

WPCA Executive Committee Meeting Minutes
Pesto Ristorante: 2915 Connecticut Avenue, NW
Recorded by Stephanie Zobay

I. Call to Order:

The meeting was called to order at 7:16pm, on May 10, 2006, by President Nour Jurgenson. President Jurgenson introduced Tony Nuland as Parliamentarian.

II. Agenda Items

- A. Establishment of a Quorum: At the request of President Jurgenson, Stephanie Zobay, Secretary, confirmed that a quorum consisting of at least six members of the Woodley Park Community Association Executive Committee was present.
- B. Resolution regarding Barbara Ioanes: At-Large member Tony Nuland stated that at the last Executive Committee meeting there was an inquiry into communications between Vice President Kurt Vorndran and the Executive Committee regarding proposed actions against community member Barbara Ioanes. Mr. Nuland read a resolution stating that no request had been made to or considered by the Executive Committee regarding Ms. Ioanes. Vice-President Vorndran moved the resolution and was seconded by Tony Nuland. **The motion was approved by a unanimous vote of 7-0.**
- C. Website Agreement: Mr. Vorndran moved to adopt the agreement submitted by Jeff Porten for updating the WPCA website. Handouts submitted on this matter are attached to this document. Mr. Nuland opened discussion by stating that it was customary to have an organization host the website. The chosen host charges \$65/month for providing its services. This fee is subject to increase as the number of “hits” on the website increase over a set amount. President Jurgenson stated she did not foresee an overwhelming number of hits. Mr. Nuland stated that the three page contract had been circulated for review. Rosemary Reed commented that the contract seemed reasonable. Mr. Vorndran added that the Executive Committee had the opportunity to view two presentations by Mr. Porten regarding the website and was well informed about it.

Note: At-Large Member Erin Seckso arrived at 7:31pm.

Mr. Nuland addressed the issue of the price noted in the contract. He said it was not a \$6,000/year commitment on the part of WPCA. The contract calls for hourly billing to be paid off in \$500/month increments. To the extent that WPCA requires Mr. Porten's services, WPCA pays him a monthly payment of \$500. Mr. Nuland further stated that he had spoken to individuals involved in retaining website services, who indicated that the proposed fee was reasonable. Mr. Nuland went on to say that the next steps need to be worked out by a committee of the WPCA to determine the features we want. Mr. Nuland added that if we proceed to establish the website and use Mr. Porten to maintain it, we will be charged \$125/hour for that service.

President Jurgenson explained that Mr. Porten had indicated to the Executive Committee that he is structuring the website so that it can be maintained by a volunteer.

President Jurgenson added that she had volunteered to maintain the website. Mr. Vorndran added that if no one volunteers, WPCA has a backup in Mr. Porten. Ellen Passman stated that Mr. Porten offered ideas as to where to get volunteers (high school students, college students). Mr. Porten would train these people.

President Jurgenson stated that there have been communication problems that the Executive Committee has encountered, and that if people cannot access the website and get feedback, they would feel that the WPCA is not communicating. She continued and noted that the public will have access to the City Council and various public agencies through the website and it will be vibrant and informative. In addition, there will be sections like a Community Forum, where questions can be posed. By setting up a committee that can handle the website, the community can reduce its cost. Mr. Nuland added that there have been problems in the past maintaining WPCA records. A web-hosting site creates archives that can be retrieved easily. Minutes will be on the website and, in addition, it will allow the community to address issues. Ms. Passman added that the content on the website is up to the community.

President Jurgenson stated the sponsorship on the website will help defray the cost of the site. Mr. Nuland stated that while this is important, WPCA should not count on this aspect.

Stephanie Zobay stated her concern over the open-endedness of the contract and the ability of the WPCA to gain control over the website. Mr. Nuland stated that the WPCA can terminate the contract at any time. Ms. Zobay inquired as to whether a time line can be inserted into the contract so WPCA can receive some assurance of the output and work that Mr. Porten is doing. Mr. Nuland stated that the Executive Committee could approve the contract subject to such requirements as the Executive Committee believes are appropriate. Erin Seckso asked if Mr. Porten was tied to finishing the website – what happens if he quits after six months? Mr. Nuland responded that in his opinion, Mr. Porten's expectations are that the WPCA will continue to pay him \$125/hour. President Jurgenson stated that, regardless of a contract, people have emergencies and there is nothing you can do and that we protect ourselves by having a contract we can get out of. Jesus Soriano stated that the contract should be structured in terms of "deliverables" – what will WPCA get for every \$500 payment. He added that Mr. Porten should list how many hours each feature with respect to the website takes. Mr. Vorndran commented that this needs to be spun off to a group who can focus on narrowing the choices.

