

**Woodley Park Community Association Executive Committee Meeting (DRAFT)**  
**December 8, 2016**

**Committee Members Present:**

Carolyn Abbey  
Jeff Myers  
Gasper Magallanes  
John Goodman  
Barbara Ioanes  
Katie MacFarlane  
Bill Kummings

Meeting began at 7:35pm.

1. Approval of Agenda – The agenda was accepted.
2. Approval of Minutes – Minutes of the November 9, 2016 executive board meeting was approved.
3. Presentation by Caroline Mesrobian Hickman regarding an amendment to the Wardman Tower landmark historic designation. Ms. Hickman is an art and architectural historian and the granddaughter of the architect who designed Wardman Tower (Mihran Mesrobian). She explained that the exterior of Wardman Tower and one gate post have a historic designation and Ms. Hickman is recommending that the historic landmark application be amended to include the Wardman Tower lobby (still part of the Marriott Wardman Park Hotel) and three additional gate posts located to the west. She has successfully pursued designation of the lobbies of Sedgewick Gardens and Alban Towers. A motion was made to vote at our January meeting on whether or not to work with Ms. Hickman to amend the historic landmark designation for Wardman Tower to include the lobby and three additional gate posts. Armen's bequest could be used to cover these costs.
4. Report from Treasurer – The Treasurer's report was accepted. Gasper also provided a presentation of the proposed WPCA 2017 budget. He recommended that board members review and send comments with a revised budget to be voted on at our next meeting in January.
5. Website – Discussion on cost of upgrading the WPCA website with a JBG task force tab instead of a separate website.
  - Katie recommended that the web designer complete the JBG website first, then, assuming that we are satisfied with the website design, we should decide whether or not to move forward with upgrading the WPCA website and link the two websites together. Katie anticipates that the new JBG task force website have all of the necessary information uploaded and be able to go live by the beginning of January. Carolyn recommended that board members visit other community websites including Adams Morgan, Tenleytown, and Cleveland Park to get ideas on what we would want to include on an upgraded WPCA website. Inviting local restaurants and shops to be promoted on WPCA's website in exchange for a donation was discussed as a way to cover costs of maintaining an upgraded website.
6. JBG Update- With respect to the JBG task force, Jeff reported that JBG has a PUD pending on the open space and revised plans have not yet been made public. The task force is pursuing the possibility of WPCA sharing legal representation with Aidan.

7. Update from ANC, Mayor's Office and DC Council members -- No representatives attended.
8. WPCA committees (committees that have met/elected their chair)
  - Running short on time, this topic was only briefly discussed. Glenn Marcus mentioned that the membership committee had not had a chance to meet yet. No other committee has met other than the JBG task force.
9. Community Outreach
  - WPCA's first "Meet Your Neighbors" event at New Heights was a success.
  - Open City has offered to host in February and we will investigate another local restaurant/bar to host an event in January.
  - Christmas Caroling- Jeff mentioned that in past years neighbors went Christmas Caroling in the neighborhood and suggested that groups organize to go Christmas Caroling this holiday season.
  - Holiday Party – Approximately 150 WPCA members are planning to attend our holiday party planned for Tuesday, December 13<sup>th</sup> at the Marriott Wardman Park Hotel.
10. The meeting adjourned at 9:30pm.

Woodley Park Community Association  
 Treasurer Report For the Period of November 1 through November 30  
 Submitted for Consideration on December 5, 2016

<b>Account</b>	<b>Balances as of 11/30/2016</b>	<b>Balances as of 10/31/2016</b>	<b>Net Change</b>	<b>Major Notes</b>
Bank of America Checking - 2797 (Main)	1,721	9,905	(8,183)	5 checks written totaling \$8,483 plus \$300.18 transferred from Paypal
Bank of America Savings - 8372	18,050	18,049	0	minor interest earned
Bank of America Checking - 4102 (JBG)	3,919	3,869	50	1 donation
Bank of America CD - 3296	14,055	14,055	0	minor interest earned
PayPal	199	300	(101)	Transfer of \$300.18 into main checking; 9 member donations totaling \$206 less \$7 in paypal fees
<b>Total Balances</b>	<b>37,944</b>	<b>46,178</b>	<b>(8,234)</b>	

