

HCA Executive Board Meeting
Wednesday, August 24th, 2016 at 7:00 pm
Heather & Bill Thomas's House
Silver Spring, MD

Attendance: Margie Goergen-Rood (President), Shana Davis-Cook (VP), Andrew Harris* (VP-Programs), Ken Harringer (Treasurer), Heather Thomas (Secretary/Membership), Luann Spiller* (Past-President/Housing), Jeff McNeil (At-Large OH), Virgil Tudor (At-Large WH), Tom Helfand (At-Large WH/Schools), Ava Penny (At-Large HF), Ross Sutton* (Bulletin/Garden), Kimberly Pfirrmann-Powell (Historian/Membership), Phyllis Solomon* (Nat. Resources), Clay Teunis (Watch), Russ Harris* (Web), Kay Taub* (Greeter), Eileen Finnegan (Zoning)

** Not present*

Meeting called to order at 7:01pm

- The meeting minutes from last meeting were approved with minor wording clarifications from Eileen
- Meeting schedule for rest of year was proposed (pending confirmation with CHI)
 - Next Community Meeting on September 21st
 - Future Board Meetings: October 19, January 11, February 22, April 19
 - Future Community Meetings: November 16 (or 30), February 1, March 22, May 24
 - Holiday Party (Typically the first Sunday in December) - December 4th
- Developed agenda and logistics plan for the September 21st Community Meeting & supporting Bulletin
 - Refreshments should be kept small - **Ava will pick up and submit for reimbursement**
 - Raffle is nice but not required - **If Luann is interested, she may continue and be reimbursed**
 - Agenda will be a "Meet the Board" session. The hope is that each member will introduce themselves (or be introduced if they cannot attend) and speak very briefly about their primary priorities, interests and passions that they hope to work on for the HCA. This is also an effort to recruit additional volunteers to work with the Committee Chairs as needed. We need to allow for Q&A either as a larger group (like a panel) or by simply allowing time for each member to hang around and have members to approach them individually to discuss concerns.
 - Viva White Oak Update and Q&A was pushed out to a later meeting due to lack of reportable progress by September (reexamine for the November meeting). **Shana will continue to monitor progress with Pete Fosselman**
 - Additional Business Items to be covered at the meeting
 - Budget approval
 - Upcoming Membership & Volunteer Drive (**Heather and Kimberly to provide update**)
 - We need a Bulletin to go out ahead of time. **Ross needs to give us a timeline for submissions**
 - Membership form
 - Budget

- Article on Crime & Safety (**Clay will draft**)
 - Reminder about online resources like Bulletin, NextDoor, & PIX (**Heather will draft**)
 - The master list of addresses that CHI mails to needs to be updated (**Heather & Kimberly will try to get this in with the next Bulletin**)
- Bylaws Committee Report from Shana: Effort underway to review the Bylaws; a couple of volunteers are needed to formally draft any specific recommended changes and submit for approval of the Board. A number of specific areas of initial concern and ideas for improvements were discussed, including:
- Indemnification of Board Members & codification of insurance requirements
 - Expand Preamble to include quality of life issues and better frame our responsibilities and role in coordinating with county officials, community members and businesses
 - Review structure differentiating Board of Directors & Executive Committee
 - Adjust specific duties of Officer positions
 - Additional clarity on how notices for meetings will be published
 - Adjust Nominating Committee to not include individuals seeking election
 - Clarify terms of office and resignation procedure
 - Allow for approval rather than reading of minutes
 - Review Committee Chair list and description of the primary areas of responsibility
 - Reconsider broadly allowing Community Organizations to join the Executive Board
 - Consider adding Nominating Committee year round
 - Extending Executive Committee terms to two years
 - Handful of typos & minor errors

No changes were voted upon at the meeting. **Volunteers for the committee can contact Shana directly.**

- Budget needs to be developed before the next Bulletin, to be discussed at the September 21st meeting. The board suggested that the following should be considered:
 - Meeting Refreshments & Raffle
 - Beautification (particularly for the New Hampshire/Powder Mill corner)
 - No Speeding Signs (~\$300)
 - Garden Award Sign replacement

Margie & Ken will draft, and the Board will need to approve through email before it is published in the Bulletin and presented for general approval at the meeting.

- Zoning & Planning Report from Eileen
 - There is an application for an Accessory Apartment on Schindler where the HCA is an officially named party (due to the proximity of other accessory apartments). The Board voted to provide feedback to the county on this request. The comment will include the Board's position against relying on on-street parking for the accessory apartment, along with a comments regarding a discrepancy noted between the apartments application & online advertisement and the over-concentration of accessory apartments in that surrounding area. **Eileen will draft HCA's response to the county.**

Meeting adjourned at 8:46pm