

**McLean Community Center
Governing Board Meeting
October 23, 2013**

MINUTES

Board Members Present: Chad Quinn, Chair; Susan Bourgeois, Vice Chair; Craig Richardson, Treasurer; Jay Howell, Secretary; Sean A. Dunn; Dennis Findley; Paul Kohlenberger; Steve Pardo; Risa Sanders; and Laurelie Wallace

Board Member Absent: Suddy Sriram

Staff Members Present: George Sachs, Executive Director; Ashok Karra, Comptroller; Maggie Shea, General Program Director; Sarah Schallern, Performing Arts Director; Sydney Duberstein, Lifetime Learner Coordinator; and Ellen Barial, Executive Assistant

Guests Signed In: Jane Edmondson, Chief of Staff, Office of Supervisor John W. Foust
Bill DuBose, Mclean Project for the Arts Board Chair
Nancy Perry, McLean Project for the Arts Executive Director
Mary Anne Hampton, Friends of the McLean Community Center
Patrick Smaldore, McLean Citizens Association
Esther Eacho, Citizen

Mr. Quinn convened the meeting of the Governing Board of the McLean Community Center (MCC) at approximately 7:35 p.m.

ADOPT AGENDA

The Governing Board adopted the meeting agenda unanimously.

PUBLIC COMMENT

Introductions

Guests introduced themselves and gave their reasons for attending the meeting. A list of guests signed in at the meeting is shown above.

McLean Project for the Arts Report

Ms. Perry reviewed the monthly MPA Report to the MCC Governing Board. The following is an excerpt from the report:

Internal Alignment

7th Annual MPAartfest took place October 6th! The event featured 49 artists, live music, art activities for all ages, children's artwork from McLean schools, Café Beret (the MPA wine tent), concessions/refreshments, and much more. With great art, beautiful weather and about 6,000 attendees, the day was a complete success. Thanks again to MCC for serving as Event Partner along with FCPA, and thanks to Peggy Moore for driving the MCC golf cart all day!

External Alignment

Exhibitions: September 12 – November 2, 2013

- Emerson Gallery: Buried Voices: Retrospective of Works by Susanne Arnold. Exhibiting 30 years of work, the gallery feels like the Egyptian wing of a museum!
- Atrium Gallery: Alex Tolstoy, Mostly Landscapes. Expressionistic watercolors by McLean artist.
- Ramp Gallery is closed during the bathroom renovations.
- More than 300 guests visited the MPA galleries on October 6th during MPA's 7th Annual MPAartfest

ArtReach

October: 110 attendees. Workshops with SPARC at the Teen Center, Lewinsville and James Lee Senior Centers, Haycock and Churchill Road Elementary schools, and a Family Day at the MPA. New this year at MPAartfest was an ArtReach tent depicting the works from and photos of the ArtReach Program.

Classes

MPA's holiday Interior Design seminar is so popular this fall we added an additional class, and still have 12 on the waiting list!

[More information about MPA is available at <http://www.mpaart.org/>]

APPROVE MINUTES OF SEPTEMBER 25, 2013 MEETING

The Governing Board unanimously approved minutes of the September 25, 2013 meeting.

CHAIR'S REPORT (Chad Quinn)

Introduction of Sydney Duberstein

Mr. Quinn introduced Sydney Duberstein who was hired in the newly created, part-time position as MCC's Lifetime Learning Coordinator. The position was created in order to improve MCC's programs focused on the aging population within MCC's tax district. Ms. Duberstein had experience in working to improve the quality of life for people age 55 and older in the McLean area.

Annual Plan Goals Met To-date

Mr. Quinn gave a follow-up report on the 2013-2014 MCC Annual Plan, which was adopted at the September 25 Governing Board meeting. He pointed out a number of goals that had been fully met or were in the process of being met. Among those goals included the following:

Internal Alignment

- Plan has been adopted by the Board, produced and disseminated
- All committees have adopted annual goals
- Board-staff roles document has been prepared by Executive Director and distributed to Board Members
- Staff and Board Protocol has been prepared by Executive Director and distributed to Board Members
- Draft Performance Dashboard has been adopted by Communications Committee for use primarily for programs and board will be asked to adopt.

