



McLean Community Center 2016-2017 Annual Plan

MCC Fundamentals

Mission: *To provide a sense of community by undertaking programs; assisting community organizations; and furnishing facilities for civic, cultural, educational, recreational, and social activities apportioned fairly to all residents of Small District 1A, Dranesville.*

Vision: *The McLean Community Center is a “hub” for McLean’s community!*

Living our Values – the “Why” Behind the Goals

Stewardship: of MCC's funds, resources, and assets.	Respect: for each other and the residents we serve.
Accountability: for creating services of value to our tax district residents.	Teamwork: so as to accomplish our goals.
Resourcefulness: in utilizing all available resources.	Quality: provide high-quality services in a courteous manner.
Continuous Improvement: do things faster, better, or more economically.	Transparency: in reporting on financial and programmatic affairs.

MCC’s Three Pillars for 2016-2017

Internal Alignment	External Alignment	Financial Stewardship
Reinforce a clear understanding of roles and responsibilities, established engagement processes, and a shared view of success.	Foster strong relations with our community by robustly providing public information, seeking public input and adapting to meet emerging community needs.	Improve our financial position and increase transparency and accountability regarding MCC’s fiscal matters.

Pillar	Annual Goal	Committee	Measurement	Values Served
Internal Alignment	MCC Board Members are active participants in MCC life.	Executive	Board Members attend diverse range of MCC functions.	Respect & Teamwork
	Monthly renovation status reports from County’s project management team.	Capital Facilities	DPWES provides detailed progress reports and next steps on renovation project.	Stewardship & Accountability
	Monthly capital projects updates on teen center.	Capital Facilities	Staff provides monthly status reports on teen center capital projects.	Stewardship & Accountability
	Develop plan for moving offsite during renovation.	Capital Facilities	Plan is developed to allow for an optimum transition to offsite locations.	Stewardship & Teamwork
	Review election processes and procedures.	Elections	Board Election & Nomination Policies and Procedures, and election processes are reviewed and recommendations are made, if needed.	Respect & Continuous Improvement
External Alignment	Board members continue to be ambassadors for MCC.	Executive	Board Members reach out to community about MCC functions and offerings.	Respect & Accountability
	Ensure timely communication to public about renovation status and impacts on operations.	Capital Facilities & Communications	Periodic reports are given to residents on the cost, funding, and design of the renovation.	Stewardship & Transparency
	Achieve right balance around communications on the renovation.	Communications & Capital Facilities	Multiple communication tools are used to keep residents and the public updated on renovation, without overwhelming them.	Stewardship & Resourcefulness
	Achieve right balance around communications on the programming issues.	Communications & Program	Ongoing communications using multiple tools are used to pinpoint locations and times of MCC programs, meetings and offices.	Accountability & Resourcefulness
	Expand focus groups to power users of MCC services and to residents who do not participate in MCC programs; use outside professional to facilitate groups.	Communications	Data is compiled for use in marketing and programming plans.	Accountability & Resourcefulness
	Continue outreach to residents to raise awareness of MCC Governing Board elections, and related events.	Elections & Communications	Increased publicity and outreach to tax district residents and organizations are used to encourage candidates and voting.	Respect & Resourcefulness
	Achieve competitive slates of candidates.	Elections	Elections feature 4+ adult candidates and 2+ youth candidates from each high school boundary area.	Respect & Teamwork
	Increase staff support for absentee voting.	Elections	Election staff will be on hand when there are performances at The Alden; all staff trained.	Continuous Improvement
	Follow the timeline for preparing the FY18 budget that was adopted by the Finance Committee, based on recent years’ extension of time for public comment.	Finance	Finance Meeting of the Whole is more than a month prior to final vote; Public Hearing is more than a week prior.	Respect, Transparency & Accountability
	Continue to track and report on program participation (resident vs. nonresident rates and satisfaction/recommend rates).	Program	Determine trends over years on existing programs and events; report at December and May or June Board meetings.	Accountability & Quality
Review and update booking policies and room rental rates.	Program	Staff and committee proposed changes are considered and addressed.	Stewardship & Accountability	
Financial Stewardship	Achieve surplus operations budget to ensure sufficient reserves for future needs.	Executive & Finance	Finance Committee provides guidance to Board and Staff; have operations surplus at FY17 yearend.	Stewardship
	Work with other committees on requests for donations to fund add alternates and other projects related to the renovation.	Capital Facilities	Funding is secured for at least one add alternate or other renovation item.	Stewardship & Resourcefulness
	Attain co-sponsors for adjunct board election activities.	Elections	Co-sponsor(s) secured for “Meet the Candidates” and other adjunct functions.	Resourcefulness
	Provide regular updates on budget and its management (actual versus budgeted), including capital projects.	Finance	Quarterly Budget Reviews are presented by staff on key financial measures.	Stewardship & Transparency
	Develop and implement internal metrics for programs’ financial and programmatic viability.	Program & Finance	Metrics are developed & implemented by Staff and Board that facilitate programming and budgetary decisions.	Quality, Stewardship & Accountability

