

Greenway Downs Citizens Association  
Board of Directors Meeting Minutes

Location: Home of Sara Kelly  
Date/Time: Wednesday, May 3, 2017

Board Members Present:  
Kara Klousia, Sara Kelly, Jenny Girard, Asha Beh, Dana Diaz, Lisa Welde

Visitors Present  
Jeff Evans, Todd Kamien

**Board Vote:** Approved the Board Meeting Minutes dated March 22, 2017

### **Treasurer's Report**

Jenny reported that the GDCA currently has \$8,387 and that she was just starting to receive membership forms with member donations. Jenny presented a GDCA Financial Analysis and Budget Report with details about expenses and revenues which will be posted with the final meeting minutes.

**ACTION ITEM:** Jenny will send Sara the Budget Report for publication

### **Update on the Summerfield Traffic Study**

Lisa and Kara reported that the county approved our request for traffic calming measures on Summerfield. Lisa is leading the charge on this initiative and her next step will be to recruit some Summerfield residents to help, and then meet with the county to discuss the specifics. Most likely the results will be speed humps.

Lisa's project is not to be confused with the Through Truck Restrictions. This initiative was sparked by the JV/GDCA Senior Lunches and became a joint project between Jefferson Village and Greenway Downs with the county to ameliorate the dangers associated with very large trucks that use Marshall and Summerfield as cut through streets to avoid Graham Rd. and Annandale Rd. This project was approved and the public hearing is set for June 7.

(Peter Beckman has a summary of the project on Nextdoor at <https://jeffersonvlgreenwaydns.nextdoor.com/search/?query=no%20thru%20trucks&ccid=2701CED4-6930-E640-CF13-7DE31DA02257&ssid=cc480f95-da80-4c31-b31e-2038941dbede>)

### **Neighborhood Watch Report**

Jeff Taylor reported via email that the Watch program is running just fine. He works closely with Jefferson Village.

### **Agenda Items for the Annual Meeting**

Kara is collecting Agenda items for the May 18th Annual Meeting.

Megan Dho and Sara will speak about the Social Committee  
Sara will speak about the county improvements for Cavalier Trail  
Sara will speak about the ongoing Bamboo project

**ACTION ITEM:** Kara will contact Jeff Taylor and ask if he would like to speak about the Watch Program.

**ACTION ITEM:** Sara will solicit ask agenda items from Greenway Downs residents using the GDCA email list.

### **Board Composition and Officer Positions**

The GDCA by-laws allow the Board to decide which members fill the officer positions. This year, the President, Vice-President, and Secretary will be unfilled and there was some discussion about how and when to decide who will fill them.

Currently, the Board has 8 members, 2 of whom are leaving the Board this month. After an extensive recruitment campaign in Greenway Downs for new Board members, Jeff Evans and Kurt West, both on W. George Mason Rd., Todd Kamien on Greenway, and Kevin Swatt on Summerfield have stepped up to the plate.

Jenny Girard is currently the Treasurer, and has offered to continue in that capacity.

Any actual decision on this issue was postponed because we were missing several incoming Board members at this meeting, but Jenny noted that since she needs to file our Virginia State Corporation papers that require officers to be listed—the issue needs to be resolved.

The members present were able to identify some key job roles in the open officer positions:

President:

- is the point person between the GDCA and Linda Smyth's office
- is responsible for setting the monthly Board meeting (except for previously agreed upon months for vacation/recess)
- is responsible for collecting agenda items from Board members, Neighborhood Watch, the Social Committee, and from the residents of Greenway Downs
- presides over the Board meetings.

Vice President;

- help the President when needed
- regularly monitor the [greenwaydownsinfo@gmail.com](mailto:greenwaydownsinfo@gmail.com) email (this is the GDCA means of communicating with Greenway Downs residents)

Secretary:

- is responsible for taking the minutes at the Board meetings, circulating the draft among Board members for corrections, and posting them on [www.greenwaydowns.org](http://www.greenwaydowns.org) and on the document section of Nextdoor.

## Social Committee

Sara reported that she and Megan held an organizational Social Committee meeting the previous week. The Committee now has a draft calendar for the year, and were in the process of advertising for volunteers for the September Block Party.

Sara noted that in the past, in her capacity as Board Secretary, it was very cumbersome to be responsible for the Social Committee communications via Facebook, Nextdoor, the GDCA website and GDCA email list.

To effect better communications, she suggested that the Social Committee take responsibility for their own communications and asked that she continue to access the GDCA email list for social committee purposes. She also reported that the Social Committee would send the committee minutes to the Board so that the Board and the committee would always be on the same page.

Sara also asked that she stay on webpage management because it is a work in progress and she would like to keep improving it.

### Items for Discussion that Carry Over to the New Board after the Annual Meeting

The Neighborhood Directory

Lisa suggested considering a survey of Greenway Downs residents to see how useful/necessary a new Directory would be.

Jenny reported that the 2015-2017 Directory brought in sizable revenue from advertisers.

There was a general discussion of other means to raise revenue—among them were more t-shirts, a design contest, pint glasses, advertisement and coupons in a Directory, a Greenway Downs .com website to take in ad revenue.

Some of these suggestions raised the issue of the GDCA non profit status with the State of Virginia. However, we are not a 501c3. Jenny looked into this last year and discovered that the 501c3 status required a great deal of paperwork with the Federal Government.

Dana pointed out that the Treasurer position is volunteered time and to pursue such a status should consider the cost benefit analysis regarding time spent on extra paperwork and actual benefits.

**ACTION ITEM:** Jeff will check with a friend at work about the 501c3 process.

Lisa has been researching the feasibility of using jot form on our website to collect membership donations. This service is free for a non-profit but otherwise would cost us \$100 a year. (we are on a two-year membership donation cycle)

**ACTION ITEM:** Lisa will ask jot form if we qualify as a non-profit under their rules.