External Alignment

- Capital Improvement Plan has been developed
- Project Manager has been selected for renovations and initial steps to retain an A&E firm have been taken
- Downtown Planning Committee has had initial meeting with MPC and MRC
- MCC Mission and Vision on website
- Elections Committee has begun planning to get more information to parents and teens re youth board seats.
- Protecting/Clarifying MCC interests re McLean Central Park

Financial Stewardship

- Information on FY 15 budget preparation is on MCC website.
- Much more time than usual was given to gather public input.
- First Quarter Financial Report will be made this meeting.
- Senior staff member had budget preparation and financial reporting training, with ongoing training on a quarterly basis.

EXECUTIVE DIRECTOR'S REPORT (George Sachs)

Mr. Sachs updated the Board on MCC activities during October; his written report is below:

Internal Alignment:

- We reached an internal goal as reported by Anne McAfee who handles our payroll. Our payroll was 100% done right with everyone's time and leave reported correctly and on time.
- A cooperative effort for Dance & Deserts at the OFTC on October 3rd. The theatre staff delivered the rolls of Marley flooring and some additional sound system cords in the nick of time and had everything in place in a matter of 30 minutes and the dancers started right on time. Thanks to Jennifer, Justin, and Tom for making it happen.
- The Greater McLean Chamber of Commerce Suits & Sneakers Awards event was moved to the MCC at the very last minute when the National Park Service notified them the park was closed due to the Government shut down. Needless to say our staff jumped into action and made it happen. It was a proud accomplishment! Call outs go to: Joe, Jonathan, Andrew, Jennifer, Justin, Tom, Katie, Susan, and Catherine.

External Alignment:

- Our theatre staff was gracious and accommodating with a request to seat a patron with their service dog at the performance of "The Little Engine That Could". "The ushers could not have been sweeter. The show was terrific and the voices on the young performers were Broadway Ready.
- The 44th Annual AAUW book sales was a great success and coordinated well with our facility staff on set up and break down.
- As the external alignment part of the Chamber event, we were able to accommodate the last minute move to our facilities and assist with this important community event.
- The SPARC program over at the OFTC was in the news by hosting a music workshop by local musicians who came and performed a jam session for the club members.
- The McLean 5K Run With The Warriors had a record 974 registered participants. The McLean Volunteer Fire Department was thankful they were able to participate. The MCC provided water on the course, use of radios, traffic cones, and staff to guide participants safely through the course.
- Our e-news What's Happening This Week received a face lift and new look. There were several comments back saying how much they loved the new format and that it was much clearer and easier to read. Thank you Sabrina and Hussain for implementing our value of continuous improvement.

Financial Stewardship:

- We prepared and submitted all FY2015 Budget and county documents to the Office of Management & Budget by our due date of September 30th.
- Ashok has loaded each cost center files and documents for accessibility on the “S” (share) drive so that cost center managers can view and follow their appropriate financial documents.
- The web site posting of our FY2015 proposed budget has been refined and updated for public access.
- In staff meeting we had a review and refresher of the county purchasing policies.

[Information about MCC and its programs can be found at <http://www.mcleancenter.org/>.]

EXECUTIVE COMMITTEE (Chad Quinn, Chair)

The Executive Committee had not met since the last Governing Board meeting.

CAPITAL FACILITIES COMMITTEE (Susan Bourgeois, Chair)

Ms. Bourgeois reported on the status of plans to renovate MCC’s Ingleside facility. A Request for Qualifications has been published in connection with hiring an architectural and engineering firm for the renovations. It is anticipated that between 14 to 40 firms will submit responses. Selection Advisory Committee (SAC) members will go through and rate all of the submissions and select a Design Team for the project.

The Governing Board selected two Staff Members and two Board Members to represent the MCC on the Selection Advisory Committee (SAC) to select the Design Team for the Ingleside renovations. (Note: Members of the SAC are confidential under Fairfax County rules.)

FINANCE COMMITTEE (Craig Richardson, Chair)

Quarterly Budget Report

Mr. Richardson introduced the first quarterly budget report from staff, noting that the purpose is to keep the Board updated on how staff is managing MCC’s financial resources.

