

KINGS PARK CIVIC ASSOCIATION  
P.O. Box 1243, Springfield, VA 22151

Meeting Minutes Kings Park Civic Association Board Meeting

Date: July 11, 2023, Annual Member Meeting

Zoom (virtual)

Start: 7:30pm

Attendees:

Board Members:

Charlotte Hannigan

Leeann Alberts

Susan Metcalf

Susan Cappa

Susan Malmberg

Eric DeTurk (Notetaker)

Charlotte called meeting to order at 7:33pm

Charlotte presented motion to approve June 13, 2023 Board Meeting minutes. Eric DeTurk seconded, all members voted in favor to approve minutes. The June 13, 2023 General Membership meeting minutes were approved as written.

- I. Membership
  - a. Membership update was provided by Leeann
    - i. Household membership as of July 2023: 321
      - 1. Household membership at this time in 2022: 353
      - 2. Household membership at this time in 2021: 436
      - 3. Household membership at this time in 2020: 415
  - b. Recommendation made to have a National Night Out (NNO) membership table. Print out membership list to crosscheck membership. Set this table up in conjunction with KPCA neighborhood watch table that Susan Cappa will also be working.
- II. Events - Susan Metcalf
  - a. Ice Cream Day
    - i. Went really well and everyone was happy
  - b. July 4<sup>th</sup> Parade
    - i. Eric will draft up best practices for event and proposed we do this for all the events.
      - 1. Susan Malmberg suggested trying to contain the children on on bikes before road is blocked off for safety issues
      - 2. Potentially have walkers at the end of parade versus the front of the parade.
  - c. Scavenger hunt – 2023
    - i. No updates

- d. 2023 Food Truck Season
    - i. Pizza vendor had to cancel three times. The Indian Food truck has been non responsive to Susan Metcalf's follow ups
    - ii. Big Cheese coming up however hard time scheduling food trucks
    - iii. Something to think about if pool is doing Thursday night events with food truck and if KPCA should do it on same day
  - e. Glow Party in the Park (Charlotte)
    - i. Early Fall date and Shelly Miller may assist
    - ii. Discussion of ideas/options in place of glow options that are more environmental friendly
  - f. National Night Out (Scheduled for August 1)
    - i. Virginia State Police, Burke Volunteer Fire and Rescue Department, Fairfax Families for Safe Streets, Supervisor Walkinshaw all confirmed
    - ii. Susan Metcalf asked up about scouts setting up an activities
    - iii. Sno cone machine at KPCA table
  - g. Oktoberfest (Scheduled for Sept 16)
    - i. Band scheduled, food, and pool confirmed
    - ii. Susan Metcalf will talk to Jim about parking lot set up
  - h. Emergency Preparedness Presentation (Scheduled for Sept 19)
    - i. No updates and will discuss as we get closer to the date
    - ii. Eric will continue to research and plan giveaway
    - iii. Susan Malmberg suggested combining the Sept 12 KPCA meeting and budget discussion as a board and then present the budget as part of the Sept 19 and that will be the budget membership meeting.
  - i. Charlotte made a note about July 22<sup>nd</sup> pool divisionals and road closures on Parliament.
- III. Budget - Susan Malmberg
- a. Budget update provided by Susan Malmberg
    - i. \$12,386 income and \$13,781 expenses since August 1· 2022 (FY)
      - 1. Since June 2023 meeting - income: \$151
        - a. \$100 (Membership and donations)
        - b. \$51 (July 4<sup>th</sup> donations)
      - 2. Since June 2023 meeting - expenses \$972
        - a. \$252 (Webhosting)
        - b. \$115 (Landscaping)
        - c. \$105 (July 4<sup>th</sup> - Park license, ice, water, snow cone syrup and cups)
        - d. \$500 (Kings Park Band Performance - July 4<sup>th</sup>)
    - ii. \$290 in paypal was also received per Susan Malmberg
  - b. Federal tax form is usually done in June. Susan Malmberg is working to complete the Federal Tax form however website is having issues.
  - c. Current accountant that has been used in the past has retired. Charlotte is going to post something on Facebook pending information from Susan Malmberg.

- IV. Community Safety / Beautification Items – Susan Cappa
  - a. Safety
    - i. KPCA did not attend last Fairfax Safe Streets meeting on July 10<sup>th</sup>
    - ii. Neighborhood watch will have table set up at NNO
  - b. Landscaper/beautification updates
    - i. Susan C receives in emails about things that should be changed in neighborhood. Charlotte asked Susan Cappa to send any emails regarding neighborhood input or concerns about beautification and safety to the KPCA board organization email.
      - 1. Susan Cappa will write an article in the next Gazette for “Who to contact for what”
      - 2. Susan Malmberg asked if landscaper takes care of traffic circles.
        - a. Eric noted in the previous contract we eliminated the care of the two traffic circles on Kings Park Drive, however the landscaper stated he would still provide weed treatment.
      - 3. Susan Cappa will start looking about updating landscaping contract for 2024 term
      - 4. April 20<sup>th</sup> is National Volunteer Day Susan Cappa mentioned doing something for those volunteers in Kings Park
    - ii. Adopt-a-Highway
      - 1. Sept 9th tentative date
      - 2. Eric will coordinate with VDOT
  - c. Kings Park Park – Park Volunteer Team
    - i. Next clean-up date TBD for late summer/early fall
- V. Gazette – Charlotte
  - a. General Update
    - i. Email August 1<sup>st</sup> for Sept 1st due date for articles. Lost a couple of route volunteers and will seek assistance for those routes.
- VI. KPCA Website/Google Drive
  - a. Website
    - i. Charlotte will get with Susan Metcalf to work on Website updates
  - b. Records Management
    - i. No updates
- VII. Welcome Committee
  - a. General update provided by Susan Metcalf
    - i. Susan Metcalf has visited a couple of homes. Charlotte offered to hit houses on 15<sup>th</sup> or the following weekend.
    - ii. Decision was made to look into having business cards professionally printed. Charlotte will look into this and also contact the Gazette and other vendors.
- VIII. Outstanding Items from last month:
  - a. Survey monkey to garner feedback from the community and KPCA members
    - i. No updates

- b. KPCA email distribution list for assisting with event sign up
    - i. No updates
- IX. Open/Closed community inquiries since last meeting
  - a. Two people signed up to help with signs. Charlotte will email the two and connect with them. Someone volunteered to help with landscape per Susan Cappa.
  - b. Lake Accotink meeting was attended by Charlotte. We do not need to announce it as part of public business. Charlotte provided background on Lake Accotink Task Force meeting. Meeting every other week. August 7<sup>th</sup> LeeAnn will attend to represent KPCA.
  - c. VDOT Braddock Road Multimodal Project July 26<sup>th</sup> meeting. Charlotte is working with Supervisor Walkinshaw's office. Question asked if we have separate flyer announcement for the houses on Thames/Victoria to notify them that the Braddock Rd area behind them. Susan Metcalf asked if the mailing would be at our expense or VDOT. Charlotte will look into this.
  - d. Charlotte advised the Kings Park/Kings Glen PTA will be doing booster-thon and looking for sponsors. Having our logo on every shirt. Board voted all in favor to sponsor the event at a cost of \$350.

Charlotte motioned to adjourn meeting, Eric seconded the motion. All members voted in favor to adjourn meeting.

Meeting Adjourned at 8:39pm

**Next Meeting:** Tuesday, August 8, 2023 at 7:30pm via Zoom