<u>Checks Written To:</u>	<u>Date</u>	<u>Amount</u>	<u>Check #</u>	<u>Purpose</u>
Venice Web Design	2-Nov	\$698.40	1237	website for JBG lobbying efforts
Conor Byrne	3-Nov	\$20.00	1238	working table at membership meeting
Judy Waxman	4-Nov	\$135.24	1241	paintbrushes/paint for Call Box
Gelberg Signs	14-Nov	\$7,610.00	1246	Call Box Balance
Luke Terranova	22-Nov	\$20.00	1239	working table at membership meeting

FINAL Call Box Financial Snapshot

Total Received	12,015	
Total Received but not deposited	-	No balance outstanding
Total Pledged	-	No balance outstanding
Total Spent	14,970	
Total Obligated	-	No balance outstanding
<b>Gap/Amount funded by WPCA General funds</b>	<b>(2,955)</b>	

JBG Response Financial Snapshot

Total Received	\$919	in the JBG account
Total Received but not deposited	-	
Total Pledged	-	
Total Spent	698	
Total Obligated	398	balance due to Venice Web Design
Additionally Obligated	-	
<b>Gap/Amount to be funded by WPCA General Funds</b>	<b>(178)</b>	

Woodley Park Community Association  
 Budget Vs. Actuals - FY 2016  
 As of November 30, 2016

	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Total	FY 2016 Approved Budget	FY 2016 Current Forecast	FY 2016 Forecast Remaining
	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actual			
<b>Revenue</b>															
Sales	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest income	1	1	1	-	-	1	1	1	1	-	1	8	10	10	2
Partner Contributions	-	-	-	250	-	-	-	-	-	-	-	250	240	250	-
Major Gifts/Bequests	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Restricted Contributions (Call Box)	-	3,500	2,125	250	500	-	-	-	-	-	-	6,375	5,625	6,375	-
Restricted Contributions (JBG Response)	-	-	-	-	-	-	-	-	649	220	50	919	-	919	-
Membership Donations	25	1,200	395	1,155	155	735	595	397	45	415	206	5,323	6,000	6,000	677
<b>Total Revenue</b>	<b>26</b>	<b>4,701</b>	<b>2,521</b>	<b>1,655</b>	<b>655</b>	<b>736</b>	<b>596</b>	<b>398</b>	<b>695</b>	<b>635</b>	<b>257</b>	<b>12,875</b>	<b>11,875</b>	<b>13,554</b>	<b>679</b>
<b>Expenses</b>															
Acorn	-	-	-	-	-	-	-	-	-	-	-	-	3,216	-	-
Summer Picnic	-	-	-	-	-	1,375	-	-	-	-	-	1,375	2,000	1,375	-
Call Box	-	-	-	500	-	-	-	-	-	-	7,745	8,245	7,805	8,245	-
Holiday Party	-	-	-	-	-	-	-	-	-	-	-	-	200	200	200
Wild Apricot	-	-	-	-	-	-	-	-	-	-	-	-	420	-	-
Spring clean-up day	-	-	-	-	387	600	-	-	-	-	-	987	1,000	987	-
Copies	-	-	-	-	416	-	-	-	-	-	-	416	200	416	-
Other Events	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Paypal Fees	1	29	9	17	5	11	10	6	2	8	7	105	70	120	15
Membership (postage)	-	-	-	-	-	-	-	-	-	-	-	-	25	-	-
Flyer Distribution	-	-	-	-	-	-	-	-	120	-	-	120	-	120	-
Mailbox (keys, other)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Membership dues, DC registration	-	-	-	-	-	-	-	-	-	-	-	-	200	-	-
Insurance (D&O, Liability, Fidelity, E&O)	-	-	-	-	-	-	-	-	-	-	-	-	2,500	-	-
Miscellaneous contributions and gifts	-	-	-	-	-	44	-	-	-	95	-	139	400	140	1
Donations to other organizations	-	-	-	-	-	-	250	-	150	200	-	600	-	600	-
Internet hosting expenses	-	-	-	56	-	-	-	-	-	-	-	56	7	56	-
Contingency Costs/Miscellaneous	-	-	60	100	-	-	-	-	-	-	40	200	100	200	-
Printing	-	-	-	-	-	-	-	-	-	286	-	286	-	286	-
JBG Response	-	-	-	-	-	-	-	-	-	-	698	698	-	1,097	399
Reporting Discrepancy	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>1</b>	<b>29</b>	<b>69</b>	<b>673</b>	<b>808</b>	<b>2,030</b>	<b>260</b>	<b>6</b>	<b>272</b>	<b>589</b>	<b>8,491</b>	<b>13,226</b>	<b>18,143</b>	<b>13,841</b>	<b>615</b>
<b>Operating Income (Loss)</b>	<b>25</b>	<b>4,672</b>	<b>2,452</b>	<b>982</b>	<b>(153)</b>	<b>(1,294)</b>	<b>336</b>	<b>392</b>	<b>424</b>	<b>46</b>	<b>(8,234)</b>	<b>(351)</b>	<b>(6,268)</b>	<b>(287)</b>	
<b>Beginning Fund Balance</b>	<b>38,295</b>	<b>38,320</b>	<b>42,992</b>	<b>45,444</b>	<b>46,426</b>	<b>46,273</b>	<b>44,980</b>	<b>45,316</b>	<b>45,708</b>	<b>46,131</b>	<b>46,177</b>	<b>38,295</b>	<b>38,295</b>	<b>38,295</b>	
<b>Ending Fund Balance</b>	<b>38,320</b>	<b>42,992</b>	<b>45,444</b>	<b>46,426</b>	<b>46,273</b>	<b>44,980</b>	<b>45,316</b>	<b>45,708</b>	<b>46,131</b>	<b>46,177</b>	<b>37,944</b>	<b>37,944</b>	<b>32,027</b>	<b>38,008</b>	