Barbara Ioanes observed that in the initial contract, Mr. Porten stated that the initial development would take 10-12 hours. As of May, 13 hours have been spent on the site. Were these 13 hours billable hours or hours Mr. Porten used as a salesman? In addition, were these 13 hours in addition to the original 10-12 hours? Mr. Nuland stated that Mr. Porten has been working on the website but it is not yet completed. Ms. Ioanes asked if Mr. Porten could provide monthly status reports. President Jurgenson stated yes, this could be done.

Mr. Vorndran moved to call the question. Without opposition, the motion was approved. Mr. Vorndran moved the adoption of the contract in substantially the form of the materials submitted at this meeting subject to the imposition of a schedule for deliverables and a status review no later than when the value of Mr. Porten's time

expended on the project reaches \$2500. The motion was seconded by Ms. Zobay. **The motion was unanimously approved by vote of 8-0.**

- D. Approval of the Minutes: Kurt Vorndran moved that the February 28, 2006 minutes be approved. The motion was seconded by Tony Nuland. **The motion was unanimously approved by a vote of 8-0.**

Mr. Vorndran moved that the April 19, 2006 minutes be approved. The motion was seconded by Rosemary Reed. **The motion was unanimously approved by a vote of 8-0.**

- E. Spring General Membership meeting agenda: Concern arose over the order of the agenda, with some of the community requesting the elections come before the JBG presentation. President Jurgenson stated that people can come and vote and leave if necessary. Kurt Vorndran noted that those who vote and leave the meeting run the risk of ignoring nominations from the floor or an invalid vote if the candidate withdraws. John Goodman stated that, as a parent, he believed it was good for people to be able to cast a vote and leave if necessary; there is time for the presentation afterward. President Jurgenson stated that she has always promoted bringing children to the meetings and there is a room that can be set up with a VCR to accommodate the children.

Sally MacDonald stated that the purpose of the Spring membership meeting was to vote and that residents should come first. She added that the presentation can go on while the votes are counted. Erin Seckso agreed with this change and added that President Jurgenson should announce the ability to vote and leave at the beginning of the meeting. Tony Nuland stated that the order of business is set out in the By-Laws and Elections come after Reports. The current agenda shows three reports coming after the elections.

Barbara Ioanes commented that people may not want to hear another presentation by JBG.

Deborah Jane Lindeman stated that the establishment of a quorum needs to be done as soon as the meeting is called to order, so this agenda item should be moved.

Mr. Vorndran moved the adoption of the modified agenda for the Spring General membership meeting. The motion was seconded by Bill Kummings. **The motion was unanimously approved by a vote of 8-0.**

- F. Treasurer's Report: Ellen Passman provided the update and the handout is attached to these minutes. According to Ms. Passman, there is \$885 not included in the documentation as she has just received \$250 for the last call box donation, \$285 in membership contributions, and \$350 for an Acorn advertisement. Regarding the Acorn advertisements, there were 14 advertisement placed in the Acorn. Of these 14, eight have not paid, six have paid and one paid twice, so they are due a refund. Thus WPCA has accounts receivables of \$1225 with respect to the Acorn ads.

Ms. Passman discussed the 5-year budget projections, noting that she had made some assumptions that she will write out for the Spring General membership meeting. Among the expenses of the WPCA are the registration fee to the DC Government, dues to the DC Federation of Citizens and one other organization, postage for mailings, updating of the QuickBooks software for the financial statements, and the post office box rent. Miscellaneous expenditures include those associated with the Fall Festival, possible legal fees, and professional fees for such things as a professional audit.

Stephanie Zobay asked about the budget item for WPCA Kids. Ms. Passman stated she had forgotten to add it.

