

**WPCA Executive Meeting – Meeting Minutes**  
**January 7, 2020**

**Committee Members Present:**

Carolyn Abbey  
Peter Brusoe  
John Goodman  
Warren Gorlick  
Katie MacFarlane  
Melissa Maxman  
Jeff Myers  
Courtney Tolbert  
Stephanie Zobay

- *Acceptance of Agenda and Minutes from December 3 Executive Committee* – The agenda and minutes from the prior meeting was accepted.
- *Acceptance of the Treasurer's Report* – The Treasurer's reports from October, November and December 2019 were accepted.
- *2019 audit* – Peter presented the results of the 2019 audit. The audit report will be attached to the final minutes. It was agreed that generally the Treasurer should try to maintain the Paypal account at an amount no higher than \$1,000, with any excess being put into the WPCA banking accounts. The WPCA debit card was destroyed as it is not needed and creates an unnecessary risk. Stephanie was directed to cancel any other outstanding debit cards. The audit report was approved without objection.
- *2020 budget* – Stephanie discussed the proposed 2020 budget that she had already circulated in advance of the meeting to all Board members. Peter moved the adoption of the proposed budget, which was unanimously approved.
- *Formal Approval of revised Bylaws* – It was agreed that the revised Bylaws will be presented to the Membership for approval at the next Membership meeting.
- *Holiday Party Recap* – The Board's general consensus was that the party was well received by the membership, and Petits Plats did an excellent job in hosting the party and serving good food to the guests, notwithstanding that the planning occurred on an expedited basis. Katie proposed that someone should be appointed soon to take charge of the holiday party well in advance of the actual event. Jeff volunteered to organize the holiday party looking on the week of December 7<sup>th</sup>, and will consider what businesses and individuals he might ask to sponsor the party. Peter suggested partnering with Woodland Normanstone on the party. Peter asked if we invited the mayor or Council Member Cheh to the party and in the rush to the event it was not done.
- *Next happy hour event* -- Jeff is working with New Heights on the next date for the happy hour. A more general discussion occurred of which venues the Board should ask to host such events going forward. No one venue will be asked to host more than once each year. Courtney reported on her outreach to Kevin and Carole McMahan, owners of Frozen Yo, for a "social gathering" to demonstrate support in the wake of the fighting in their business and the assault on Carole.
- *Cheh crime meeting* – The group discussed the meeting on zoo-related crime issues that CM Cheh wants to hold. Peter suggested having it at the zoo. Courtney is going to see whether the dates proposed by Cheh's office work for Stanford.
- *Spring meeting* – The agenda for the Spring meeting will include membership approval of the revised Bylaws recommended by the Board, and a vote on a new Board member to fill an existing vacancy. In addition, it was agreed that there should also be time for one guest speaker, and various suggestions were put forth on whom to invite. Melissa will check first on one possibility, and if that does not prove successful, Stephanie will contact another possible speaker. While the final date will depend on the availability of the guest speaker, it was agreed that the Board would try to hold the meeting on the week of March 16. The Board also discussed making the Spring meeting an event

that would attract people to attend and participate in the event. Melissa suggested also doing an event to launch the website.

- *HP matters* – John followed up on Chris Martin's presentation at the last Board meeting concerning the possibility of adding a third story to 2631-41 Connecticut Avenue; John will check in with Chris in a few weeks to see if there's been any movement. John also noted a gate had been installed by the Wardman Tower.
- *Judy Waxman and Call Box Project* – Peter reported that Barbara indicated that she and Judy Waxman noticed several call boxes were in need of repair work. The group authorized Barbara and Judy to take a look at soliciting community donations for restoration and repair of the call boxes. Peter also shared that thanks to the design of the inserts and the higher money from the last restoration the inserts are in good shape.
- *Business license* – Peter reported that DCRA has cashed the check he submitted to restore the WPCA business license.
- *Woodley Park Mural* – Peter reported that the money that had been designated for the Marilyn project is still with the District. The Main Street association will serve as the conduit for the payment of the funds and will choose the artist who will restore the mural. Such work on the mural will need to wait until the spring.
- *Trash/Shred day* – It was agreed that the annual event should be held from 11am-2pm on April 19. Stephanie will confirm with the Maret School, which usually hosts this event. Peter will check with the vendors to see if that date works for them, and reach out to Woodland Normanstone for partnerships.
- *Project Goals* – Courtney reported on her work with Casey Trees to replenish trees on Devonshire and Cortland Places, and the adjacent parkland. Courtney also expressed concerns about the number of electric scooters and bikes left randomly on sidewalks in the area.
- The meeting adjourned at 9:11pm. The next Board meeting will be held on February 11.

