

Executive Board Meeting Minutes

7:00 pm, Thursday, July 25, 2024, at Gatehouse

Attendees – Tim Thompson, President; Morgan Jameson, 1st VP; Sue Shuman, 2nd VP; Jeff Parnes, Treasurer; Luann Whittenburg, Corresponding Secretary; Bill Barfield, Recording Secretary; Charlotte Hannagan, Webmaster; Lewis Grimm, Sully District Rep

Call to Order – Tim Thompson, President: Called to order 7:05 PM for first Executive Committee meeting of new administration.

Old Business –

1. Appreciation sent by Tim T to Congressman Connolly for presenting at the Federation picnic Certificates of Recognition to the newly elected officers.
2. Treasurer report on Federation financial status for last 4 years; 6-page handout distributed (Attachment 2). Wix and Zoom accounts need payment. Group discussion and general agreement on the need to send renewal notice to all current and prior membership. Noted the need to obtain all known Fairfax County community names and older Federation membership email distribution lists.

New Business –

1. (Tim T) Approval of Committee Chairs – after discussion of each candidate, unanimous approval by attendees with action notes. See Attachment 1 for all names and positions.
2. (Tim T) IDEAS from ALL on increasing our Membership –

Morgan – suggests establishment of a dedicated committee by asking District reps to reach out to all communities within each respective Fairfax District. Bill to update and give Morgan the Federation “road show” file as suggested by Tim.

Bill – passed around 3 copies of old Federation tri-fold color brochure which may need some updates. Bill comments that he may have about 1000 copies of the tri-fold brochure in his Federation storage boxes.

Lewis – suggested distribution of all blue brochures (as is) in each Supervisor’s offices for public access to inform potential members.

3. (Tim T) Requested group inputs on other issues which have sparked your interest since the last Fed Board Mtg.
4. BAC appointments – see Attachment 1; several assignments confirmed; other BAC need a Federation appointee name, confirmation of existing name, or query if the position or cited advisory committee still exists.

5. Va Tax Exempt renewal – VA July 15, 2024, letter received by Bill was given to **Jeff P** for research and action; will coordinate with Jennison.
6. 2025 Va SCC \$25 filing is pending in August – John Jennison usually notifies **Bill** of the annual invoice received from State and asks for new officer's names for his filing; **Jeff** to provide \$25 check to John for payment.
7. Board & Membership meetings - schedules & topics will be put onto web site calendars - see August & September meeting dates below. Comment by Tim T that all future Board and Membership meetings will be **in-person** events, unless otherwise cited. 2nd VP Sue suggested having meetings at various venues, which was the practice prior to COVID but did have attendance problems. Sue will restart this practice by requesting various venues, per By-Laws, with coordination with Tim when a FCPS venue is requested. Location for future Board and Membership meetings to be determined as appropriate.

Luann – Suggested instead of Zoom the Federation use [FreeConferenceCall](#) as a free virtual meeting platform with unlimited meeting time and up to 1,000 callers on an unlimited number of free conference calls. Once signed-up, the phone number and meeting link never change so can be used repeatedly; Executive Committee all concur; **Tim** wants to cancel Zoom.
8. COY 2024 awardees announcement & 2025 planning – **Bill** to follow-up TBD.
9. By-Laws – **Bill** to continue consolidating all prior edits and committee notes.
10. Web sites data consolidation & payments – WIX renewal in August; Zoom to be cancelled. **Web Site Committee** to follow-up on January meeting minutes and subsequent actions done to updates and features on new website and transfer to new or archival of old website files.
11. Zoom account renewal to be cancelled; **Bill B** to submit his three prior annual renewal personal payments for this service to Jeff P for reimbursements.
12. BAC quarterly/annual reporting – **Morgan** suggested the development and use of a standard meeting report submittal form. Sue mentioned that would be a 2nd VP duty and she will follow-up. Bill showed John Hanks' July 11 quarterly report and stated that John's frequently filed reports are always attached to the next monthly Board meeting minutes.
13. **Charlotte** – Questioned how membership is emailed notifications of upcoming Board and general Membership meetings. Jeff described current membership1, membership2, and Board distro lists; Executive Committee consensus is to find a new simpler system with open metrics; prior method was MailChimp but its Fed distro list needs found and updated; MailChimp limit for free use is not to exceed 500 users; **Jeff & Tim** to recover prior distro list.