Kurt Vorndran moved that the treasurer's report be accepted. The motion received a second from Tony Nuland. **The motion was unanimously approved by a vote of 8-0.**

G. Committee Reports:

- a. Stanford in Washington: No update was provided as no replacement liaison has been chosen.
- b. Call Box Committee: Stephanie Zobay moved that the Call Box Committee be dissolved as the project has been finished. The motion was seconded by Kurt Vorndran. **The motion was unanimously approved by a vote of 8-0.**

H. Working Group Reports:

- a. Swiss Embassy Update: No update was provided by Liaisons Stephanie Zobay, Mike Lemmon, or Roy Woodall.
- b. Acorn Newsletter Update: No update was provided by Editor Judy Orvis.
- c. Tregarion Conservancy Update: No update was provided by Liaison Sally MacDonald at this time.
- d. Financial Committee: No update was provided by Liaison Nour Jurgenson at this time.
- e. Maret School: Liaison Jessica Wasserman was not in attendance to provide an update.
- f. St. Albans: Liaison Nour Jurgenson reported no issues at this time.
- g. Aidan Montessori School: Liaison Anne Marie Bairstow was not in attendance to provide an update.
- h. JBG/Wardman Park Marriott Hotel: Liaison Kurt Vorndran provided no update at this time.
- i. WPCA Activities: Liaison Erin Seckso provided no update at this time.
- j. Speakers Committee: Liaison Judy Waxman was not in attendance to provide an update.
- k. Oyster Bilingual School: Liaison Stephanie Zobay provided no updates at this time.
- l. Crime: Liaison Nelson Morais was not in attendance to provide an update.
- m. Website: See discussion above.
- n. Woodley Triangle Park: Deborah Jane Lindeman announced that ANC3C passed a resolution supporting a modified grant application presented by Martin Murray, acting co-chair at the time the grant application was made. The ANC hopes that WPCA will designate the remaining funds to finish the project. President Jurgenson stated she would check with Buffie Brownstein and see what funds are still needed, as Mr. Murray is no longer involved with this project.
- o. WPCA Kids: Liaison Stephanie Zobay provided no update at this time.
- p. Membership: No update was provided by Liaison Armen Tashdinian at this time.

D. Old Business

1. Tony Nuland stated that the list of committee and working groups should be reviewed and redone. He stated that there needs to be a clear designation of committees and subcommittees. He added that he thought this ought to be one of the first orders of

business of the new Executive Committee. Sally MacDonald added that at Armen Tashdinian's request, the membership committee had been dissolved so that its Chair was not required to be on the Executive Committee, but rather could function as an advisor to the WPCA.

2. Sally MacDonald stated that the CERT Training held in Woodley Park was a big success. It is the first time the training has been done out in the community. Neighboring communities are following the example of WPCA. She encouraged people to sign up for the class next year.

E. New Business

1. President Jurgenson moved to nominate Stephanie Zobay as the WPCA representative for the WIS Construction Committee. The motion was seconded by Bill Kummings. **The motion was unanimously approved by a vote of 8-0.**
2. Communications Committee: President Jurgenson moved the formation of this new committee and discussed the importance of forming this committee. She stated that the committee will deal with all the communications issues such as the website, the digital digests, and the Acorn. She continued that she has been working with Judy Orvis on the Acorn and Ms. Orvis will Co-chair the committee with President Jurgenson. In addition, President Jurgenson has asked Stephanie Zobay to be on the committee. Barbara Ioanes asked if Judy Orvis could be a vice-chair as it would not require her to be a board member. President Jurgenson agreed. Jesus Soriano commented that critical services are provided via information in these three ways, but that the committee needs a "charter" to determine what the goals of the committee are and whether or not the job is being accomplished. President Jurgenson stated she would be happy to write the guidelines for this committee. The motion was seconded by Stephanie Zobay. **The motion was unanimously approved by a vote of 8-0.**
3. Barbara Ioanes offered her thanks to Tony Nuland for his assistance on the resolution passed at this meeting. She stated that the ordeal has been a nightmare and she hopes no community member has to go through it.
4. Rosemary Reed offered thanks to the current Executive Board Officers for their patience and dedication.

F. Announcements

The meeting of the General Membership will be Thursday, May 11, 2006 at 7pm at St. Thomas Apostle Church.

VII. Adjournment

Motion to adjourn was offered by Kurt Vorndran. The motion was seconded by Erin Seckso, and the meeting was adjourned at 8:54 pm.

List of Executive Member Attendees:

Nour Jurgenson, President
Kurt Vorndran, Vice-President
Stephanie Zobay, Secretary
Ellen Passman, Treasurer

Bill Kummings, At-Large Member
Rosemary Reed, At-Large Member
Tony Nuland, At-Large Member
Erin Seckso, At-Large Member