

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

Meeting Minutes Kings Park Civic Association Board Meeting

Date: September 12, 2023, Board Meeting

Zoom (virtual)

Start: 7:30pm

Attendees:

Charlotte Hannagan
Leeann Alberts
Susan Metcalf
Susan Cappa
Susan Malmberg
Eric DeTurk (Notetaker)

Charlotte called meeting to order at 7:31pm

Charlotte presented motion to approve August 22, 2023 Board Meeting minutes. Eric DeTurk seconded, all members voted in favor to approve minutes. The August 22, 2023 Board Meeting minutes were approved as written.

- I. Membership
 - a. Membership update was provided by Leeann
 - i. Household membership as of September 2023: 326
 - 1. Household membership at this time in 2022: 357
 - 2. Household membership at this time in 2021: 439
 - 3. Household membership at this time in 2020: 415
 - ii. Membership table will be set up Oktoberfest
- II. Events - Susan Metcalf
 - a. Scavenger hunt – 2023 (Scheduled for November 11th)
 - i. No updates
 - b. 2023 Food Truck Season
 - i. Question as to whether to continue Food trucks next year was raised by Susan Metcalf. Susan expressed difficulty in scheduling and quality of food not always the best. Board will continue to discuss and add to Survey Monkey.
 - c. Glow Party in the Park (Charlotte)
 - i. General Update
 - 1. Charlotte needs to follow up with Shelley and possibly schedule for October.
 - 2. Music/DJ - TBD
 - d. Oktoberfest (Scheduled for Sept 16)
 - i. General update – Pool needs to be open at 11am for set up.
 - 1. Food

- a. Food will be purchased 9/13
 - 2. Music
 - a. Band confirmed
 - 3. Activities
 - a. Eric will bring rings and beer rack, Susan will bring wine bottles
 - b. Corn hole, connect four and children's arts and crafts table.
 - 4. Entry/Membership Table
 - a. Table will be set up at entrance to collect payment for food and as a membership table.
 - 5. Safety/Parking
 - a. Eric set up safety/parking
 - e. Emergency Preparedness Presentation (Scheduled for Sept 19) (Charlotte)
 - i. Charlotte followed up with County to confirm.
 - ii. Contest Update (Eric)
 - 1. No updates
 - f. Halloween Decorating Contest (Scheduled for October 28th)
 - i. Front Yard Flag/sign update
 - 1. Charlotte will follow up with signs and look at different options.
 - g. Trunk or Treat (Scheduled for October 29th)
 - i. Charlotte confirmed parking lot through pool
 - ii. Eric will help set up safety stuff and parking.
 - h. Holiday Party (Scheduled for December 1st)
 - i. Brandi Campbell and Lisa Anderson will run the party. Liz Rivera will help as needed.
 - i. Holiday Lights Decorating Contest (Scheduled for December 18th)
 - i. No updates
- III. Budget - Susan Malmberg
- a. Budget update
 - . YTD Income-\$155.25 Expenses-\$2,583
 - . Change since last meeting 8/22/23
 - 1. Income -\$30 membership
 - 2. Expenses -\$1,615 - Lawn care-\$255, NNO-\$41, school donation-\$350, State Reg.-\$25, FireDept. donation-\$100, Police donation-100, Gazette-\$644, BDC-\$100.
 - b. Updated budget was sent to board for review. Charlotte motioned to approve budget as presented. Leeann seconded. All board members in favor of budget as presented. Budget is approved by KPCA board.
 - i. Budget will be presented at Sept 19 general membership meeting.
 - c. Financial Review/Audit update
 - i. Susan Malmberg reached out and contacted someone to conduct an audit. Awaiting follow up from point of contact. Susan

Malmberg noted the audit is not required unless a treasurer is changed however the board agreed it is a good idea to do one.

- d. Insurance needs to be renewed before December 1st. Update to ensure it goes to the Fairfax County School Board in order to use school facilities. Susan Malmberg will look into updating insurance.

IV. Community Safety / Beautification Items - Susan Cappa

a. Safety

i. Fairfax Families for Safe Streets

- 1. Susan Cappa attended September 11th meeting. Susan Cappa gave recap of presentation. Remembrance day in November for pedestrian fatalities will be scheduled.

ii. Community safety issues

1. Speed hump Southampton striping update

- a. Susan Cappa called VDOT/FFX county. Southampton speed humps striping are low priority right now due to other major striping projects. VDOT said they will get to it soon. Susan Cappa will continue to follow up.

b. Landscaper/beautification updates

i. Landscaper contract Maintenance clarification

- 1. Susan Cappa will reach out to landscaper to get clarification on whether he is maintaining nubs. Need to come up with some guidelines as to what landscaper will do and what community will do.

ii. Kings Park Garden Club

- 1. Susan Cappa will reach out and try to garner support for a garden club. Once club is started they can brainstorm ideas as to addressing community garden and landscaping. Water access will need to be considered.

iii. Adopt-a-Highway (Eric/Susan Cappa)

- 1. No updates
- 2. Clean up date TBD

c. Kings Park Park – Park Volunteer Team (PVT) (Eric)

- i. Fall clean up (Scheduled for Sept 16th). Joe DiPietro (alternate PVT lead) will lead this clean up event.

V. Gazette – Charlotte

a. General Update

- i. Printed and at Charlotte's house awaiting distribution
- ii. Distribution
 - 1. One new family that volunteered.
 - 2. Susan Metcalf and Eric will begin distribution on 9/13

VI. KPCA Website/Google Drive

a. Website (Charlotte)

- i. Joe DiPietro has volunteered to assist. Eric will email Joe to inquire as to what level of support he can provide.

b. Records Management (Eric)

- i. No updates

- VII. Welcome Committee
 - a. General update (Susan Metcalf)
 - i. Plan to go out Sunday, September 17th.
- VIII. Outstanding Items from last month:
 - a. Kings Park Volunteer recognition on April 20th (event TBD) – No updates.
 - b. Kings Park Entrance Sign update (Eric)
 - i. Eric and Joe DiPietro updated signs.
 - ii. Joe D. will take over sign updating and maintenance. Joe will store sign letters.
 - c. Gerald E. Connolly recognition of Kings Park on its 50th Anniversary (Terry Boschert).
 - i. The Boscherts have a plaque to pass along to the KPCA from the 50th Anniversary event.
 - d. Survey monkey to garner feedback from the community and KPCA members (Eric) – No updates
 - e. KPCA email distribution list for assisting with event sign up (Charlotte) – No updates.
- IX. Open/Closed community inquiries since last meeting
 - a. Lake Accotink Task Force update
 - i. Charlotte provided recap of last task force meeting.
 - b. Braddock Road Multimodal Improvement Project update
 - i. Charlotte mentioned a petition may be developed to address issues with Danbury Forest/Wakefield Chapel road-realignment concerns. Discussed updates to the project.
 - c. Braddock District Council of Community Associations (September 20th)
 - i. Charlotte will attend on behalf of KPCA.

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

Meeting Adjourned at 8:32pm

Next Meeting: General Membership Meeting (Budget Approval Vote) and Emergency Preparedness Virtual Presentation, Tuesday, September 19, 2023 at 7:00pm via Zoom.