District Council Representatives –

Braddock – Mike Perel
Dranesville -
Franconia -
Hunter Mill -
Mason - Mark Crawford
Mount Vernon - Marty Sanchez-Lowery
Providence -
Springfield - Jim Kirkpatrick
Sully – Lewis Grimm

Committee Appointments: Unanimous vote - all appointments approved.

STANDING COMMITTEES

Budget Committee – David Edelman, Tim Thompson
Citizen Association Services – (PENDING - Mike Fuard)
Education Committee – Nancy Trainer, Annemarie Swoop
Environment Committee – Dave Fitzgerald (Tim to notify)
Human Services Committee – Mike Perel, Doug Birnie
Land Use – Matt Bell (Tim to notify)
Legislation – Tim Thompson, Bill Barfield
Public Safety Committee – Patrick Smaldore
Resolutions – Jeff Parnes
Transportation Committee - Cary Campbell, Jeff Parnes

SUPPORTING COMMITTEES

Audit – Catherine Mortensen (PENDING - Bill to call in August)
Finance – Jeff Parnes
Membership – Morgan Jameson
Library – (PENDING - Tim to ask Dennis Hayes and Kathy Kaplan
Nominating – (PENDING - Sridhar Ganesan)

SUPPORT POSITIONS

Citizen of the Year Coordinator – Sridhar Ganesan, Bill Barfield, Jeff Parnes
Registered Agent VA State Corporation Commission – John Jennison
Webmasters – Jeff Parnes, Charlotte Hannagan

Fairfax County Boards, Agencies, Commissions Appointments:

Airports Advisory Committee – Morgan Jameson
Climate Adaptation and Resilience Plan Community Advisory Group - TBD
Citizen Corps Council – Luann Whittenburg
Community Action Advisory Board – Morgan Jameson

Community-wide Energy and Climate Action Plan– Ana Prados (PENDING)
Criminal Justice Advisory Board – Shirley Ginwright (PENDING)
Engineering Standards Review Committee – Ned Poffenberger
Information Technology Policy Advisory Board - John Hanks
School Board Advisory Cmte on Students with Disabilities – TBD
School Board Advanced Academic Pgrms Advisory Cmte - Annmarie Swope
School Board Human Resources Advrsry Cmte– Shaista Keating (PENDING)
School Board Minority Student Achievement Oversight Committee – TBD
Trails and Sidewalks Committee – Mark Tipton

Next Meetings – 2nd VP Sue S. to assign meeting venues.

Board Meeting: 3rd Thursday every month.

29 August full Board meeting, in person, Gatehouse room 1610

19 September full Board meeting, in person, Gatehouse room 1610

Membership meeting: 4th Thursday every month.

September 26, 2024 – In person, venue TBD

October 24, 2024 – In person, venue TBD

November 14, 2024 – In person, venue TBD, Public Safety (note date change)

Adjourn: 8:40 PM

Recorded by: Bill Barfield, Recording Secretary, Past President

Attachments:

1. List of Board Members, as of 25 July 2024
2. Treasurers Report and account status after 4 years

Attachment 1 - Board Members, as of July 25, 2025

Board Member	Attend	District Council Rep.	Standing or Support Committee Position	Elected Position
(vacant)			Citizen Association Services	
(vacant)				
(vacant)				
Alejandro Mattiuzzo			Audit (PENDING)	
Alex Vassalotti			Environment (PENDING)	
Annmarie Swope			Education, SBAAP Adv Cmty	
Bill Barfield			Legislation, COY, Nominating	Recording Sec, Past President
Cary Campbell			Transportation	
Catherine Mortensen			Audit (PENDING)	
Charlotte Hannagan			Webmaster	
David Edelman			Budget	
Dennis Hays			Library (PENDING)	
Doug Birnie			Human Services	
Gabe Goldberg			Public Safety	
Jeff Parnes			Transportation, Resolutions, Finance, Webmaster	Treasurer
Jim Kirkpatrick		Springfield		
John Jennison			Representative to SCC	Past President
Kathy Kaplan			Library (PENDING)	
Lewis Grimm		Sully		
Luann Whittenburg				Corresponding Sec.
Mark Crawford		Mason		
Marty Sanchez-Lowery		Mt. Vernon		
Matt Bell			Land Use	
Mike Fuard			CitizenAssocSvcs (PENDING)	
Mike Perel		Braddock	Human Services	
Morgan Jameson				1 st Vice President
Nancy Trainer			Education	
Patrick Smaldore			Public Safety	
Sridhar Ganesan			COY, Nominating	Past President
Sue Kovach Shuman			Mantua CA	2 nd Vice President
Tim Thompson			Budget, Legislation, Membership	President, Past Pres.

