

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

Meeting Minutes Kings Park Civic Association Board Meeting

Date: August 12, 2025

Zoom (virtual)

Start: 7:33pm

Board Attendees:

Charlotte Hannagan

Susan Cappa

Susan Malmberg

Leeann Alberts

Eric DeTurk (Notetaker)

Not Present: Susan Metcalf

Charlotte called meeting to order at 7:34pm. Susan Malberg presented motion to approve [July 15, 2025 Board Meeting minutes](#). Charlotte seconded, all members voted in favor to approve minutes. The July 15, 2025 Board Meeting minutes were approved as written.

- I. Membership - Leeann
 - a. Membership update provided by Leeann
 - i. Household membership at this time 2025: 260
 - 1. Household membership at this time 2024: 334
 - 2. Household membership at this time 2023: 326
 - 3. Household membership at this time 2022: 367
 - 4. Household membership at this time 2021: 439
 - 5. Household membership at this time 2021: 415
 - ii. Charlotte will do another street post on Facebook
- II. Events – Susan Metcalf
 - a. National Night Out (NNO) (8/5/2025) (Eric)
 - i. Eric provided an overview of the 2025 NNO event.
 - ii. Recommendation was made to end future year NNOs at 7pm
 - iii. Eric will work with Susan Metcalf to document information in an after actions report
 - iv. Decision was made to document \$300 as donation for accounting purposes
 - b. Custom holiday ornament for Kings Park – Design Contest due August 19th (Charlotte)
 - i. Charlotte will continue to advertise the design contest. One submission by Susan Cappa. Ornament company can design something if needed
 - ii. Possibly update the ornament each year either color or year.

- c. Discussion about possible future events to boost membership took place, such as a membership party around Valentine's Day. Board will brainstorm further ideas.
- III. Budget - Susan Malmberg
 - a. Budget update
 - i. Account balances as of 7.5.2025
 - ii. Checking: \$\$18,120.59
 - iii. Savings: \$5,302.42
 - iv. Certificate of Deposit: \$27,858.87
 - b. Outstanding expenses/incomes
 - i. Sponsorship for Kings Park PTA Booster Event
 - c. Upcoming expenses
 - i. National Night Out related expenses paid to Eric.
 - d. Other
 - i. Susan Malmberg provided a 2026 Budget presentation for board review.
 - ii. Susan Malmberg will ask for volunteers to conduct an audit since it has not been done in two years and add a \$200 budget line item incase there are no volunteers and need to hire someone.
 - iii. Charlotte requested an Excel spreadsheet for internal record-keeping to break down budget items further, and Susan agreed to share the existing worksheet as a starting point.
- V. Community Safety / Beautification Items - Susan Cappa
 - a. Safety
 - i. Fairfax Families for Safe Streets (No August meeting)
 - ii. Susan Cappa did inquire about potential purchase of a Neighborhood Watch banner. Susan will investigate options.
 - b. Survey
 - i. Charlotte will reach out to Rachel to see if any responses have been received.
 - c. Landscaper/beautification updates
 - i. Landscaper updates
 - 1. Contract signed for 2026 landscaping
 - ii. Kings Park Garden Club update
 - 1. Nothing significant to report
 - iii. Kings Park Entrance Sign Updates
 - 1. Marissa Tonelero has been provided verbiage for new updates to the signs.
 - iv. Adopt-a-Highway (Eric/Susan Cappa)
 - 1. Kings Park Drive Adopt a Highway got approved.
 - 2. Eric will schedule first KP Drive clean up for September 2025
 - d. Kings Park Park – Park Volunteer Team (Eric)
 - i. No Updates
- VI. Gazette – Charlotte
 - a. Receiving articles that are due Sept 1st

- VII. KPCA Website/Google Drive
 - a. Website (Charlotte)
 - i. No Updates
 - b. Records Management (Eric)
 - i. Eric and Susan Metcalf will start developing After Actions Reports for events and post on the google drive
- VIII. Welcome Committee
 - a. No updates. Visits have been limited due to weather
- IX. Outstanding Items from last month:
 - a. Recognize current "Royal Resident" (Marissa) and next "Royal Resident" nomination. Rachel Henderson Eliff was voted to be next "Royal Resident".
- X. Open/Closed community inquiries since last meeting
 - a. Parking issues in community (Bob Friedman)
 - i. Eric sent response
 - b. Community Garden/Compost Collection efforts (Karen Vahouny)
 - i. Karen is independently working this and keeping the KPCA in the loop.
 - c. Invasive plant mitigation during Kings Park Park clean ups (Robert Nellis)
 - i. Rob Nellis completed FIRA certifications.

Charlotte presented motion for the board to approve budget. Susan Cappa seconded, all members voted in favor to approve the budget as written. The 2026 KPCA budget was approved as written. The budget will be presented on the September 9, 2025 for general membership approval.

Meeting Adjourned: 8:40pm

Next Meeting: Next General Membership Meeting and Budget Approval Tuesday, September 9, 2025 at 7:30pm via Zoom.