

Kings Park West Civic Association
Board of Directors Meeting
18 September 2022
At Laurel Ridge Elementary

Members Present: Sarah Lennon/President, Mike Stonkey/Vice President, Karen Emmons/Treasurer, Jonathan Reiser/At Large, KC /At Large, Donna Thomas/At Large

Others Present: Nick Schumaker, Membership Chair

Call to Order: Sarah called the meeting to order at 7:09pm.

Approval of Minutes: The August 2022 board meeting minutes were approved.

President's Report: President is getting acquainted with and verifying the KPWCA membership of a potential candidate for Secretary.

The Board approved using a numerical importance score for each category in the Survey (a change from an ordinal ranking of importance). Other topics discussed were focus group and splitting survey into two parts, but no action was taken.

The following decisions were made for the Membership Meeting:

No projector planned—only visual elements will be on paper.

KC and Nick will provide double sided paper with event listings (e.g. Dumpster Day, Decor Contest) on one side and _____ on the other.

Nick will provide sign in sheets. Nick and team will count heads to determine quorum.

All attendees must attend in person (no online meeting option).

Board members should be prepared to function at the meeting without wifi/internet due to network connectivity.

Board members will use their various resources to share the proxy form with members and block captains. The President will email all Board members the master electronic form.

Vote counts will be by number of raised hands

Nick will verify members using the sign in sheets (see above).

The following are still under consideration:

The proposed agenda: 1. President's briefing 2. Election 3. Budget Briefing and vote 4. Membership briefing 5. Scouting briefing 6. Recap of upcoming events 7. Supervisor Walkinshaw remarks. To finalize the agenda, President will touch base with Supervisor office to confirm Supervisor time availability.

Board should be prepared to discuss/address: Herald, including Girl Scout Troops directly affected by the number of issues because they deliver them; requiring membership or payment or combination thereof for certain events; email list; Directory. Online notices about the meeting will emphasize that major issues will be discussed.

Vice President's Report: Will run election portion of member meeting (item 2)

Treasurer's Report: Budget Cuts will be presented at the Member Meeting (item 3) as inevitable but with two options for budget. One cuts Herald to four issues, while other spreads the cuts more evenly.

Halloween /Fall Festival Costs (note: next fiscal year not this one) are increasing, partly due to the cost of insuring the event, but mostly because the cost of Hop on Pop has gone up drastically. Board voted to allow Halloween to go over budget by \$1100 (for next year, in advance).

New issue: whether to require verification of membership at Festival. Could be for specific events (such as the inflatables). Tabled for future meeting. No action will be taken this year.

Other ideas in the same vein are: option donation jar; raffle; custom "handstamps" for members (without enforcement of anything); signs emphasizing KPWCA is sponsoring and donations are welcome.

In general, the cost of insuring events has become concerning. Treasurer will make inquiries to our insurance agency on whether our policies need updating, and whether they cover events.

Members at Large: See above notes regarding member meeting, item 6

Membership: See above notes regarding member meeting, item 4. Nick will provide membership briefing during the meeting. Topics will include the membership form changes (especially the new email opt in)..

Parks & Lake: No updates.

Open Business: None

Next board meeting will be on 18 Oct at 7pm at Laurel Ridge. The 27 Sep Fall Membership meeting will be held in the Robinson Recital Hall.

Adjournment: Sarah adjourned the meeting at 8:30pm.

Kings Park West Civic Association

FY22 Budget Report

October 01, 2021 through August 31, 2022

	Oct '21 - Aug 22	Budget
Income		
Annual Member Dues	21,165.00	21,100.00
Donations	17,664.00	0.00
Herald Classified Ads	820.00	700.00
Herald Display Ads	3,352.00	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	43,010.71	30,010.00
Gross Profit		
	43,010.71	30,010.00
Expense		
Admin & Misc Activities		
Bank Charge	0.00	50.00
BDC of Community Assoc Dues	100.00	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	5,142.69	5,225.00
Common Grounds Maint. Committee		
Area Maintenance Contract	3,266.00	1,000.00
Beautification & Gardening Grp	161.99	150.00
Message Board Maintenance	0.00	100.00
Utilities	154.68	160.00
Total Common Grounds Maint. Committee	3,582.67	1,410.00
Herald Newsletter Committee		
Herald Administrative Expense	0.00	100.00
Herald Delivery-\$350/issue	1,750.00	2,800.00
Herald Printing-8 issues	12,548.01	9,500.00
Total Herald Newsletter Committee	14,298.01	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	2,000.00	3,050.00
Spring Egg Hunt Committee	260.79	360.00
Web and Social Media Committee	820.77	800.00
Total Standing Committees	10,617.12	7,410.00
Support for Special Activities		
Spring/Fall Dumpster Day	1,700.00	1,700.00
Winter Holiday Decortng Contest	0.00	75.00
Yard of the Month	0.00	100.00
Total Support for Special Activities	1,700.00	1,875.00

09/03/22

Kings Park West Civic Association

FY22 Budget Report

October 01, 2021 through August 31, 2022

	<u>Oct '21 - Aug 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>35,928.60</u>	<u>30,010.00</u>
Net Income	<u>7,082.11</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 August 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-Aug-22
Braddock Nights Acct	35.00	405.00	(440.00)	-	-
Common Grounds Maintenance Acct	5,410.29	1,731.00	(2,172.67)	-	4,968.62
Fairfax Family Cemetery Acct	300.00	-	(270.08)	-	29.92
Fall Festival Police Acct	327.76	-	-	-	327.76
Halloween Fall Festival Acct	964.50	411.00	(1,645.24)	4,862.56	4,592.82
Herald Newsletter Acct	5,661.93	1,117.00	(1,898.01)	-	4,880.92
Parks and Lake Acct	12,843.58	2,194.00	(2,690.32)	-	12,347.26
Pools in Community Acct	-	519.00	(514.00)	-	5.00
Robinson Graduation Party Acct	10.00	883.00	(893.00)	-	-
Scholarship Acct	145.00	1,326.00	(1,466.00)	-	5.00
Scout Packs and Troop Act	850.00	579.00	-	-	1,429.00
Spring Egg Hunt Acct	1,400.30	339.00	-	-	1,739.30
Unrestricted Community Use Acct	-	3,956.00	(560.00)	-	3,396.00
Volunteer Fire/Rescue Acct	80.00	4,204.00	(4,274.00)	-	10.00
TOTAL IN EQUITY ACCOUNTS	28,028.36	17,664.00	(16,823.32)	4,862.56	33,731.60