Attachment 2. Treasurers Report and account status after 4 year

Fairfax County Federation of Citizens Associations Income Statement		July 1, 2020 through July 17, 2024	Jul 1, '20 - Jul 17, 24
Accrual Basis			
Income			
4030 - Contributions Income			
4070 - Unrestricted		200.00	
Total 4030 - Contributions Income			200.00
4080 - Interest			4.41
4090 - Membership Dues			2,075.00
4170 - Program Fees			
4180 - Banquet		4,925.43	
Total 4170 - Program Fees			4,925.43
4200 - Other Income (Other Income)			4,016.23
Total Income			11,302.07
Expense			
6230 - Licenses and Permits			190.00
6290 - Rent			742.00
6550 - Website			
6553 - Hosting			512.19
Total 6550 - Website			512.19
6670 - Program Expense			
6680 - Banquet			
6689 - Photography (Typically COY photography)		100.00	
6682 - Meals		3,757.08	
6683 - Room Rental		250.00	
6685 - COY/COM Awards and Engraving		1,044.32	
6686 - Bar		200.00	
6688 - AV Expenses		275.00	
6690 - Misc (Labels, Album, etc.)		50.00	
6692 - Printing (Banquet Printing)		1,052.84	
6680 - Banquet - Other		5,306.32	
Total 6680 - Banquet			12,035.36
Total 6670 - Program Expense			12,035.36
6800 - Board (Expenses by Board Members)			
6820 - Committee Chairs			
6827 - Legislation		276.43	
Total 6820 - Committee Chairs			276.43

FAIRFAX COUNTY
FEDERATION
of Citizens Associations Established 1940

www.fairfaxfederation.org ~ P.O. Box 3913, Merrifield, VA 22116-3913

Fairfax County Federation of Citizens Associations		
Income Statement		
July 2021 through June 2022		
Accrual Basis		Jul '21 - Jun 22
Income		
4080 - Interest		1.30
4090 - Membership Dues		320.00
4170 - Program Fees		
4180 - Banquet		2,278.71
Total 4170 - Program Fees		2,278.71
4200 - Other Income (Other Income)		40.00
Total Income		2,641.01
Expense		
6230 - Licenses and Permits		115.00
6290 - Rent		134.00
6550 - Website		
6553 - Hosting		164.44
Total 6550 - Website		164.44
6670 - Program Expense		
6680 - Banquet		
6685 - COY/COM Awards and Engraving		329.40
6692 - Printing (Banquet Printing)		357.04
6680 - Banquet - Other		5,306.32
Total 6680 - Banquet		5,993.36
Total 6670 - Program Expense		5,993.36
6900 - Other Expenses (Open House)		407.40
Total Expense		6,814.20
Net Income		-4,173.19

Fairfax County Federation of Citizens Associations		
Income Statement		
July 2020 through June 2021		
Accrual Basis		Jul '20 - Jun 21
Income		
4080 - Interest		1.37
4090 - Membership Dues		815.00
4200 - Other Income (Other Income)		3,976.23
Total Income		4,792.60
Expense		
6230 - Licenses and Permits		25.00
6290 - Rent		106.00
6550 - Website		
6553 - Hosting		202.30
Total 6550 - Website		202.30
6670 - Program Expense		
6680 - Banquet		
6682 - Meals		385.00
Total 6680 - Banquet		385.00
Total 6670 - Program Expense		385.00
6800 - Board (Expenses by Board Members)		
6820 - Committee Chairs		
6827 - Legislation		276.43
Total 6820 - Committee Chairs		276.43
Total 6800 - Board (Expenses by Board Members)		276.43
6900 - Other Expenses (Open House)		1,905.23
Total Expense		2,899.96
Net Income		1,892.64

