

Draft Minutes for Approval
Waterford Citizen's Association - Regular Meeting, 1st Quarter 2016

The first quarter regular meeting of the Waterford Citizen's Association (WCA) was held Thursday January 28, 2016, at 7:30 pm at the Old School. The meeting was chaired by Wendy Roseberry, WCA President. The meeting attendance list is noted below.

Agenda. The meeting Agenda was distributed (attached). Jeff Bean made a motion to approve it; the motion was seconded and the Agenda was duly approved.

New members. There were no new members present.

Previous meeting Minutes. The Minutes of the previous (December 3, 2015) WCA meeting were unavailable. These Minutes will be read at a future WCA meeting.

2016 Officers and Committee Chairs. The Chair introduced the additional 2016 WCA officers: Sharyn Franck (Vice President); Mary Sheehan (Secretary); and Edith Crockett (Treasurer). Committee Chairs were also introduced: Nick Ratcliffe (Beautification); Paul Rose (Cemetery); Ed Lehman (Membership); Meredith Imwalle (Preservation); Ann Belland (Special Events); and Mary Sheehan (Traffic).

2016 Priorities. The Chair outlined the 2016 WCA priorities as:

- (i) reducing traffic volume through the village;
- (ii) enhancing relations between the WCA and the Waterford Foundation; and
- (iii) ensuring greater WCA revenue sustainability.

Committee reports. Chairs of the above Committees reported on 2016 goals, key tasks, partners, budget requirements, and expected outcomes.

- **Traffic.** Mary Sheehan noted 2015 accomplishments including the County and VDOT agreeing Waterford had a "commuter cut-through" problem, County Board of Supervisors' endorsement to cost and fund a traffic speed and volume study, and VDOT agreement to consider options under the VA Residential Cut-Through Program if the village is eligible. Building on this, the Committee's 2016 goal was to develop a village-endorsed action plan for reducing commuter through-traffic to be implemented in 2017 (summary attached). Action plan development would involve wide consultation within village, neighboring residents and others, including a special WCA meeting later in the year. Questions and comments from meeting participants included urging the Committee to consider simple actions in 2016 if feasible, ensuring broad consultations in the non-village neighboring communities (i.e., defining "residential" vs. "commuter" traffic) and ensuring Waterford Foundation participation on the Committee. The Committee is looking for new members interested in reducing traffic through the village.

- **Beautification.** Nick Ratcliffe noted the long-term Committee goal of making the village look the way it did historically, through tree planting and other initiatives which also serve to camouflage power lines and calm traffic. He reported on village tree planting, Keep Loudoun Beautiful Coalition roadside trash collecting, the Village Green and swale project, and the American Chestnut project at Philips Farm and Water Street Meadow (summary attached). Volunteers were sought to join the Committee and help with tree planting and trash collection. Questions and comments from meeting participants concerned VDOT policy for taking down trees, the feasibility of more proactive power line improvements in the village including burying the “drop” lines on private properties, and the status of efforts to manage drainage problems. It was agreed the Chairs of the Traffic and Beautification Committees would designate responsibilities for overlapping street-related issues such as drainage. In this context overall enhanced coordination among the Committees was noted as an objective.
- **Cemetery.** Sharyn Franck and Ann Belland reported for Paul Rose, who was not present. They noted that cemetery maintenance and mowing is time-consuming, and volunteers have been more difficult to locate. Suggestions for identifying volunteers were discussed.
- **Membership.** Ed Lehman reported on the successful 2015 membership drive that generated over 40 new members. Responding to questions from meeting participants he confirmed that while the majority of WCA members come from the village, a large number also live in the surrounding area. The Chair singled out Ed Lehman and Edith Crockett with special thanks for their valuable contributions through the successful membership drive, as well as managing the WCA website.
- **Special Events.** Ann Belland reported that the main events of the year were Easter, the Fourth of July and Christmas, and that she envisioned they would be conducted as in previous years. Edith Crockett noted the enormous effort required to put on these events and offered a special thanks to Ann Belland for her valuable contributions in organizing them. Questions and comments raised included the suggestion for enhanced publicity regarding special events well in advance of the dates to ensure strong participation, including posting on the WCA website and other venues.
- **Preservation.** Meredith Imwalle presented the goals for the Committee as protecting, enhancing and preserving the Landmark and its open space, through encouragement of property owners to maintain up-to-date easements and expanding the County historic district to the boundaries of the National Landmark, among other proposed initiatives (summary attached). Among activities proposed are holding informal sessions for village residents on updating easements, as well as other preservation-related community events.
- **Fundraising.** No Committee or Chair has been established, however, the goal of examining diversifying funding sources (from the current two: Fair BBQ and membership dues) had been proposed by the Officers as a 2016 WCA priority. Mary Sheehan described the goal as