**Woodley Park Community Association**

**Proposed FY 2017 Budget**

Submitted for Consideration on December 5, 2016

	<b>FY 2016 Approved Budget</b>	<b>FY 2016 Current Forecast</b>	<b>FY 2017 Proposed Budget</b>	<b>FY 2017 Notes &amp; Assumptions</b>
<b>Revenue</b>				
Sales	-	-	-	no Acorn ad sales anticipated
Interest income	10	10	10	based on monthly and CD interest trends
Partner Contributions	240	250	250	Contribution from Normanstone for clean up day
Major Gifts/Bequests	-	-	-	
Restricted Contributions (Call Box)	5,625	6,375	-	
Restricted Contributions (JBG Response)	-	919	3,000	to offset any expenses; budget neutral
Membership Donations	6,000	6,000	6,000	based on prior year trend
<b>Total Revenue</b>	<b>11,875</b>	<b>13,554</b>	<b>9,260</b>	
<b>Expenses</b>				
Acorn	3,216	-	3,000	2 issues/tbd
Summer Picnic	2,000	1,375	1,500	based on prior year trend
Membership Recruitment	-	-	2,000	set aside for website or other recruitment costs
Call Box	7,805	8,245	-	
Holiday Party	200	200	200	
Wild Apricot	420	-	720	\$60/month
Spring clean-up day	1,000	987	1,000	based on prior year trend
Copies	200	416	500	based on prior year trend
Other Events	-	-	-	
Paypal Fees	70	120	150	based on prior year trend
Membership (postage)	25	-	-	
Flyer Distribution	-	120	150	based on prior year trend
Mailbox (keys, other)	-	-	50	
Membership dues, DC registration	200	-	200	
Insurance (D&O, Liability, Fidelity, E&O)	2,500	-	2,500	estimated
Miscellaneous contributions and gifts	400	140	150	
Donations to other organizations	-	600	500	
Internet hosting expenses	7	56	50	
Contingency Costs/Miscellaneous	100	200	250	
Printing	-	286	300	
JBG Response	-	1,097	3,000	to offset any contributions; budget neutral
<b>Total Expenses</b>	<b>18,143</b>	<b>13,841</b>	<b>13,220</b>	
<b>Operating Income (Loss)</b>	<b>(6,268)</b>	<b>(287)</b>	<b>(3,960)</b>	
<b>Beginning Fund Balance</b>	<b>38,295</b>	<b>38,295</b>	<b>38,008</b>	
<b>Ending Fund Balance</b>	<b>32,027</b>	<b>38,008</b>	<b>34,048</b>	