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Fairfax County Federation of Citizens Associations	Fairfax County Federation of Citizens Associations	Fairfax County Federation of Citizens Associations
Income Statement	Income Statement	Income Statement
July 2022 through June 2023	July 2023 through June 2024	July 2023 through June 2024
Accrual Basis	Accrual Basis	Accrual Basis
Income	Income	Income
4030 - Contributions Income	4080 - Interest	4080 - Interest
4070 - Unrestricted	4090 - Membership Dues	4090 - Membership Dues
Total 4030 - Contributions Income	Total Income	Total Income
280.00	580.72	580.72
4080 - Interest	Expense	Expense
1.02	6230 - Licenses and Permits	6230 - Licenses and Permits
4090 - Membership Dues	6290 - Rent	6290 - Rent
320.00	6550 - Website	6550 - Website
4170 - Program Fees	6553 - Hosting	6553 - Hosting
4180 - Banquet	Total 6550 - Website	Total 6550 - Website
2,646.72	145.45	145.45
Total 4170 - Program Fees	6800 - Board (Expenses by Board Members)	6800 - Board (Expenses by Board Members)
2,646.72	6831 - Board (Exp. by Board) - Other	6831 - Board (Exp. by Board) - Other
3,247.74	Total 6800 - Board (Expenses by Board Members)	Total 6800 - Board (Expenses by Board Members)
Total Income	179.19	179.19
246.00	Total Expense	Total Expense
Expense	6688 - Photography (Typically COY photography)	6688 - Photography (Typically COY photography)
6230 - Licenses and Permits	6682 - Meals	6682 - Meals
6290 - Rent	6683 - Room Rental	6683 - Room Rental
25.00	6685 - COY/COM Awards and Engraving	6685 - COY/COM Awards and Engraving
6670 - Program Expense	6686 - Bar	6686 - Bar
6690 - Banquet	6688 - AV Expenses	6688 - AV Expenses
100.00	6690 - Misc. (Labels, Album, etc.)	6690 - Misc. (Labels, Album, etc.)
6689 - Photography (Typically COY photography)	6692 - Printing (Banquet Printing)	6692 - Printing (Banquet Printing)
6682 - Meals	Total 6680 - Banquet	Total 6680 - Banquet
6683 - Room Rental	5,657.00	5,657.00
6685 - COY/COM Awards and Engraving	Total 6670 - Program Expense	Total 6670 - Program Expense
6686 - Bar	6800 - Board (Expenses by Board Members)	6800 - Board (Expenses by Board Members)
6688 - AV Expenses	6830 - Administrative (Corresponding Sec & Treas)	6830 - Administrative (Corresponding Sec & Treas)
6690 - Misc. (Labels, Album, etc.)	6831 - Board (Exp. by Board) - Other	6831 - Board (Exp. by Board) - Other
6692 - Printing (Banquet Printing)	Total 6800 - Board (Expenses by Board Members)	Total 6800 - Board (Expenses by Board Members)
3,372.08	323.01	323.01
250.00	Total Expense	Total Expense
714.92	6,251.01	6,251.01
200.00	Net Income	Net Income
275.00	-3,003.27	-3,003.27
50.00		
955.00		
Total 6680 - Banquet		
5,657.00		
Total 6670 - Program Expense		
5,657.00		
6800 - Board (Expenses by Board Members)		
6830 - Administrative (Corresponding Sec & Treas)		
6831 - Board (Exp. by Board) - Other		
80.52		
242.49		
Total 6800 - Board (Expenses by Board Members)		
323.01		
Total Expense		
6,251.01		
Net Income		
-3,003.27		

Fairfax County Federation of Citizens Associations
Membership Report
July 2020 through June 2021

8:16 PM
07/17/24
Accrual Basis

Date	Num	Name	Mem	Amount
4090 - Membership Dues				
2020/6/20	2120	Potomac Hills Citizens	2020-2021	40.00
2020/6/03	1564	Wayneswood Citizens Ass	2020-2021	40.00
2020/08/25	1202	Country Club View Citi	2020-2021	40.00
2020/05/29	3235	Walker's Corner/Inn	2020-2021	20.00
2020/10/26	1146	Paulson at Hartinger	2020-2021	20.00
2020/10/26	1355	Washington Cdc Assoc	2020-2021	40.00
2020/1/02	975125	Hayfield Citizens Assoc	2020-2021	40.00
2020/1/07	1182	Reister Citizens Assoc	2020-2021	70.00
2020/1/21	1263	Stone Haven Cdc Ass	2020-2021	40.00
2020/2/07	6444	Charity Highlands Ne	2020-2021	40.00
2020/2/14	1250	Mason Hill Citizens Ass	2020-2021 Mkt	40.00
2020/1/27	830	Hillbrook Tall Oaks Cw	2020-2021	40.00
2021/01/02	1425	Greenway Doves Assn	2020-2021	40.00
2021/01/02	07061	Ceocables Community	2020-2021	20.00
2021/02/23	5072	Norham Virginia Citizen	2020-2021	60.00
2021/03/22	1963	Mantol Citizens Assn	2021-2022	60.00
2021/04/28	110	Falls Hill Civic Associat	2020-2021	40.00
2021/05/10	1520	Charlity Farm Homes	2021-2021	40.00
2021/06/09	1940	Woodham Homes Cdm	2021-2022	40.00
2021/06/09	1652	Old Hill Citizens Assoc	2021-2022	45.00
Total 4090 - Membership Dues				\$15.00
TOTAL				\$15.00