Woodley Park Community Association  
 Treasurer Report For the Period of Sept 1, 2019 - Sept 30, 2019

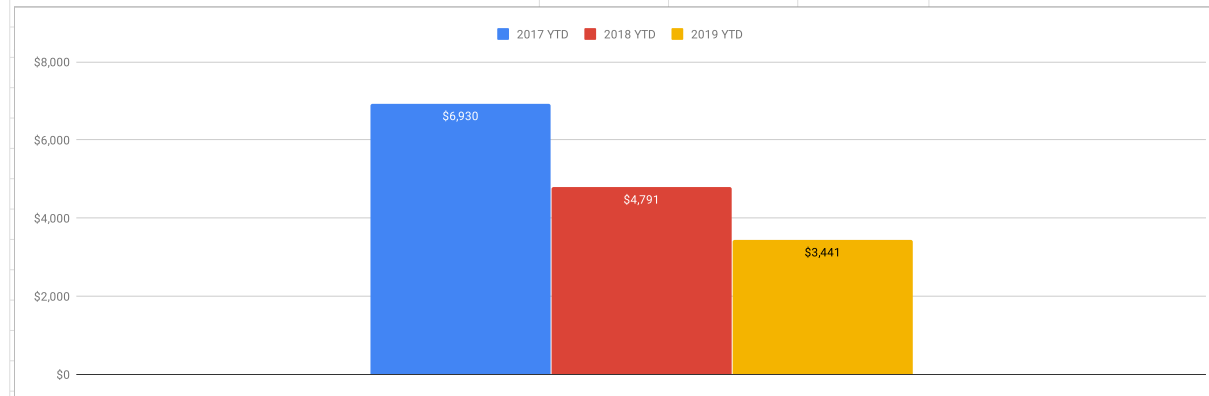
Account	Balance as of 09/30/2019	Balance as of 09/01/2019	Net Change	Major Notes	
Bank of America Checking - 2797 (Main)	2,412	2,557	(145)	(250.00) for Tickets	\$1,818.56
Bank of America Savings - 8372	30,480	30,479	1		\$4,255.12
PayPal	1,735	2,299	(563)	(1093.24) for Picnic Costs	(\$2,436.56)
<b>Total Balances</b>	<b>34,627</b>	<b>35,335</b>	<b>(707)</b>		

Account Debits:	Date Cleared	Amount	Acct	Check #	Purpose
2nd District Citizens Advisory Council	5-Sep	\$250.00	*2797	1298	2nd District MPD Dinner
David G Ensign	6-Sep	\$1,093.24	PayPal	NA	Picnic Cost
Carolyn Abbey	7-Sep	\$31.45	PayPal	NA	WPCA - Sherry's gift
Jeff Myers	7-Sep	\$100.00	PayPal	NA	WPCA - Gift
Fees	30-Sep	\$20.18	PayPal	NA	Monthly Transaction Fees

Total Debits \$1,494.87

Account Credits:	Date Cleared	Amount	Acct
Membership donations (Checking)	30-Sep	\$105.00	*2797
Membership donations (PayPal)	30-Sep	\$672.00	PayPal
Interest (Saving)	30-Sep	\$1.00	*8372

Credits received this month \$778.00  
 Donations + Interest received 2019 YTD \$3,440.94  
 Total received 2018 YTD \$4,790.91  
 Change vs 2018 -28%  
 Total received 2017 YTD \$6,929.59  
 Change vs 2017 -50%



Woodley Park Community Association  
Treasurer Report For the Period of Oct 1, 2019 - Oct 31, 2019

Account	Balance as of 10/30/2019	Balance as of 10/01/2019	Net Change	Major Notes	
Bank of America Checking - 2797 (Main)	4,712	2,412	2,300	\$2500 transfer in from savings, check 1291 cleared	\$1,782.51
Bank of America Savings - 8372	30,480	30,480	-		\$5,474.73
PayPal	2,192	1,726	467		(\$3,692.22)
<b>Total Balances</b>	<b>37,384</b>	<b>34,618</b>	<b>2,767</b>		

<u>Account Debits:</u>	<u>Date Cleared</u>	<u>Amount</u>	<u>Acct</u>	<u>Check #</u>	<u>Purpose</u>
Account Transfer	1-Oct	\$2,500.00	*8372	NA	
		\$200.00	*2797		
Fees	31-Oct	\$14.48	PayPal	NA	
				NA	
				NA	
				NA	

Total Debits \$2,714.48

<u>Account Credits:</u>	<u>Date Cleared</u>	<u>Amount</u>	<u>Acct</u>
Transfer from Saving to Checking	1-Oct	\$2,500.00	*2797
Membership donations (Checking)	31-Oct	\$260.00	*2797
Membership donations (PayPal)	31-Oct	\$445.00	PayPal
Membership subscription (Paypal)	31-Oct	\$36.00	Paypal
Interest (Saving)	31-Oct	\$0.95	*8372

