

Meeting summary - 10/14/2025

Quick recap

The board reviewed previous meeting minutes and discussed membership updates, including a decline in members and plans for renewal outreach. Several community events were addressed, including upcoming trunk or treat and holiday activities, along with discussions about event attendance challenges and RSVP practices. The group covered various neighborhood safety initiatives, cleanup efforts in Kings Park, and updates on entrance signs and banners, while also confirming details for the holiday party and a candidate forum for the Braddock District Council election.

Next steps

- Leeann to draft a message for reaching out to lapsed members and send it to Charlotte for review.
- Charlotte to help hand-deliver membership reminders to those without email addresses.
- Susan Cappa to manage the membership table with candy at Trunk or Treat.
- Charlotte to follow up with the ornament company if she doesn't hear back by the end of the week.
- Eric to purchase candy for Trunk or Treat and submit for reimbursement.
- Susan Malmberg to update the board when Anthony Ortiz completes the review of two years of books.
- Susan Cappa to check in at 8816 Victoria regarding Neighborhood Watch materials on Friday.
- Susan Cappa to send a message to the landscaper asking when he plans to start work.
- Charlotte to message Rachel again about the community survey results.
- Eric to organize a Kings Park cleanup on November 11th .
- Charlotte to deliver the Royal Resident recognition to Karen Valhouny in the next couple weeks.
- Charlotte to research options for a nicer Royal Resident banner and report back to the board.
- Charlotte to follow up with Brandi Campbell about the Holiday Party planning.

Summary

Membership Decline and Event Challenges

The board approved the previous month's meeting minutes. Leeann reported a decrease of 80 members from last year and will draft a follow-up message to reach out to those who haven't renewed. The group discussed sending postcards or hand-delivering reminders to members without email addresses. Charlotte mentioned a concern raised by a member about the Gazette not being delivered, and Leeann agreed to get the member's name if she sees her again. Susan and Charlotte noted that events like Oktoberfest and Trunk or Treats had low attendance, leading to their cancellation, and discussed the need for better RSVP practices in the future.

Holiday Events and Budget Planning

The group discussed upcoming events including a trunk or treat and holiday decorating contest, with Susan confirming that the decorating contest will feature a trophy presentation and that she already had judges. They agreed to set up a membership table with candy during Trunk or Treat, and Charlotte reported that custom holiday ornaments were on track to be delivered, with plans to sell them at the holiday party if received in time. The group also reviewed budget matters, noting that Susan would transfer approximately \$90 at year-end and that Eric would handle candy purchases for Trunk or Treat, while Anthony Ortiz was scheduled to review two years of books for \$100.

Community Safety and Infrastructure Updates

Susan reported on several community safety initiatives, including a well-attended meeting about the newsletter and near-miss report highlighting dangerous intersections. She mentioned VDOT's plans to clear-cut trees along the W&OD trail and upcoming opportunities for public input on striping and pedestrian crossings. Susan also discussed the upcoming Day of Remembrance on November 16th in Washington D.C., and noted that Safe Streets is gaining traction as a resource for pedestrian safety information. Regarding Neighborhood Watch, Susan confirmed she had taken over from Beverly and was managing the materials temporarily at 8816 Victoria, with plans to move them once her construction was complete.

Kings Park Cleanup Planning Meeting

The group discussed ongoing cleanup efforts in Kings Park, with Eric reporting a successful cleanup on September 20th and plans for another event on Veterans Day (November 11th). Susan raised concerns about VDOT assigning Braddock Road cleanup tasks, noting it was too dangerous for volunteers, which Eric confirmed was documented in an email withdrawal. Charlotte mentioned

waiting for survey results from Rachel, who was given a break due to her birthday, and Eric shared that he had collected 5-6 garbage picker-upper tools from a recently cleaned house.

Community Updates and Event Planning

The meeting covered updates on entrance signs, with Charlotte confirming the arrival of extra letters ordered. Susan Cappa was nominated as Royal Resident for attending the monthly Safe Streets meetings, and the group discussed replacing the current banner with a more durable option.

Charlotte announced a candidate forum for the Braddock District Council election, scheduled for 7-8:45 PM at Kings Park Library. The group also confirmed details for the upcoming holiday party on December 5th, with Brandi Campbell organizing and Rob Cohn volunteering as Santa.

AI can make mistakes. Review for accuracy.

Agenda

- I. Approval of board [meeting minutes from 9/9/25](#):
- II. Membership - Leeann
 - a. General update
 - b. Membership update provided by Leeann
 - i. Household membership at this time 2025: 264
 1. Household membership at this time 2024: 349
 2. Household membership at this time 2023: 344
 3. Household membership at this time 2022: 386
 4. Household membership at this time 2021: 449
- III. Events - Susan Metcalf
 - a. Oktoberfest – Decision to cancel
 - b. Trunk or Treat – 10.26.25, 3-4pm at Parliament Pool
 - i. General Update
 - c. Halloween decorating contest – 10.28.25, evening
 - i. General Update
 - d. Custom holiday ornament for Kings Park
 - i. Final design and changes submitted
- IV. Budget - Susan Malmberg
 - a. Budget update
 - i. Account balances as of 10.14.2025
 1. Checking: \$ TBD
YTD Income – Total: \$185
YTD Expenses - Total: \$2,440
 2. Since last meeting:
 - a. Expenses – Total: \$246 (Gazette printing), \$100 (Burke VFD), \$100 (FCPD, West Springfield District), \$600 (Lawn care), \$350 (KP/KG PTA sponsorship donation)
 - b. Income - Total: \$0
 - b. Outstanding expenses/incomes
 - c. Upcoming expenses
 - i. Trunk or Treat candy
 - d. Other
 - i. Anthony Ortiz will review two years of books at the end of November
- V. Community Safety / Beautification Items - Susan Cappa
 - a. Safety
 - i. Fairfax Families for Safe Streets meeting (if attended)
 - ii. Community safety issues
 1. Survey updates
 - iii. Neighborhood Watch

- 1. General Update
 - b. Landscaper/beautification updates
 - i. Landscaper updates
 - 1. Landscaping updates
 - ii. Kings Park Garden Club update
 - 1. General update
 - iii. Adopt-a-Highway (Eric/Susan Cappa)
 - 1. Kings Park Drive clean postmortem – 9.20.25
 - c. Kings Park Park – Park Volunteer Team (Eric)
 - i. Updates
 - d. KPCA Entrance Signs
 - i. Letter for KP entrance signs
- VI. Gazette – Charlotte
 - a. General Update
- VII. KPCA Website/Google Drive
 - a. Website (Charlotte)
 - i. General update
 - b. Records Management (Eric)
 - i. General update
- VIII. Welcome Committee
 - a. General update (Susan Metcalf)
- IX. Outstanding Items from last month:
 - a. Recognize current “Royal Resident” and select next “Royal Resident” nomination.
- X. Open/Closed community inquiries since last meeting
 - a. None

Next Meeting: Board Meeting, Tuesday, November 11, 2025 at 7:30pm via Zoom