Board Committee Rosters 2016-2017

Governing Board Committees	Capital Facilities Committee		Communications Committee	
	<i>Debbie Sanders, Chair</i>	Kat Kehoe	<i>Chad Quinn, Chair</i>	Sam Gollob
	Paul Kohlenberger	Chad Quinn	Paul Kohlenberger	Jennifer Rossman
	Lathan Turner	Desi Woltman	Desi Woltman	
	Elections & Nominations Committee		Executive Committee	
	<i>Merrily Pierce, Chair</i>	Kat Kehoe	<i>Laurelie Wallace, Chair</i>	Debbie Sanders, Vice-Chair
	Quentin Levin	Jennifer Rossman	Quentin Levin, Secretary	Paul Kohlenberger, Treasurer
	Finance Committee		Program Committee	
	<i>Paul Kohlenberger, Chair</i>	Kat Kehoe	<i>Laurelie Wallace, Chair¹</i>	<i>Desi Woltman, Vice-Chair</i>
	Merrily Pierce	Chad Quinn	Sam Gollob	Quentin Levin
	Debbie Sanders	Lathan Turner	Merrily Pierce	Jennifer Rossman
			Debbie Sanders	
Liaison to Friends of the McLean Community Center: <i>Lathan Turner</i>				
<i>As Board Chair, Laurelie Wallace is an Ex Officio Member of all board committees.</i>				

Board Meetings 2016-2017

Governing Board Meetings – 2016-2017	June 8, 2016	7:30 p.m.	Final 2015-2016 Board Meeting Initial 2016-2017 Board Meeting
	July 7, 2016	6:30-8:00 p.m.	Annual Planning Session
	July 7, 2016	8:00 p.m.	Regular Meeting
	August 24, 2016	7:00 p.m.	Special Board Meeting Finance Committee Meeting of the Whole
	September 12, 2016	7:30 p.m.	Public Hearing on FY 2018 Budget
	September 28, 2016	7:30 p.m.	Regular Meeting
	October 26, 2016	7:30 p.m.	Regular Meeting
	December 14, 2016	7:30 p.m.	Regular Meeting
	January 25, 2017	7:30 p.m.	Regular Meeting
	February 22, 2017	7:00 p.m.	Joint Meeting: MCC-MPA Boards
	February 22, 2017	7:30 p.m.	Regular Meeting
	March 22, 2017	7:30 p.m.	Public Hearing on FY 2019 MCC Programs Regular Meeting
	April 26, 2017	7:30 p.m.	Regular Meeting
	June 7, 2017	7:30 p.m.	Final Regular Meeting
Through March 2017, the Board will meet at MCC. April-June, the Board will meet offsite; location(s) to be confirmed.			

¹ This year, Ms. Wallace will serve as a regular member of the Program Committee, and will chair the committee.