

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

Meeting Minutes Kings Park Civic Association Board Meeting

Date: December 12, 2023, Board Meeting

Zoom (virtual)

Start: 7:30pm

Attendees:

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

Not Present

Susan Metcalf

Charlotte called meeting to order at 7:30pm

Board meeting minutes from November 14, 2023 were not distributed prior to the December 12, 2023 board meeting and thus not voted on for approval. The November 14, 2023 board meeting minutes were distributed during the meeting and will be voted on for approval at the January 9, 2024 board meeting.

I. Membership

- a. Membership update was provided by Leeann
 - i. Household membership as of September 2023: 346
 - 1. Household membership at this time in 2022: 390
 - 2. Household membership at this time in 2021: 454
 - 3. Household membership at this time in 2020: 415
 - ii. Discussion on how to boost membership was held. For example, having membership tables at all events or making some events members only. Charlotte mentioned developing a membership database to email members with reminders who have not paid their memberships. Charlotte also mentioned making ways to boost membership a focus during the Jan 9, 2024 board meeting.

I. Events – Briefed by Charlotte due to Susan Metcalf not being present

- a. Holiday Party – Post Mortem
 - i. Charlotte and Susan Cappa said party went really well and turn out was good to include volunteers.
- b. Holiday Lights Decorating Contest (Scheduled for December 18th)
 - i. Five winners each will get a flag and judges will get a gift basket of some kind.
 - ii. Posted on community entrance boards

- c. Community Yard Sale (Scheduled for May 4th)
 - i. No updates
 - II. Budget - Susan Malmberg
 - a. 2024 Budget Approval
 - b. Budget update
 - .YTD Income-\$1,585 Expenses-\$4,906
 - .Change since last meeting
 - 1. Income -\$60 dues
 - 2. Expenses -\$800 (\$250 insurance; \$100 books review; \$450 lawn care)
 - c. Financial Review/Audit update: Mr. Ortiz reviewed 3 years of books & found them to be in good order
 - i. Mr. Ortiz provided some recommendations to Susan Malmberg
 - ii. KPCA Treasurer computer was compromised and as a result all bank accounts were cancelled and debit card destroyed. We are establishing new checking, savings, & debit card accounts. No money was lost. New checks will come in around 12/22. Bills to be paid, adding up to more than \$1,547:
 - 1. Parliament: \$300
 - 2. Holiday Party: \$348
 - 3. New Earth: \$550
 - 4. USPS Box: \$274
 - 5. Membership Prizes: \$75 (Susan Metcalf to confirm)
 - 6. Holiday Judges: ?
 - 7. FCPS Room Rental: ?
 - d. Insurance: The company sets a “minimum” premium for each category of policy like renters starts at 100 and jewelry starts at 60, well the category the civic association is in had the minimum lowered. Nothing was changed in the coverage.
 - III. Community Safety / Beautification Items - Susan Cappa
 - a. Safety
 - i. Community safety issues
 - 1. No updates
 - b. Landscaper/beautification updates
 - i. Landscape service contract
 - 1. Landscaper completed trimming on KP Drive at Cromwell
 - 2. Susan Cappa received updated contract and reviewed.
 - ii. KP Drive Traffic Circles and Southampton nubs/”bump-outs”
 - 1. KP Drive traffic circles have been trimmed by volunteers.
 - iii. Kings Park Garden Club update
 - 1. Girls scouts have volunteered to assist with nubs, no further updates.
 - iv. Adopt-a-Highway (Eric/Susan Cappa)
 - 1. Eric will determine next date and whether another Burke Lake Road or Braddock Road section cleanup should be completed.

- c. Kings Park Park – Park Volunteer Team (Eric)
 - i. No updates
- V. Gazette – Charlotte
 - a. Gazette has been sent to the printers and plan is to distribute next week or thereafter.
- VI. KPCA Website/Google Drive
 - a. Website (Charlotte)
 - i. Charlotte is looking at getting an online membership database to allow the board to see who are members and sort by various criteria.
 - b. Records Management (Eric)
 - i. No updates
- VII. Welcome Committee
 - a. No updates
- VIII. Outstanding Items from last month:
 - a. Braddock District Council of Community Associations (Charlotte)
 - i. Dec 6th – Best of Braddock – post mortem (Charlotte)
 - 1. LeeAnn and Charlotte attended. Eric and Marcia Pape were recognized.
 - b. Kings Park Volunteer recognition on April 20th (event TBD)
 - i. Eric and Susan Cappa will start planning and brief board at next meeting with ideas.
 - c. KPCA email distribution list for assisting with event sign up (Charlotte)
 - 1. Discussed during KPCA website update
 - d. Survey monkey to garner feedback from the community and KPCA members (Eric)
 - i. No updates
- IX. Open/Closed community inquiries since last meeting
 - a. 2023 Membership dues from Tim Walters inquiry
 - i. LeeAnn provided update and has reached out to Tim Walters to provide dues payment information
 - b. Lake Accotink Task Force update (Charlotte)
 - i. Task Force has wrapped up and findings were presented to board of supervisors last week and environmental group briefed on 12.12.23.
 - c. Braddock Road Multimodal Improvement Project updates
 - i. No updates.

Meeting Adjourned at 8:12pm

Next Meeting: Board Meeting, Tuesday, January 9, 2024 at 7:30pm via Zoom