

**McLean Community Center
2015-2016 GOVERNING BOARD
FINAL MEETING
June 8, 2016**

MINUTES

Board Members Present: Paul Kohlenberger, Chair; Dennis Findley, Vice-Chair; Laurelie Wallace, Secretary; Lathan Turner, Treasurer; Jay Howell; Jenna Lebowitz; Quentin Levin; Merrily Pierce; Chad Quinn; Jennifer Rossman; and Debbie Sanders

Staff Members Present: George Sachs, Executive Director; Ashok Karra, Comptroller; Sarah Schallern, Performing Arts Director; Catherine Nesbitt, Special Events Manager; and Ellen Barial, Executive Assistant

Guests Signed in: Jane Edmondson, Chief of Staff, Office of Supervisor John Foust; Andrea DelVecchio, MCA Liaison to MCC Board; and Mary Davis, Board, Great Falls Senior Center

Mr. Kohlenberger convened the April 27, 2016 meeting of the Governing Board of the McLean Community Center (MCC) at approximately 7:40 p.m.

ADOPT AGENDA

The meeting agenda was adopted by consensus, as amended.

PUBLIC COMMENT

Office of Supervisor Foust

Ms. Edmondson reported that the Board of Supervisors had confirmed the appointment of the new and newly elected board members to the MCC Board.

Introductions

Guests at the meeting were welcomed by Mr. Kohlenberger, and were asked to introduce themselves and to indicate whether they represented an organization. Guests who signed in are shown above.

APPROVE MINUTES OF APRIL 27, 2016 BOARD MEETING

The Governing Board unanimously approved minutes of the April 27, 2016 board meeting, as amended.

CHAIR'S REPORT/EXECUTIVE COMMITTEE

Mr. Kohlenberger's report included the following matters:

Yearend Review

Mr. Kohlenberger reviewed the successes of the year, which included among others the following:

- Multiyear financials were provided to the Board, and published on the MCC website.
- There were two public hearings devoted to adoption of the FY17 budget.
- Renovations reached the 100% construction documents stage.
- Rental Policy changes were addressed. A motion during the Program Committee report will finalize the committees work on the Alden Theatre's rental policies.
- There was an increase in time for providing board members meeting materials.
- The Executive Director's contract was extended for multiple years.

Recognition of Outgoing Board Members

Board Members Dennis Findley, Jay Howell and Jenna Lebowitz were recognized for their board service. Recognition included the following:

- Mr. Findley was recognized for three years of board service, including his role of Vice-Chair and Capital Facilities Committee Chair during a critical phase of the renovation project.
- Mr. Howell was recognized for his six years of service on the Board, including his roles as Board Secretary and as chair of key board committees during that period, including the Program and Downtown Planning Committees.
- Ms. Lebowitz was recognized for her one year of service as the Youth Board Member for the McLean High School Boundary Area. Other Board Members noted her exemplary service on the Program and Communications Committees.

Executive Committee

The Executive Committee met twice since the April board meeting on May 3 and June 7. The Committee considered changes to the Board's Conflict of Interest Policy. Although there was wide-ranging discussion on the policy, no changes were made.

The Executive Committee reviewed a draft yearend report on MCC's annual goals at its meeting on May 3. The final yearend report, which showed how well MCC met its goals for the year, was shared with all meeting attendees. A copy of the report is attached to these minutes.

EXECUTIVE DIRECTOR'S REPORT

Mr. Sachs highlighted MCC activities and other matters during April-May in his monthly report to the MCC Governing Board, which is shown below.

Internal Alignment

- Ryan Brookes, our Intergenerational Program Director, has resigned after 7 years with MCC to take a new position with the County in the Risk Management office. His last day with us was May 27. This was a promotional move for Ryan and, while it is sad for us and he will be truly missed, we certainly wish him well with his new endeavors.
- The Safe Community Coalition (SCC) had this to say about their experience at the Old Firehouse:
- “Ryan, Mike, and Andrew, Thank you again for working with us to host our community dialogue with Julie Lythcott-Haims earlier this week. The room was set up perfectly for discussion groups, and Andrew was a pleasure to work with on our morning set up. It’s so wonderful to have community partners like you.”
- Alden Theatre Audience feedback from residents:
- “We just wanted to express our gratitude for the amazing concert presented by the U.S. Navy Commodores in McLean, VA last night. Among the many high quality productions at Alden Theatre, the Commodores performance stood out as unique and truly exceptional.”

