



**Executive Committee Meeting Minutes
November 27, 2023**

Attendees: Marc Tang, Todd Murphy, Hanan Idilbi, Kellie Quartana, Theresa Kessler, Bob Mizer, Sherrie Brady, Greg Rheault

Others Present: Diane Carnahan, Diana Michel, Regan Miller

Call to Order: Marc Tang called the meeting to order at 7:00 pm.

Holiday Home Decorating Contest: Regan Miller & Diane Carnahan updated the Board.

1. Judging will take place on Monday, December 18.
2. Decision was made by the executive committee and board members to increase the value of the prizes for the three winners. They will each get \$100, most likely Amazon Gift Cards.
3. Regan Miller volunteered to put in \$50 for each winner for a total donation of \$150. CCVCA will match that donation, so each winner will get a prize valued at \$100.
4. Regan will purchase the Amazon Gift Cards.
5. Diane will advertise/post the contest on Facebook.

Board Updates and Issues:

Motion was passed to approve the October 2023 Board Meeting Minutes.

1. President (Marc):

- Marc still looking for volunteers for the Beautification Committee.
- Marc is optimistic that a nursery will step up with either donations and/or assistance for the planting areas that CCVCA maintains around the neighborhood entrance signs.

2. First Vice President (Todd):

External affairs update:

- Todd brought up the corporate transparency act that takes effect on January 1, 2024 – requires millions of small businesses to file a Beneficial Ownership Information (BOI) Report with the U.S. Department of Treasury’s Financial Crimes Enforcement Network (FinCEN).
- It was determined that nonprofits, including CCVCA, are exempt from filing.

3. Second Vice Presidents (Hanan & Kellie):

Internal affairs update:

- The membership application was shared and minor edits were discussed.
- It will be ready to go in January 2024.

4. Secretary (Theresa):

- Theresa brought up the idea that due to the increase in revenue over the past several years that CCVCA may have passed a threshold and may need to start a yearly filing of the IRS 990-N.
- Theresa has volunteered to check into this.

Committee Updates:

1. Events (Sherrie):

- Sherrie shared second draft of 2024 CCVCA Calendar. There was discussion around edits that were needed.
- The leadership appreciation event date is TBD.

2. Scholarship (Greg):

- Greg is looking for volunteers (2 additional) for the scholarship committee.
- Talked about the idea of asking neighbors to nominate a graduating senior so the committee can reach out directly to encourage applying for scholarship.
- Discussed contacting Robinson Secondary School to identify graduating seniors in the neighborhood.

3. Public Service/Neighborhood Watch (Bob M.):

- Volunteers needed.

4. Website (Wade family): Not Present; provided written report.

- For Scholarship: requesting to put the scholarship application online (like the membership application) -- that includes attaching/submitting all documents via pdf in lieu of the applicant making multiple paper copies for the committee. Additionally, Robinson now emails students transcripts in two formats: official (has seal on document) and unofficial transcripts (report card style/no seal). This may encourage more applicants to meet the requirements deadline.
- Working on the 2024 membership application.

Good of the Order:

1. There has been discussion at recent meetings whether CCVCA should continue paying dues to the Fairfax County Federation of Citizens Associations (FCFCA). The fact that FCFCA have not cashed the past couple of checks that CCVCA has sent them for dues and the questions that have been raised as to what benefits is the association receiving by being a member, Marc asked for a vote on whether to continue with the membership.
2. The vote was five (5) for “Yes” to drop the membership and (2) abstained from the vote; therefore, the association will not renew its membership in 2024 with FCFCA.

Action Items:

1. Theresa will look into if CCVCA meets the requirement and needs to start filing an IRS 990-N.

Outstanding Tasks:

1. Need to find replacement for Bertha – beautification committee leader. Bertha suggests that a small group is needed to accomplish future cleanup effort twice a year.
2. Need to find someone to replace Laura for the newsletter.
3. Aileen to work with board on survey to members to find out why they become members and on the flip side, why they don’t become members. **Update from March Meeting: this project has been paused for the newly elected officers to discuss and decide on. Aileen will hold draft and hand off in the transition process to the new officers.**

Meeting was adjourned at 8:30 pm.

Next Board meeting will be **January 22, 2024, 7:30 pm**, at location TBD.

Respectfully submitted,

Theresa Kessler

CCVCA Secretary

12/31/23