Mr. Karra led Board Members through the “Highlights: 1st Quarter Performance for Fiscal Year 2014 (7/1/13-9/30/13).” Mr. Karra explained the process for FY 2014:

- The Year began with the review of the FY 13 Actuals and the performance of each Program to the budget and goals.

- FY 14 was discussed in detail during the preparation of the FY 15 Budget.
- Meetings were conducted with each Program Manager to discuss the budget for FY 14.
- A copy of the report would be posted on the MCC website.

Financing Options for a MCC Facility Downtown

The Finance Committee and the Downtown Planning Committee are planning a joint meeting to review the possibility of a capital campaign as one way of financing a possible downtown building for MCC. The Committees will also review other funding options.

PROGRAM COMMITTEE (Risa Sanders, Chair)

Dr. Sanders reported on issues pending before the Program Committee including:

Dashboard Performance Satisfaction Queries

Committee Members reviewed staff suggestions regarding two satisfaction questions that will be included in all program surveys, and which would be included in the performance dashboard. Staff will report to the Board on satisfaction results twice per year, beginning in December.

McLean Central Park

Program Committee Members and Mr. Sachs had concerns about the perception coming out of the draft master plan for the McLean Central Park that MCC would be primarily responsible for programming in the McLean Central Park, and that MCC was a driving force for the proposed amphitheater in the park.

In order to correct the misconception, on the recommendation of the Program Committee, the Board adopted the following policy statement by consensus:

Review by the McLean Community Center Governing Board in consultation with staff indicates that we do not envision having a need for programming the proposed amphitheater on our shared campus. In addition, we have concerns related to the limitation on parking, the impact of traffic through the neighborhood, and the ongoing cost of maintenance in pursuit of our commitment to good financial stewardship.

The policy statement would be mailed to the new Dranesville Representative on the FCPA Board.

COMMUNICATIONS COMMITTEE (Sean Dunn, Chair)

At the recommendation of the Communications Committee, the Board unanimously adopted a draft Performance Dashboard, which is a mechanism to communicate data to residents about “how much are we doing?” and “how well are we doing it?” The following motion passed unanimously:

Motion: that the Governing Board adopt the first version of the MCC Performance Dashboard as a means of showing how well MCC is fulfilling its mission.

The draft Performance Dashboard will be reviewed and edited as needed. The first Performance Dashboard report on programs will be presented to the Governing Board at its December meeting.

ELECTIONS & NOMINATIONS COMMITTEE (Laurelie Wallace, Chair)

Ms. Wallace reported that the Elections & Nominations Committee met on October 21 to kick off work on the 2014 Governing Board Elections set for May 17, 2014. The Committee will focus on getting more youth candidates to run for seats on the Governing Board.

Mr. Quinn will add Youth Board Member Suddy Sriram to the Committee to assist in attracting youth candidates.

DOWNTOWN PLANNING COMMITTEE (Jay Howell, Chair)

Mr. Howell gave the Downtown Planning Committee report, which included the following:

Downtown Planning Committee members attended a joint meeting of the McLean Planning Committee (MPC) and the McLean Revitalization Corporation (MRC) and engaged in a discussion of options for a MCC downtown facility. Representatives from MPC and MRC serve on the Downtown Planning Committee to act as resources to MCC in its downtown efforts.

Mr. Howell reiterated that the Downtown Planning Committee and the Finance Committee would meet jointly to consider funding options for a downtown facility.

LIASON TO THE FRIENDS OF THE MCC (Paul Kohlenberger)

Mr. Kohlenberger reported on recent meetings of the Friends of the McLean Community Center Board. The Friends Board has given MCC a gift up to \$5,000 to purchase freestanding electronic devices and encasements as determined by MCC. The gift is in response to a request to Friends from Executive Director George Sachs to fund a kiosk for onsite class

registrations. Friends will be acknowledged as the donor underwriting the kiosk and equipment.

NEW BUSINESS

There was no new business.

ADJOURN MEETING

There being no further business, Mr. Quinn adjourned the Governing Board meeting at approximately 9:35 p.m.

Respectfully submitted,

Jay Howell, Board Secretary