External Alignment

- On April 3, we held our annual Volunteer Appreciation and Awards Luncheon. This year’s recipient of the Gordon Randall Outstanding Volunteer Service Award was Mary Anne Hampton.
- Special Events staff held our annual Spring Garage Sale on April 16 and we had 845 shoppers finding some great deals.
- Another sell out 5th and 6th Grade Party was the Luau held at the Old Firehouse on May 6 with over 200 participants.
- The Alden children’s shows continue to be popular with performances like stories “Goodnight Moon and Runaway Bunny” and “Chicken Dance.”
- After taking a hit from cancellations due to bad snowstorms, the Alden was able to reschedule the always popular and graceful dancers of Les Ballets Trockadero de Monte Carlo on April 7.
- Due to an unusually rainy month of May, all of our Wednesday afternoon “Jammin’ Junior” concerts in the park were cancelled due to (you guessed it) rain.
- McLean Day, aka “McRain” Day, 2016 was not a total washout, but the rain dampened what would have otherwise been a nice day. We still had close to 7,000 people at the event and those who came gave us a lot of positive feedback through our onsite e-surveys.

Financial Stewardship

- Ashok and his finance team of Nadia Jaff, Lindsey Hogan, and Anne McAfee have been holding our finances in check all year and have been providing accurate real time data for managers to work with. This is critical for the process of closing the current fiscal year 2016; entering data for the new fiscal year 2017 beginning July 1, 2016; and preparing numbers to submit for fiscal year 2018.

CAPITAL FACILITIES COMMITTEE (Dennis Findley, Chair)

Mr. Findley's report on the May 17 and June 2 Capital Facilities Committee (CFC) meetings included the following information:

MCC Renovation

- 100% CD Review Comments: Committee and staff members provided comments to Lukmire, which included prior comments that had not been addressed and new issues that were changed to comply with ADA or to provide better operations. Mr. Sachs and Mr. McGovern meet with Lukmire, DPWES and representatives of other county agencies to finalize the comment review.
- Revised Scope of Work and Pricing: Committee members discussed the significant price reductions for the two add alternate items in the renovation budget. The new entrance estimate changed from \$182,428 to \$127,000, and the LED lights changed from \$69,909 to \$14,000. Committee Members want to meet with DPWES and Lukmire to explain the surprising changes in estimates. The reduced cost estimate would allow MCC to add both add alternates to the construction budget at a cost of \$15,000.

CIP Reallocation of Rehearsal Hall Floor Project

- Mr. Findley and Mr. Karra reviewed a proposed revision to MCC's Capital Improvement Plan (CIP) to move the project to replace the flooring in Rehearsal Hall into the larger renovation project. The Rehearsal Hall renovation could take place when the other sections of the lower level are renovated.
- To that end, the following motion was adopted unanimously:

MOTION: that the Governing Board move the \$35,000 in the Capital Improvement Plan for replacing the Rehearsal Hall flooring to the renovation construction budget.
- Replacing ceiling tiles and painting Rehearsal Hall would be included in the scope of work for the construction project.

Teen Center Restroom Renovation

Committee Members reviewed the narrative for the revised scope of work for the teen center bathroom renovation. The project is barebones to address ADA issues. The teen center lease with the County is for a 5-year term ending on September 30, 2018 and then year-to-year extensions. So, renovations that are more extensive should not be made.

The revised scope of work will go out to vendors to be priced to make sure we stay within the remaining project budget.

On the recommendation of the CFC, the Board adopted the following motion unanimously:

MOTION: that the Governing Board approve the scope of work for the ADA bathroom renovations at the Old Firehouse Teen Center as submitted by staff on May 17, 2016.

FINANCE COMMITTEE (Lathan Turner, Chair)

Mr. Turner and Mr. Findley reported on the joint meeting of the Finance and Capital Facilities Committees.

Options and Recommendation to Fund Additional Renovation Costs

The issues before the two committees for action were the following:

- Additional items were added to the construction project after MCC's review of the 100% Construction Documents at the CFC meeting on June 2:
 - Add fixed window to angled wall at entrance
 - Box office ADA counter
 - Two additional closed offices in the Program staff area
 - A/V cabinet in the new multi-purpose room
 - Lighting infrastructure to ADA parking area
- Other small items that had been add alternates were also moved into construction the budget.
- At its meeting on May 17, the CFC approved moving the \$28,000 for the rehearsal hall flooring already in Capital Improvement Fund (CIP) to the construction budget in the CIP.
- Staff devised two options for funding the additional cost:
 - Option 1: Reducing the bid (10%) and construction contingency (10%) to 8.6% each.
 - Option 2: Moving \$85,000 within the CIP from the MCC carpet project to the construction budget. (The carpet would not be needed due to the renovation.)
- Staff recommended the second option. The CFC and the Finance Committee concurred with the staff recommendation.

