

**Greenway Downs Citizens Association Meeting Minutes
May 23, 2018**

Board Members Present

- Lisa French (host)
- Jennifer Girard
- Sara Kelly
- Jeff Evans
- Dana Diaz
- Mary Anne Painter

Discussion Points

1. **Board members voted on the following board positions:**
 - a. **President: Lisa French**
 - b. **Vice President: Jeff Evans**
 - c. **Treasurer: Jennifer Girard**
 - d. **Secretary: Dana Diaz**
 - e. **Member at Large: Sara Kelly**
 - f. **Member at Large: Mary Anne Painter**
 - g. **Member at Large: Kevin Swatt**

2. **Defining the roles and responsibilities of each board position at the next board meeting.**
 - a. **Jennifer Girard to draft roles and responsibilities for next meeting**

3. **Greenway Downs Newsletter 2x a year--Sara researching costs**

4. **Greenway Downs Signs need to be repaired or replaced. The sign at the cavalier trail will be taken down when construction on the new intersection at Lee Hwy and Cavalier Trail begins and The City of Falls Church will replace that sign. The second sign will be repaired or replaced in tandem with the other, and quotes from local sign companies will be requested for discussion at the next board meeting.**

5. **Treasury Report:**
 - a. **Budget is solvent**
 - b. **This year there will not be a sale of directory to bring in income. The board discussed potential fundraising ideas:**
 - i. **Mixer at local restaurant in October with cover fee that will go back to the board**
 - ii. **Pint Glasses/Koozies with Greenways Downs Logo**
 - iii. **Neighborhood Calendar (printed) with photos from the neighborhood**
 - c. **There are not any big expenditures planned this year**
 - d. **A proposed budget will be discussed at the next board meeting**
 - e. **Jennifer Girard to prepare more information before next meeting regarding budget specifics.**

6. **The board plans to create a central online location private to the board for the purposes uploading board documents. The goal is to provide easy access to treasury information, documents pertaining to neighborhood initiatives involving**

Fairfax County, and to better facilitate the sharing of these documents outside of hand carrying and email. Google Docs is a likely possibility, however, other alternatives are being considered.

a. Jennifer Girard to prepare more information before next meeting.

7. This year the board will create and maintain a calendar private to the board to highlight dates where the board needs to take action. For instance, before the date is set for the annual meeting each year, a GDCA board member will contact the Jefferson Village board to ensure that our meetings are not on the same date.

8. The bamboo creek cleanup is underway and a dumpster for cut bamboo was delivered on May 24, 2018. More information is posted by Sara Kelly and sent to the Greenway Downs Neighborhood Listserve.

9. Next Board meeting is June 27, 2018.