being to enhance the potential for the WCA to provide a modest financial counterpart (to help leverage County, State and other funding) for projects of interest to the village, such as traffic reduction. It would also be to reduce the vulnerability of reliance on only two funding sources. In discussion concerns were raised to ensure that funds were raised with specific goals in mind, rather than general revenue generation. It was clarified that any such initiatives should have the additional goal of community-building, and would be complementary or cooperative with the Foundation and not competitive. The Chair provided notice that Officers would consult with the membership and present a proposal for a Fundraising Committee at a future WCA meeting.

2016 budget. The Treasurer presented her report on 2015 accounts, and the proposed budget for 2016 (report attached). Overall finances were reported as sound. Revenues had been bolstered by new members via the 2015 membership drive. Of note, in 2015 the WCA provided a \$5,000 donation (from savings) to the Waterford Foundation to repay crafters who were rained out from the Fair. The 2016 budget was balanced (projected revenues of \$9,300 and projected expenses of just over \$9,000). Kathleen Hughes introduced a motion to approve the 2016 WCA budget as presented by the Treasurer and with the minor amendments discussed during the meeting. The motion was seconded and the 2016 budget was approved. The Treasurer highlighted the issue of this year's Fourth of July fireworks and the need to attract sufficient funds for this off-budget expenditure. After discussion, it was agreed that Ann Belland would coordinate a near-term appeal for donations so as to make the mid-March deadline for scheduling the fireworks company.

Waterford Foundation update. Tom Kuehhas, Executive Director of the Waterford Foundation, made a presentation on recent activities (summary attached). The Foundation's intensive efforts have generated positive responses, and he was cautiously optimistic regarding mobilization of funding. As a result, he reported the Foundation Board has put on hold the idea of investigating sale of Foundation-owned properties. A new Waterford Fair Director was being sought and is expected to be onboard by March. All were encouraged to attend the upcoming Sweetheart Ball fundraiser on Feb. 13. The Chair thanked Tom Kuehhas for the presentation.

New Business.

- **Examining WCA bylaws.** Meredith Imwalle reported that while serving as Election Officer for the December 2, 2015 WCA election, she received requests from members to vote by proxy or absentee ballot, but the bylaws would not allow it. She moved that a Committee be formed to examine the bylaws and recommend possible updates, including but not limited to voting practices, and that the Committee share its recommendations with the membership at the next regular meeting. Nick Ratcliffe proposed amending the motion to include that the membership be notified of the opportunity to join. Linda Landreth observed that a motion was not needed to set up a Committee, so the Chair concluded that seeing no objection the group would be formed and report back to the members.
- **Nominating Committee.** The Chair provided notice that per the WCA Bylaws, the

Nominating Committee for WCA officers would need to be formed at the second-quarter regular WCA meeting.

- **Waterford Elementary read-a-thon donation.** Meredith Imwalle moved that since the WCA was formed in the 1940s to fight the proposed closing of Waterford Elementary, and since the PTO will hold a read-a-thon fundraiser in February, that the WCA make a donation of \$100 to the fundraiser. Jeff Bean proposed amending the motion to allow for a \$200 donation. The motion was seconded and approved as amended.

Adjournment. The meeting was adjourned at 9:30 pm.

WCA members present: Jeff Bean; Ann Belland; Edith Crockett; Sharyn Franck; Betsy Gibson; Chet Gibson; Margaret Good; Kathleen Hughes; Meredith Imwalle (and Lucian); Tom Keuhhas; Linda Landreth; Ed Lehman; Phil Paschall; Paul Rastas; Kathy Ratcliffe; Nick Ratcliffe; Wendy Roseberry; Mary Sheehan; Stephanie Thompson; Brian Whelan

Mary Sheehan, Secretary