

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

Meeting Minutes Kings Park Civic Association Board Meeting

Date: October 12, 2023, Board Meeting

Zoom (virtual)

Start: 7:32pm

Attendees:

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

Charlotte called meeting to order at 7:31pm

Charlotte presented motion to approve September 12 Board and 19, 2023 Board Meeting minutes. Susan Metcalf seconded, all members voted in favor to approve minutes. Both September 2023 Meeting Meeting minutes were approved as written.

- I. Membership
 - a. Membership update was provided by Leeann
 - i. Household membership as of September 2023: 344
 - 1. Household membership at this time in 2022: 386
 - 2. Household membership at this time in 2021: 449
 - ii. 11 new members at Oktoberfest
- II. Events - Susan Metcalf
 - a. Oktoberfest – Postmortem
 - i. Susan has one final bill to submit to Susan Malmberg
 - ii. Event went well overall, games and arts/crafts were well received.
 - b. Emergency Preparedness Presentation Postmortem
 - i. Two general members participated. Charlotte advised BDC of its value.
 - c. Scavenger hunt – 2023
 - i. Will take place November 11th. Same way as last year. Release clues Saturday morning. Gave away \$100 prize. Gave left over DD gift cards to people who participated.
 - 1. This year: Two scavenger hunts in KP for younger kids. More localized. Find items in the park.
 - 2. Bigger one through the neighborhood for older kids. Clues throughout scavenger hunt.
 - 3. No QR codes this year.
 - 4. Maybe incorporate KP/KG PTA “Treats for Troops”

5. Residents who finish scavenger hunt will be entered into drawing for 5 \$20 cards
- d. Glow Party in the Park
 - i. General Update
 1. May do this in the spring if we cannot organize this event this fall.
- e. Halloween Decorating Contest
 - i. Planning Update
 1. Posts on Facebook to promote
 2. Judged on the 28th, cannot win again if you won the previous year
 3. Front Yard Flag/sign update
 - a. 6 poles needed for the garden flags that Charlotte Ordered. Charlotte will look into ordering poles.
- f. Trunk or Treat
 - i. Planning Update
 1. Will take place October 29th.
 2. Pool parking lot coordinated and ask vehicles to arrive by 230pm
 3. Eric will assist with safety/parking
 4. Advertising/promoting
 - a. Start putting on FB. Advertised in Gazette
 5. KPCA Membership/welcome Table
 - a. Eric will get small non candy trinkets
- g. Holiday Party
 - i. Planning update
 1. Will take place December 1st
 2. Brandi and Lisa already meeting
 3. Santa Claus scheduled
 4. Membership table and check-in
 5. x2VOL volunteers will be recruited
- h. Holiday Lights Decorating Contest
 - i. Planning update
 1. Will take place December 18th
 2. Mentioned in Gazette
 3. Adult Judges and a kid judge
 - a. Prizes for judges will be a gift basket of sorts
- I. Budget - Susan Malmberg
 - a. 2024 Budget Approval
 - b. Budget update
 1. YTD Income-\$1455 Expenses-\$3736
 2. Change since last meeting 8/22/23
 1. Income -\$1300 (Dues \$320, Advertising \$280, Donations, \$175, Oktoberfest \$525)
 2. Expenses -\$1153 (\$923 Oktoberfest, Lawn care-\$230)
 - c. Final Review/Audit update

- i. Volunteer is busy, but Susan Malmberg will reach back out
 - d. Insurance renewal update
 - i. Susan will send policy renewal to review.
- II. Community Safety / Beautification Items - Susan Cappa
 - a. Safety
 - i. Fairfax Families for Safe Streets October 2nd meeting update (if attended)
 - 1. Susan Cappa will write up something for the next meeting on behalf of KPCA to address things that FC already has identified to do to help with traffic safety
 - ii. Community safety issues
 - 1. Speed hump Southampton striping completed
 - b. Landscaper/beautification updates
 - i. Landscaper contract Maintenance clarification
 - 1. We believe that landscaper is not doing anything with traffic circles and nubs and we are not paying him for it.
 - ii. Kings Park Garden Club
 - 1. Gardening Club Charter.
 - a. Have those interested reach out to Susan Cappa.
 - b. Susan Cappa will provide something to put on FB and Next Door to seek volunteers.
 - iii. Adopt-a-Highway
 - 1. Clean up date TBC
 - 2. Sunday Nov 12th suggested. Eric will coordinate this and keep everyone posted.
 - c. Kings Park Park – Park Volunteer Team
 - i. Fall clean up Postmortem
 - 1. Joe DiPietro, PVT alternate lead headed event. Great turn out of over a dozen people.
 - d. KP Entrance Sign Update
 - i. Joe DiPietro has taken over the park sign and updated for October
- V. Gazette
 - a. General Update
 - i. Distribution
 - 1. Everything delivered
 - 2. Two new people delivering
 - ii. Next Edition Articles
 - 1. Jan 2024, November email out reminding due by Dec 1st
- VI. KPCA Website/Google Drive
 - a. Website
 - i. General update
 - 1. Joe Dipietro volunteered to help out with the website. Need to schedule a time with him to go over website.
 - b. Records Management
 - i. No updates
- VII. Welcome Committee

- a. General update
 - i. Will attempt to go out on Sunday October 22nd. agreed to also visit renters
- VIII. Outstanding Items from last month:
 - a. Braddock District Council of Community Associations (Charlotte)
 - i. Dec 6th – Best of Braddock/ Outstanding people from the community event.
 - b. Kings Park Volunteer recognition on April 20th (event TBD)
 - i. No updates
 - c. Gerald E. Connolly recognition of Kings Park on its 50th Anniversary
 - i. Provided to Eric during Oktoberfest and will maintain it.
 - d. Survey monkey to garner feedback from the community and KPCA members
 - i. No updates
 - e. KPCA email distribution list for assisting with event sign up (Charlotte)
 - i. Look into at application that may assist in membership and email distribution.
 - ii. If you have emails, you can send an invoice annually. Leeann has a lot of emails, but not those for BillPay and cash/check
 - iii. Leeann will make a list of members with emails
 - iv. Charlotte will be looking at the way payment is done online to charge member the fee. Current set up does not allow that.
- IX. Open/Closed community inquiries since last meeting
 - a. Lake Braddock Grant Application Letter of Support (Susan Cappa)
 - i. completed
 - b. Troop help with traffic circles/nubs
 - i. Charlotte will reach out to POCs
 - c. Lake Accotink Task Force update
 - i. Charlotte provided brief update.
 - d. Braddock Road Multimodal Improvement Project update
 - i. Leeann submitted a question and has not received any response. Will provide information to Charlotte who will send it to the appropriate POCs

Charlotte motioned to adjourn meeting, Eric seconded the motion. All members voted in favor to adjourn meeting.

Meeting Adjourned at 8:38pm

Next Meeting: Board Meeting, Tuesday, November 14, 2023 at 7:30pm via Zoom