Fairfax County Federation of Citizens Associations
Membership Report
July 1, 2020 through July 17, 2024

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Date	Num	Name	Mem	Amount
1110 - Retained Earnings				
2021/06/30				\$15.90
2022/06/30				320.00
2023/06/30				320.00
2024/06/30				500.00
Total 1110 - Retained Earnings				2,035.00
4090 - Membership Dues				
2024/07/17		Rivewood Park Cdc	Membership Du	40.00
Total 4090 - Membership Dues				40.00
TOTAL				2,075.00

Fairfax County Federation of Citizens Associations
Membership Report
July 2022 through June 2023

8:18 PM
07/17/24
Accrual Basis

Date	Num	Name	Month	Amount
499 - Membership Dues				
2022/7/15	7930	Hickens Run Assoc. Clu	From May Cont.	40.00
2022/7/20	1083	Oak Hill Citizens Assoc	2022-2023 Dues	40.00
2022/12/30	1192	Riverton Citizens Assoc	2022-2023 Dues	40.00
2023/01/17	9027	South Run Regency	2022-2023 Mo.	40.00
2023/01/18	975277	Sun Sharnon	Dues for March	40.00
2023/03/18	2582	Hyfield Citizens Assoc	2022-2023 Dues	40.00
2023/03/18	3444	Potomac Hills Citizens	2022-2023 Dues	40.00
2023/03/18	3444	Waltham Condomeni...	2022-2023 Dues	20.00
Total 4060 Membership Dues				320.00
TOTAL				320.00

Fairfax County Federation of Citizens Associations
Membership Report
July 2021 through June 2022

1:17 PM
7/17/24
Accrual Basis

Date	Num	Name	Month	Amount
499 - Membership Dues				
2021/07/03	2072	North Springfield Civi...	2021-2022	40.00
2021/08/28	1588	Riverton Citizens Assoc	2021-2022	40.00
2021/08/27	1588	Wayneswood Clu/ptn M...	2021-2022	40.00
2021/12/16	1532	Chantilly Farm Homes	2021-2022	40.00
2021/12/13	975198	Hyfield Citizens Assoc	2021-2022	40.00
2021/12/22	158	Hickens Run Assoc Clu...	2021-2022	40.00
2022/02/24	253	Waltham Pk Clu/ptn...	2021-2022	40.00
Total 4060 Membership Dues				320.00
TOTAL				320.00

**Fairfax County Federation of Citizens Associations
Membership Report
July 2023 through June 2024**

5:19 PM
07/17/24
Accrual Basis

Date	Num	Name	Memo	Amount
4096 - Membership Dues				
2023/07/31	260	Riverwood Park Citize...	2023 Dues	40.00
2023/10/19	2038	North Springfield Civic...	2023 Dues	60.00
2023/12/21	1741	Sue Shuman	For Manlul Citizens' Association Dues 1...	40.00
2023/12/21	147	Sully District Council	For Chamilly Highlands Homes Associa...	40.00
2023/12/28	1196	Redan Citizens Assoc...	Dues for 2023-2024	60.00
2023/12/28	1303	Stone Haven Civic Ass...	Dues for 2023-2024	40.00
2023/12/28	1138	John Krampien	For Hayfield Citizens Associations Dur...	40.00
2024/01/23	114	Holmes Run Acres Civi	Membership 2023-24	40.00
2024/01/23	675265	Hayfield Citizens Assoc.	Membership 2023-2024	40.00
2024/01/23	2661	Nancy Trainer	For Potomac Hills Citizens Associations...	40.00
2024/03/13	1605	Cheslerbrook Woods C...	Dues for 2023-2024	40.00
2024/05/30	966055	Pinehill Hills Citizens A...	Membership Dues for 2023-2024	60.00
2024/06/10	7461311	Stone Haven Civic Ass...	Membership Dues for 2023-2024	40.00
Total 4096 - Membership Dues				580.00
TOTAL				580.00