

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

Meeting Minutes Kings Park Civic Association Board Meeting

Date: January 14, 2025, Board Meeting

Zoom (virtual)

Start: 7:30pm

Board Attendees:

Charlotte Hannagan

Susan Cappa

Susan Malmberg

Susan Metcalf

Leeann Alberts

Eric DeTurk (Notetaker)

Community Attendees:

Rachel Henderson Eliff

Charlotte called meeting to order at 7:32pm

Susan Metcalf presented motion to approve January 14, 2025 Board Meeting minutes. Susan Cappa seconded, all members voted in favor to approve minutes. The January 14, 2025 Board Meeting minutes were approved as written.

I. Rachel Eliff

- a. Rachel introduced herself. Rachel offered assistance in community engagement.
- b. Rachel presented slides on potential survey to garner feedback from the community. Rachel acknowledged the KPCA has a lot going on already and wants to assist in communicate engagement. Rachel presented timeline for survey and what would be included in the survey. Discussion took place around other ideas for survey. The presentation slides are available upon request by emailing:

[KingsParkCivicAssociation@gmail.com](mailto:KingsParkCivicAssociation@gmail.com),

II. Membership - Leeann

- a. Membership update provided by Leeann
  - i. Household membership at this time 2025: 148
    1. Household membership at this time 2024: 207
    2. Household membership at this time 2023: 191
    3. Household membership at this time 2022: 167
    4. Household membership at this time 2021: 183
  - ii. Charlotte will do the street contest post on social media. Regroup in March and consider doing membership drive.
  - iii. Leeann will send out thank you notes for donations over \$100.

III. Events – Susan Metcalf

- a. Spring Egg Hunt (4/6/2025) (Eric)
  - i. Will generate a flyer similar to last year
  - ii. Eric will get park permit
  - iii. Membership table and possible survey distribution at the event.
- b. Community Yard Sale Event (5/3/2025) (Susan Metcalf)
  - i. Saturday, May 3, 2025
  - ii. Susan will reach out to Out Junk Out to inquire if they want to participate in discounted services to the community during the yard sale event.
- c. National Night Out (8/5/2025) (Eric)
  - i. Nothing significant to report

IV. Budget - Susan Malmberg

- a. Budget update
  - i. YTD Income-\$5952 Expenses-\$7,884
  - ii. Change since last meeting -
    - 1. Income – Total: \$4174 - \$3189 (Membership); \$785 (Donations); \$200 (Advertising – Cleaning Company)
    - 2. Expenses – Total: \$350 - \$350 (Pool Donation and Sign)
- b. Outstanding expenses/incomes
  - i. Cleaning company will continue advertise and Susan Malmberg will send contract.
- c. Upcoming expenses
  - i. Nothing significant to report
- d. Other
  - i. FastSigns completed the sign work but did not charge us (\$441) because they said the track should not have broken.
  - ii. New Insurance policy went into effect Jan 1. Susan Malmberg can provide for review. Charlotte requested Susan send to her and Eric.

V. Community Safety / Beautification Items - Susan Cappa

- a. Safety
  - i. Fairfax Families for Safe Streets (Susan Cappa attended Feb 3rd (virtual) meeting)
    - 1. Updates on a slate of transportation safety-related bills that are being discussed in the current legislative session in Richmond.
    - 2. Susan Cappa will bring up at the next Safe Streets meeting about collaborating with other areas.
  - ii. Community safety issues
    - 1. Safety and Neighborhood Watch discussion took place at the start of the meeting with Rachel Eliff and the board.
- b. Landscaper/beautification updates
  - i. Landscaper updates
    - 1. Nothing significant to report.
  - ii. Kings Park Garden Club update
    - 1. Nothing significant to report.

- iii. Adopt-a-Highway (Eric/Susan Cappa)
  - 1. General update
    - a. Adopt-a-Highway Sign has processed and will be installed.
- c. Kings Park Park – Park Volunteer Team (Eric)
  - i. Next park clean up to take place after the Spring Egg Hunt which takes place on April 6<sup>th</sup>. Specific date TBD.

VI. Gazette – Charlotte

- a. General Update
  - i. Gazette surveys – 34 people have requested a paper copy to date
  - ii. Gazette articles due March 1<sup>st</sup>
  - iii. Susan Metcalf offered the possibility print out the few hard copy Gazettes that have been requesting using her printer
  - iv. Idea presented about non members possibly having a note in their hard copy gazette to join.

VII. KPCA Website/Google Drive

- a. Website (Charlotte)
  - i. Nothing significant to report
- b. Records Management (Eric)
  - i. Nothing significant to report

VIII. Welcome Committee

- a. Will start up again when the weather gets better.

IX. Outstanding Items from last month:

- a. Recognize current “Royal Resident” (Andrew Roland) and next “Royal Resident” nomination (Robert and Liz Rivera).
- b. Custom holiday ornament for Kings Park
  - i. Idea presented for a contest from the community to submit potential graphics. Alyssa Brooks to possibly help out.
- c. Santa Suit purchase
  - i. Eric will continue to research.
- d. Parliament pool “silver” sponsorship
  - i. Check provided to pool.
- e. Guest speaker for neighborhood/Braddock Road history
  - i. Need to schedule a time to present at a future meeting.
- f. Next Braddock District Council meeting March 19, 2025.
  - i. Rachna Sizemore Heizer, elected Braddock District member of the FCPS School Board
  - ii. April meeting will be a BDC legislative meeting with delegates. No firm date yet.
- g. Susan Cappa bought two more wreaths for the KPCA front sign

X. Open/Closed community inquiries since last meeting

**Meeting Adjourned:** 8:31pm

**Next Meeting:** Next Board Meeting, Tuesday, March 11, 2025 at 7:30pm via Zoom.