

Kings Park West Civic Association
Board of Directors Meeting
14 June 2022
Via Google Meet

Members Present: Sarah Lennon/President, Mike Stonkey/Vice President, Karen Emmons/Treasurer, Jonathan Reiser/Member at Large, Kaycie Blalock/Member at Large, Karen Cosgrove/Secretary.

Others Present: Nick Schumaker/Membership

Call to Order: Sarah called the meeting to order at 7:00pm.

Approval of Minutes: The April 2022, May membership meeting, and May 2022 board meeting minutes were approved.

President's Report: Sarah stated that she can run again for KPWCA President, but she was asked to run for the Braddock District Council Board, which will consume a lot of her time.

Vice President's Report: Mike looked into sign usage options, but didn't find one with a replaceable face. He suggested using QR codes for signs that could link to a site with detailed event information. Sarah asked for membership drive signs printed by September, and Nick suggested more of a call to action slogan. Sarah suggested a couple of big KPWCA signs. Kaycie suggested mailers, and putting a line item in the budget for these types of items.

Mike spoke to the Pack about painting the doors in July or August. He will also reach out to the pools to see if they can cut back some of the trees. After discussing the upcoming elections, Sarah suggested that we should advertise on Facebook and NextDoor, as well as the July herald. The positions up for election are the President, Secretary, and one At Large Member (Kaycie's position).

Treasurer's Report: Karen Emmons stated that we received the refund from Fairfax. She also stated that some of the vendors that we work with do not like our PO Box, and would prefer a street address. Karen suggested the USPS option for a street address, and Sarah gave her permission to research this possibility. Karen also stated that our version of Quickbooks is no longer supported, and that she would provide options at a future board meeting. She also reminded the board about the expenditures projected for the paper directory next year.

Members at Large: Jonathan scrubbed the Twinbrook sign and stated that the Tapestry sign is weedy. He is looking at options for cleaning the Commonwealth sign.

Kaycie suggested different ideas for the Member Appreciation event. She spoke about a drive through event with invites, and providing a token of appreciation; this would be separate from the member meeting. Sarah suggested kids activities at the next event. Mike suggested a picnic. Karen Cosgrove suggested combining the member appreciation with another event, such as the Eggstravaganza, pausing during the event to recognize volunteers and show the community what the association has been doing.

Parks and Lake: Sarah stated that the Friends of Royal Lake just did a survey. The concern is that fishing lines are left in the lake. They will speak to Tom about funds for fishing line disposal.

Membership: There are currently 850 members with 9 block Captain vacancies. There will be a piece in the August herald. Nick is thinking of ways to get block Captains more versatile resources. The board also discussed confusion concerning the membership year. Mike mentioned a possible email list, and Sarah stated that Tim is ready to help create one. Karen Emmons mentioned other possible email lists, and Sarah will discuss the options with Tim.

Open Business: Sarah asked if anyone had ideas for a possible intern. Nick stated that he will likely need help with membership form entries, and possibly post card delivery. Sarah asked Nick to write something up with the details of the duties.

Sarah is still awaiting VDOT's response concerning the Bradford Pears. She asked Supervisor Walkinshaw's office to engage with VDOT, to help expedite a response.

Sarah brought up the idea of doing a survey of what would interest KPWCA members. This could also raise awareness of the association.

The next board meeting will be on 26 July, due to a conflict with the original 19 July date.

Adjournment: Sarah adjourned the meeting at 7:59pm.

