



Meeting Minutes SRCA BOARD MEETING

October 8, 2025 – 7:30-9:00 PM by Zoom

Attendees:

Officers: Mike Souza (President); Jeanne Jacob (First Vice President); Scott Sutherland (Treasurer); Janet Merrifield (Second Vice President); David Pritzker (Parliamentarian); Mike Brookbank (Historian); Cecil Gregg (Secretary); Lisa Sutherland (Welcome Committee).

Liaisons/Guests: Bee Stribling (SSSAS Liaison)

Absent: Jeremy Flachs (BEHC Liaison) and ACPD/ADO Liaison

Called to Order: 7:34pm

1. Welcome and President's Report – Mike Souza

1.1 Annual Meeting: quorum was achieved, but attendance dropped when moving from outdoors to the indoor location. Board should consider alternatives for next year, including wayfinding signage if indoors, or a loudspeaker if the meeting is held outdoors. Balance audibility and comfort of moving indoors vs. retaining the “captive audience” aspect of the outdoor meeting.

1.2 Budget & Dues: President has begun a draft budget; dues collection continues.

1.3 Campus Fence: Following neighborhood picnic, temporary fence was removed from school baseball field and green space was reopened.

1.4 Meeting Length: President is adding new rule for this year to cap Board meetings to conclude no later than 9:00 PM. Remaining agenda items at that time will be tabled and added either as online discussion or resumed next meeting.

2. Reports from SRCA's ACPD Liaison/Alexandria's Sheriff's Liaison

2.1 Representatives were unable to join.

3. St. Stephens & St. Agnes School (SSSAS) Liaison – Bee Stribling

3.1 Green & Grounds: Fence down; lawn open and in use. School year off to great start.

3.2 Campus Activities: Recent Seminary Hill Cup at EHS; Movie Night on the Field scheduled Oct 18, 6:30–9:00 PM (following SRCA’s summer “Screen on the Green” guidelines re: volume).

3.3 Lighting Request: Neighbor requests restoration of tree lighting along the entry drive for safety/visibility with longer nights approaching. Bee will inquire with staff and report back.

3.4 Annual Meeting tech (for next year): Bee can request portable PA/speakers for outdoor events or use indoor projection/screens if held inside.

4. Beth El Hebrew Congregation (BEHC) Update – Jeremy Flachs (via Email)

4.1 Installing a 6-foot high decorative metal fence around perimeter of property and like that at MacArthur Elementary School and gates will remain open except during lockdowns.

4.2 Sustainability: Implementing plan to compost food-service items used on their campus

5. Secretary’s Report –Cecil Gregg

5.1 Minutes Approval: Prior meeting minutes were taken by Janet Merrifield, approved by board virtually, then set to viewer-only in Google Docs.

5.2 New roles and responsibilities regarding Secretarial Duties were established:

Secretary, Cecil:

1. Creating and distributing agendas, minutes, and any community updates to the SRCA Board, and community
2. Running the monthly Zoom meetings
3. Maintaining and updating the Block Captain Lists
4. Checking news4srca email and forwarding any requests for modification or other items not listed below to Mike S.

Second VP, Janet (Secretarial Duties)

1. Creating and distributing event emails, evites, and flyers
2. Responding to news4srca emails regarding events
3. Updating emails in MailChimp and Evite
4. Paying for technology and printing

Communications Chair, Alexis (Secretarial Duties)

1. Processing Directory

2. Processing Facebook requests
3. All web updates including posting events, agendas, and minutes
4. Posting events in the FB group and Nextdoor

5.3 Regular meetings will be on the second Wednesday of each month and future agendas will note any exceptions.

6. Treasurer's Report – Scott Sutherland

6.1 Memberships: 61 households as paid (fiscal year).

6.2 Deposits: \$1,550 received post-picnic.

6.3 PayPal: Reconciling household payments before bank transfer.

6.4 Account Balance: \$6,397.53.

6.5 Reimbursements: Pending for meeting material, website, internet (detail not provided).

6.6 Fixed Annual Costs: \$619.90 (MailChimp, Zoom, Squarespace) billed to Janet Merrifield's credit card.

- Plan to reimburse annually in November.
- Exploring direct autopay options from the SRCA account.

7. First Vice President's Report –Jeanne Jacob

7.1 City and Coalition Meetings: Updated list circulated.

7.2 Duke Street Transit & Land Use: City Planning leading land use; T&ES leading transit. Feedback shared about limited remote access during public sessions. Potential expansion north toward Seminary Road and the future Inova site. Concerns over ridership trends and loss of previous federal funding.

7.3 Fire Department Schedule: Transitioning to a four-day work week.

7.4 Seminary Hill Association: Virtual meeting scheduled; SRCA to share Zoom link with members.

8. Second Vice President's Report – SRCA Events – Janet Merrifield

8.1 - The Annual Picnic was well attended and held within budget. The Annual Meeting was poorly attended and efforts will be made at next year's meeting to increase attendance including signs between the picnic and meeting

8.2 - Halloween Party October 31: Griffith Place, 5pm-7pm with setup at 4pm and featuring a fire truck visit, pizza, crafts, and cornhole. Best-Decorated House contest with \$50 prize; map with QR code for entries. Volunteers needed. Cleanup at 7pm; service hours offered. Budget: \$1,331 (same as 2024). "Halloween on Griffith Place" sign; collecting RSVPs via evite.

8.3 - Volunteers are needed for all events this year.

9. Communications Report – Alexis Carena/Janet Merrifield

9.1 Website: Updated with Halloween info and new PayPal options

9.2 Photos: Seeking volunteer photographer for future events (faces avoided)

9.3 Social Media: Nextdoor limited to SRCA area; Facebook is closed and directory linked.

10. Welcome Committee – Lisa Sutherland

10.1 Updated welcome packet includes letter, Board contacts, and event calendar.

10.2 Includes City information packet, directory, and Baskin-Robbins gift card.

11. Parliamentarian – David Pritzker

12.1 Emphasized quorum importance for the annual meeting.

12.2 Clarified Duke Street project leadership (Planning vs. T&ES).

13. New Business

- Water Line Notices: Some residents received inspection requests for lead; SRCA homes generally not affected.
- Moms Group: Interest in neighborhood social gathering; babysitting options through SSSAS discussed.
- Business Advertising: Directory is now digital; service provider may be shared via Facebook group by individual members under existing rules.

14. Adjournment and Action Items

1. Plan 2026 Annual Meeting logistics, sound, venue setup.
2. Share the Seminary Hill Association Zoom link with residents.
3. Finalize Halloween contest and volunteer coverage.
4. Evaluate ACH/autopay for communications vendors.
5. Track Duke Street and Fire Department updates.
6. Review and finalize the new welcome packet.

Meeting Adjournment: 8:53 PM

Motion: Adjournment

Moved by: Mike S.

Seconded by: voice vote, all in favor.