Credits received this month \$741.95  
Donations + Interest received 2019 YTD \$4,182.89  
Total received 2018 YTD \$5,670.02  
Change vs 2018 -26%  
Total received 2017 YTD \$7,792.10  
Change vs 2017 -46%

2017 YTD \$7,792  
2018 YTD \$5,670  
2019 YTD \$4,183

Woodley Park Community Association					
Treasurer Report For the Period of Nov 1, 2019 - Nov 30, 2019					
<b>Account</b>	<b>Balance as of 11/30/2019</b>	<b>Balance as of 11/01/2019</b>	<b>Net Change</b>	<b>Major Notes</b>	
Bank of America Checking - 2797 (Main)	4,972	4,712	260		
Bank of America Savings - 8372	27,982	30,480	(2,498)		
PayPal	2,625	2,192	432		
<b>Total Balances</b>	<b>35,578</b>	<b>37,384</b>	<b>(1,806)</b>		
<b>Account Debits:</b>	<b>Date Cleared</b>	<b>Amount</b>	<b>Acct</b>	<b>Check #</b>	<b>Purpose</b>
Fees	30-Nov	\$14.63	PayPal		
Total Debits		\$0.00			
<b>Account Credits:</b>	<b>Date Cleared</b>	<b>Amount</b>	<b>Acct</b>		
Membership donations (Checking)	30-Nov	\$0.00	*2797		
Membership donations (PayPal)	30-Nov	\$411.00	PayPal		
Membership Subscription (Paypal)	30-Nov	\$36.00	Paypal		
Interest (Saving)	29-Nov	\$0.92	*8372		
Credits received this month		\$447.92			
Donations + Interest received 2019 YTD		\$6,143.72			
Total received 2018 YTD		\$6,060.42			
Change vs 2018		1%			
Total received 2017 YTD		\$8,127.44			
Change vs 2017		-24%			
2017 YTD	\$8,127				
2018 YTD	\$6,060				
2019 YTD	\$6,144				

Woodley Park Community Association Proposed Budget 2019												
	Jan-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	2017 Tot	2018 Tot	2019 Tot	FY 2020 Proposed Budget	Notes
	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actual	Actual	Actual		
<b>Revenue</b>												
Interest income	\$0.52	\$1.02	\$1.04	\$1.00	\$0.95	\$0.92	\$0.95	\$8	\$6	\$9	\$10	
Spring clean up sponsorship			\$0					\$845	\$1,559	\$1,605 [1]	\$1,755	Plan to have donations offset spring clean-up costs
Major Gifts/Bequests								\$515	\$0	\$0	\$0	No known major gifts in sight
Membership Donations-BoA	\$25	\$364	\$335	\$105	\$0	\$260	\$372	\$8,177	5524	\$1,986	\$2,000	Slight increase over 2019
Membership Donations - Paypal	\$289	\$122	\$93	\$652	\$467	\$432	\$282			\$4,880	\$5,000	Slight increase over 2019
<b>Total Revenue</b>	<b>\$314</b>	<b>\$487</b>	<b>\$429</b>	<b>\$758</b>	<b>\$467</b>	<b>\$693</b>	<b>\$655</b>	<b>\$9,546</b>	<b>\$7,089</b>	<b>\$8,480</b>	<b>\$8,765</b>	
<b>Expenses</b>												
Summer Picnic				\$1,093				\$1,839	1462.77	\$1,093	\$1,278	Average of last 2 years
Membership Recruitment				\$100 [2]			\$60 [3]	\$230	360	\$260	\$360	Assuming same MYN nights and art show
Holiday Party							\$750	\$20	771	\$750	\$750	
Spring clean-up day								\$1,639	1698.75	\$1,755	\$1,755	
Copies								\$0	317.25	\$0	\$50	
Flyer Distribution								\$20	0	\$0	\$0	
Mailbox (keys, other)	\$136							\$134	134	\$136	\$136	
Historic Preservation								\$100	0	\$0	\$0	Call Box updates
Insurance (D&O, Liability, Fidelity, E&O)								\$1,175	1194	\$1,226	\$1,226	
Miscellaneous contributions and gifts								\$0	0	\$0	\$150	Stanford and any others
Donations to other organizations				\$200 [4]				\$200	300	\$450	\$450	Police dinner, misc
Library donation							\$2,500	\$0	2500	\$2,500	\$0	
Website		\$2,750 [5]					\$160 [6]	\$648	667.74	\$2,941	\$3,500	
Contingency Costs/Miscellaneous				\$31 [7]				\$54	0	\$193	\$250	
<b>Total Expenses</b>	<b>\$136</b>	<b>\$2,750</b>	<b>\$0</b>	<b>\$1,425</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,470</b>	<b>\$6,186</b>	<b>9406</b>	<b>\$11,304</b>	<b>\$9,905</b>	
<b>Operating Income (Loss)</b>	<b>\$178</b>	<b>-\$2,263</b>	<b>\$429</b>	<b>-\$667</b>	<b>\$467</b>	<b>\$693</b>	<b>-\$2,815</b>	<b>\$3,360</b>	<b>-2316</b>	<b>-\$2,824</b>	<b>-\$1,140</b>	
<b>Ending Fund Balance</b>	<b>41,690</b>	<b>36,980</b>	<b>37,409</b>	<b>36,742</b>	<b>37,210</b>	<b>37,903</b>	<b>35,088</b>	<b>\$41,488</b>	<b>39,172</b>	<b>\$36,348</b>	<b>\$35,208</b>	

