, at times the LPCC is not rented and subject to the availability of monitors.
- Monitors must sign in and sign a statement attesting that they have read and understood their responsibilities, which will be set out in a paper attached to the monitor sign-in sheet.
- Guests must sign in, providing full names, home address, telephone number, and number of family members joining them.
- People are responsible for their own electronic devices and should remain with them at all times. The LPCC is not responsible for the loss or theft of any device.
- Parents must accompany children under 14.
- Any activities in the LPCC must be at the tables and may not involve any supplies or materials that may be difficult to clean, such as paint, glitter, or small beads.
- No alcohol, smoking, vaping, candles or other fires of any size, are permitted.
- Earphones are required for anyone listening to devices.
- The kitchens and sunroom are not available for use.
- Guests will clean up after themselves, immediately addressing any spills or other messes and throwing away trash.

#### **RESPONSIBILITIES OF MONITORS DURING POWER OUTAGE EVENTS**

- Monitors must sign in at the start of their shift, acknowledging they have read, understand, and accept their responsibilities, as set out in this document.
- At the start of their shift, monitors must email [LPCCGovernors@gmail.com](mailto:LPCCGovernors@gmail.com) noting the condition of the LPCC, the number of people present, and the name and contact information of the monitor they are replacing.
- Monitors are responsible for ensuring compliance with all of the guidelines and are personally responsible/liable if any personal harm or damage is attributable to their failure to take reasonable actions to ensure compliance with the guidelines.
- The monitor cannot leave the building while on duty.

- The monitor cannot leave the building open/occupied by guests at the end of their designated period, unless another monitor has duly signed in.
- Any monitor who leaves before another authorized monitor has arrived is personally responsible for any damages or cleaning costs attributable to guest activity when no monitor was present.
- If a monitor is aware that a guest is linked to any spills or mess and the guest is not timely responding, the monitor will ask the guest to clean it up and, if the guest does not comply right away, the guest will be asked to leave.
- Monitors will call David Newman at (703) 798-2077 [*or any other BOG member willing to serve in this capacity*] *immediately*, if a guest refuses to abide by the monitor's direction.
- At the end of their shift, monitors must email LPCCGovernors@gmail.com noting the condition of the LPCC, the number of people present, and the name and number of the monitor replacing them.