LPCC Board of Governors Meeting
Minutes 2026-9-8

I. Called to Order at 6:37 pm

Attendees: David Newman, Shelya White, Michael Kunkler, Elizabeth Sheehy, Ann Pitts, Paul Showalter

Absences: Elizabeth Wray, Bess Zelle, Steve Geiger, Bill Anhut

II. Review and Approval of minutes - Approved minutes from meetings of June and July 2026

III. Announcements and Administrative Items

- BOG elections - LPCA will vote on BOG reps at their meeting on September 9. LPCA has identified 5 candidates for four elected BOG positions: Ann Pitts, Michael Kunkler, Steve Geiger, Elizabeth Sheehy, Ken Bell. The fifth position is appointed by the LPCA President and may be announced at the LPCA meeting. LPWC will select its representatives at its September 17th luncheon. Election of BOG Officers will take place at our October meeting.
- Thanks to Bess Zelle for her service on the BOG this past year. She will not stand for re-election.
- Thanks to Paul for a multitude of grounds repairs this month, including repairing the tire swing earlier today.

IV. Old Business

- Chair cart replacement with horizontal loading carts - Will purchase a sample to try.
- Shed(s)
    - HVAC fixes, which reduced accessibility to the basement, have added a new urgency to this purchase. Safer, easier renter access is needed for outdoor tables/chairs and volunteers' access to grounds-related equipment (including snow blower).
    - Potential placement beyond basement stairwell. Paul proposes (2) 10x12 sheds, standard (not custom) design with placement back-to-back, foundation options still under consideration. Alternative proposal is 10x15 divided custom shed with separate entrances to block renters' access to grounds-related equipment.
    - Ann, David and Paul will assess the storage needs in terms of square footage, look into county permitting requirements, and compare available designs. They will report back to the BOG before any decisions are made.
- Status of trustee succession (David)
    - Former trustee Larry Mayer suggested contacting Jon Kinney, Esq., who provided pro bono legal services to LPCC in the past. Jon offered 50% discounted rate, but no recollection of details of past trustee-related work. We will proceed without outside legal assistance to remove Larry Mayer and Rich Robinson and add Susan Bell and Margaret Fibel as trustees, joining Gary Putnam.

- Arlington mini-grants status (Ann)
    - Tree Labels for Lyon Park's Level 1 Arboretum Classification - still pending
    - Multicultural Festivals: Diwali & Chinese New Year - Won a $1,000 grant. We need to hold the Diwali event this November. Paul is considering November 8th or 15th. All BOG members are encouraged to help Paul with the event, because we have little time to prepare.
- Music at the LPCC initiative status (David)
    - 8/9 Mandoleers - Packed the house. Some people had to be turned away at the door due to fire code capacity.
    - Refreshments don't really work, so they will be minimized in the future (perhaps seltzer, water, and cookies). Future events include:
    - 10/25 Virginian Quartet (Beethoven and Schubert)
    - 11/25 Open Mic
    - 12/6 Two folk duos (pending)
    - 1/24/27 The Big Howdy (Bluegrass)

V. Treasurer's Report (Michael)

- The FY26 Treasurer's report was published in the September newsletter.
- Reports on July and August were sent out by Michael on 08 Sep 2026.
- Michael discussed the financial reports as of 31 Aug 2026 (for the months of July and Aug 2026) at the Sep BoG meeting. Cash in the banks was $290,398, of which $104,715 comprised liabilities. We have $185,681 equity. Revenue for Jul-Aug was $34,304, expenses were $32,476*, and profit was $1,828. Profit in Jul-Aug 25 was $14,040. We are at 22% of income forecasted this FY*. We are at 7.25% of profit forecasted for this FY.

* Notes:

- Lori's invoice for Jun 2026 rental agent and cleaning fees did not arrive until July. Consequently, cleaning fees were not included in the Jun 2026 Rental Agent report and the June net profit was overstated at $12,079.
- Rental income in Jul-Aug 2026 was ~$5500 higher than in Jul-Aug 2025.

VI. Rental Agent Report - Rental income (All values use accrual method of accounting)

July + Aug 2026 rental income	$ 24,155
July + Aug 2025 rental income	$ 17,225
FY 2027 total rental income	$ 24,155
FY 2026 corresponding rental income	$17,225

- Mahjong United DC's contract expires on Oct 1. Ann and David will be discussing extending it with Jennie.

- Funds were withheld from renter August 16: $240 for cleaning deficiencies, including tape/adhesive removal. The adhesive caused damage to the floor. The cost to repair it is still being determined.

VII. Building Maintenance and Capital Improvements

- Small repairs were made over the last month: damaged electrical outlet cover was replaced, hooks were added/replaced, the wifi was fixed, a bush was trimmed to improve the camera's view.
- Paul reports that stairs in NW corner need repair/replacement. He did repair the broken stair, but that is a short term fix only. We will put the work out for bid.

VIII. New Business

- Playground renovation informational meetings 9/9, 9/13, 9/17; voting 10/4, 10/13, 10/15.
- Notice of meetings is published on the street corner sign, in the LP newsletter, on the LP listserv and as "Upcoming events" on the LPCA website. A separate notice was posted to the Ashton Heights listserv about the 9/13 information meeting.
- No updates on whether Antioch will be renting on Monday nights.
- We will consider using the tall stainless steel cabinet originally from Clay School in the shed. It is currently being held by Margaret Fibel. Cabinet with doors:45" long x 14" deep x 66" tall.

IX. Committee Reports

- Grounds Committee (Bill and Steve)
  - The NE corner's damaged wooden park sign was removed
  - Steve met with Mark Ilich regarding a tree preservation plan for the playground renovation. Steve suggests that we wait before hiring an independent arborist to review the Concept 3 design, as it is too premature to do so. The Grounds Committee intends to remain intimately involved in the design of a tree preservation plan if the renovation is passed, in order to protect the trees within the design area and also to decide on the location and type of new trees to plant.
- Rental Procedures Committee (Ann)
  - A video, virtual tour is complete. It is ~ 4 minutes in length and shows the LPCC (empty and decorated) and the park. The video was sent to the BOG. It will be sent now to prospective renters and will be publicly available on the new website. Work to make the video was donated. Thank you to Sara Newman for voicing the audio portion of the tour!
  - New CRM platform status. Weekly meetings between Lori and Ann are taking place to build out our new booking, billing and client management software, Honeybook. Lori is very pleased with how the software will reduce the administrative work necessary for each rental. It will also improve our customer experience and simplify reporting.

- Website launch is now expected in October. Ann will need BOG members to act as a focus group to try the new website and booking system before its launch. Elizabeth Sheehy volunteered.
- **Voting Item**: Approve changing the hourly rental fee for LP/AH residents on Mon-Thurs (4 hour minimum) from the current levels of $50 or $75/hr, based on whether there will be 75 guests, to a single rate of $65/hour. Background - this simplifies rental selections on the new website. Approved.

X. Special Events

- Spaghetti dinner, Sept 27
- October 18 - Oktoberfest LPCC fundraiser (Michael). Pledges for the playground will be solicited at this event. It is being held as an official LPCC event for the first time.
- Oct 31st extravaganza: Yard sale, costume parade, bonfire, donuts & cider (Peggy Page and Harjinder (“Jinder”) Gill will manage the yard sale)
- Diwali celebration - November 8 or 15

XI. Adjournment at 8:11 pm