[1] \$1605 was recognized in 2019 but realized in Jan 2020.

[2] Meet Your Neighbors tips

[3] Meet Your Neighbor Tips

[4] 2D MPD award banquet

[5] Web Design

[6] Go Daddy

[7] pymt to Carolyn Abbey

To: WPCA Executive Committee  
Fr: Peter  
Subject: Audit of 2019 Books

I met with Dr. Stephanie Zobay, our current treasurer, on January 5, 2020 to review the books of the Woodley Park Community Association for the past year. If this was a formal audit we would be able to receive a qualified opinion. In general, our expenditure side looks very good, while our deposit accounting could use some work.

My full report follows.

**Expenditures are good, with some areas for improvement.**

There do not appear to be any material issues with money being misspent from the checking account or PayPal account.

There are a few areas where our documentation could be better.

On charitable donations the \$250 given to the 2<sup>nd</sup> CAC for the All shift meal, the \$200 to the CAC for the police appreciation dinner and the library gift should have acknowledgement letters in our records. However, since these expenditures are covered in the minutes we have sufficient documentation to cover them. Since I solicited the support for the CAC I will ask for this. I would recommend someone reach out to the library for them to have documentation. I want to commend Warren Gorlick for his assiduous minutes that allowed this reconciliation to happen.

On the website, while approved in minutes, we should have an invoice or a paid statement indicating what was paid and what was covered. Fairly simple to do, and we have the minutes backing up the transaction.

A minor thing that we should think about. When we do reimbursement for events, we pay one check for the amount of the food and other services that we were directly billed for, and a separate check to reimburse tips.

**Contributions into the account are complicated.**

We have some deposits that frankly we do not know what they were for, or who made the contribution.

For example:

7/15/2019 we saw a deposit of \$364 which we assume was from the picnic:

8/12 for \$335 which we assume is membership dues

9/30 was \$105 which again, we think were membership dues.

The problem is we do not have documentation on who made them, or what their purpose was for.

This is an area we can improve on.



1) This goes back to the ongoing issue of having a membership person. It should not be the job of the treasurer to keep track of this information, rather they received \$X from membership dues and the membership records should support that. We do not believe that any money is missing, but it is not knowable.

2) I think there is something to be said for mobile deposits. Not only is there the speed in deposits, but there are some administrative functions as well. Mobile deposits allow us to be able to look at images of the check, as well as the amount so we know what the money is, or at the very least it was a check. Dr. Zobay does have a smartphone so she is able to do this. I would not want to make this a requirement for the office of the treasurer given how expensive smartphones are and many of us cannot afford to own one.

**Debit Card:**

In the paperwork of the treasurer, we have a notification of a debit card and clearly there was a debit card glued on but no card and no date on the letter. We also have a debit card for WPCA with Carolyn's name on it. I would recommend that we destroy the card with Carolyn's name on it, and we inquire who has the other debit card and cancel it. There is no need for us to have a debit card for our account. If this board does decide that a debit card is necessary all board members should know who has it.

**PayPal:**

In general we should keep as little money in PayPal as necessary. In January of 2019, we had over 1K in PayPal, which steadily climbed to \$2,317, and only went down because we made expenditures out of the account for picnics and other costs. The PayPal then took in addition funds hitting a maximum of 2,624.57. Dr. Zobay transferred funds out in December to our checking account bringing our balance to under \$300.

On a monthly basis we should clear this down to a level the association feels they are comfortable with. Personally I would urge \$100.

**Documentation:**

As a process issue, we should probably email a copy of the bank statement to the executive committee, or set up an audit committee of people who receive this statement on a monthly basis. This ensures that even if we do not have a treasurer's report we at least have a summary of the funds and current expenditures. This also allows us to verify and check the accuracy of the treasurer's report.

We should also have a list of who has access to the accounts and who has access to copies of the receipts.

**In closing:**

I want to thank Dr. Zobay for taking on this huge responsibility and all of the great work she has done to get our accounts back into an acceptable order.

I also want to thank Warren Gorlick for his really terrific minutes.