06/09/22

Kings Park West Civic Association

FY22 Budget Report

October 01, 2021 through May 31, 2022

	Oct '21 - May 22	Budget
Income		
Annual Member Dues	21,040.00	21,100.00
Donations	17,419.00	0.00
Herald Classified Ads	820.00	700.00
Herald Display Ads	3,297.00	8,000.00
Herald Subscriptions	0.00	10.00
Investment Income	9.71	200.00
KPW Directory Ads-print odd FYs	0.00	0.00
Other Income	0.00	0.00
Savings/Optional Donations	0.00	0.00
Total Income	42,585.71	30,010.00
Gross Profit		
	42,585.71	30,010.00
Expense		
Admin & Misc Activities		
Bank Charge	0.00	50.00
BDC of Community Assoc Dues	0.00	100.00
Insurance-D&O/General Liability	4,371.00	4,100.00
Other Misc Expenses	227.60	225.00
PayPal Fees	199.49	275.00
State Corporate Registration	25.00	25.00
Tax Prep & Filing Fees	0.00	100.00
Volunteer Appreciation Dinner	219.60	350.00
Admin & Misc Activities - Other	0.00	0.00
Total Admin & Misc Activities	5,042.69	5,225.00
Common Grounds Maint. Committee		
Area Maintenance Contract	1,736.00	1,000.00
Beautification & Gardening Grp	161.99	150.00
Message Board Maintenance	0.00	100.00
Utilities	103.42	160.00
Total Common Grounds Maint. Committee	2,001.41	1,410.00
Herald Newsletter Committee		
Herald Administrative Expense	0.00	100.00
Herald Delivery-\$350/issue	1,050.00	2,800.00
Herald Printing-8 issues	8,824.30	9,500.00
Total Herald Newsletter Committee	9,874.30	12,400.00
Membership Committee		
Admin Expenses	193.36	240.00
Block Capt Appreciat'n	144.75	300.00
Directory Printing-odd FYs, \$3K	0.00	0.00
Welcome Package/Marketing	0.00	100.00
Total Membership Committee	338.11	640.00
Standing Committees		
Halloween Fall Festival Committ	4,645.24	3,000.00
Parks and Lake Committee	2,890.32	200.00
Scholarship Committee	0.00	3,050.00
Spring Egg Hunt Committee	260.79	360.00
Web and Social Media Committee	604.78	800.00
Total Standing Committees	8,401.13	7,410.00
Support for Special Activities		
Spring/Fall Dumpster Day	1,200.00	1,700.00
Winter Holiday Decortng Contest	0.00	75.00
Yard of the Month	0.00	100.00
Total Support for Special Activities	1,200.00	1,875.00

06/09/22

Kings Park West Civic Association

FY22 Budget Report

October 01, 2021 through May 31, 2022

	<u>Oct '21 - May 22</u>	<u>Budget</u>
Support for Youth Groups		
Robinson Grad Party	250.00	250.00
Scout Packs and Troop	0.00	800.00
Total Support for Youth Groups	<u>250.00</u>	<u>1,050.00</u>
Total Expense	<u>27,107.64</u>	<u>30,010.00</u>
Net Income	<u>15,478.07</u>	<u>0.00</u>

Kings Park West Civic Association
Change in Restricted Equity Accts from Previous Year
FY 22 compared to FY 21
As of May 31, 2022

	Escrow Acct As of 30-Sep-21	Donations in FY 22	Spent in FY22	Overflow from Prev Halloween Cancellations	Escrow Acct As of 31-May-22
Braddock Nights Acct	35.00	405.00	(440.00)	-	-
Common Grounds Maintenance Acct	5,410.29	1,726.00	(591.41)	-	6,544.88
Fairfax Family Cemetery Acct	300.00	-	(270.08)	-	29.92
Fall Festival Police Acct	327.76	-	-	-	327.76
Halloween Fall Festival Acct	964.50	401.00	(1,645.24)	4,862.56	4,582.82
Herald Newsletter Acct	5,661.93	1,117.00	-	-	6,778.93
Parks and Lake Acct	12,843.58	2,189.00	(2,690.32)	-	12,342.26
Pools in Community Acct	-	514.00	-	-	514.00
Robinson Graduation Party Acct	10.00	883.00	(893.00)	-	-
Scholarship Acct	145.00	1,321.00	-	-	1,466.00
Scout Packs and Troop Act	850.00	574.00	-	-	1,424.00
Spring Egg Hunt Acct	1,400.30	339.00	-	-	1,739.30
Unrestricted Community Use Acct	-	3,756.00	(560.00)	-	3,196.00
Volunteer Fire/Rescue Acct	80.00	4,194.00	-	-	4,274.00
TOTAL IN EQUITY ACCOUNTS	28,028.36	17,419.00	(7,090.05)	4,862.56	43,219.87