Discussion and Action on Options by Capital Facilities Committee

The CFC adopted the following motion unanimously to recommend Option 2 to the Finance Committee:

Motion: that the Finance Committee approve amending the Capital Improvement Plan to move the \$85,000 from the MCC carpet replacement project to the construction budget.

Discussion and Action on Options by Finance Committee

At the recommendation of the Finance Committee, the Board adopted the following motion unanimously:

MOTION: that the Governing Board approve amending the Capital Improvement Plan to move the \$85,000 from the MCC carpet replacement project to the construction budget.

Also at the recommendation of the Finance Committee, the Board unanimously approved the following motion unanimously:

MOTION: that the Governing Board approve an amendment to the CIP that moves the \$35,000 for replacing the Rehearsal Hall flooring to the renovation construction budget.

Next Steps to Follow Up Decisions

Pending approval by the Governing Board, Mr. Karra said that OMB had already agreed to the CIP amendments, which would go into effect with FY17, which begins on July 1.

COMMUNICATIONS COMMITTEE (Laurelie Wallace, Chair)

Ms. Wallace reported on the Communications Committee's April 6 meeting. Her report included the following items:

Preliminary McLean Day Report

Mr. Sachs estimated that there were about 6,700 people in attendance on McLean Day. An array of materials were used to advertise McLean Day and the board elections. He also reported that there were social media postings throughout the day on McLean Day.

Update on Graphic Designer Position

Mike Kalmar has been hired to fill the Graphic Designer position, which also includes serving as web master for the MCC website.

Update on Renovation Communication

MCC staff members are compiling information about the renovations for an information page for residents on the website.

Signage Project Update

Mr. Sachs reported that he had gotten commitments from the Fairfax County Park Authority (for McLean Central Park) and the Fairfax County Public Library (for the Dolley Madison Library) to spend \$7,000 each to fund concept designs for the primary campus signage in McLean Central Park.

Review of 2015-2016 Annual Plan Committee Goals

Committee and staff members reviewed the Program Committee's goals for the year at the most recent meeting and agreed that there had been a successful year. All annual goals were achieved; some of those goals will be ongoing.

ELECTIONS & NOMINATIONS COMMITTEE (Chad Quinn, Chair)

Mr. Quinn reported on the Governing Board Elections and recommendations from Committee Members for the next year. His report included the following:

Election Results

Mr. Quinn reviewed the election results, which are attached.

Yearend Review of Annual Goals

Committee Members agreed that they had exceeded the Committee's annual goals.

Excerpts from Committee Recommendations from 2016 Elections

- Continue the early start to the petition process on the last Monday in January.
- Continue to have paper petition packets with only the materials essential to the petition process, and have in-depth petition packets on the MCC Website. Include a copy of the current the Board's Conflict of Interest policy in the packets and online.
- Before the return deadline, have staff call all residents who picked up petition packets to encourage them to return packets. In 2016, it resulted in all residents who picked up packets returning them.
- Continue to use the Advertising Plan developed by staff and approved by the ENC, which included starting earlier in the year, and continually advertising Key Election Dates.
- Ask the Friends of the MCC Board of Directors to host the Meet the Candidate reception in 2017. The number of participants in 2016 more than doubled that of the preceding year. Encourage them to make an early decision as they did this year, which allowed Meet the Candidates to be advertised as a key event throughout the Board Election season, and additional advertising with the Friends logo.
- Candidates' Orientation: Provide more information about the officer nomination process, including encouraging candidates to attend as many board committee meetings as possible to see potential board officer candidates in action.
- Continue using less expensive candidates' signage rather than banners because of significant cost savings.

- Develop ways of keeping the candidates who did not win seats on the board engaged with MCC. One suggestion was to encourage them to join Friends of the MCC. Include this information in email to election winners also.
- Encourage continuing the Executive Director's "new to board" orientation for newly elected Board Members.

PROGRAM COMMITTEE (Debbie Sanders, Chair)

Ms. Sanders reported that the Program Committee and staff had work over the year on revising the booking policies for the Alden Theatre. Mr. Kohlenberger recused himself and left the room, as the policy change may affect an organization his father serves as an advisor

The Committee had been unable to meet since the last board meeting to approve the policy revisions. Therefore, Ms. Sanders individually put forth the motion below. The revised policies were provided to board members twice prior to the board meeting. The Board adopted the following motion unanimously:

MOTION: that the Governing Board approve the proposed Alden Theatre Booking Policies, as submitted by staff to Program Committee Members Debbie Sanders (Chair) and Laurelie Wallace on May 25.

LIAISON TO FRIENDS OF THE MCLEAN COMMUNITY CENTER (Laurelie Wallace)

Ms. Wallace reported on the May 8 meeting of the Board of the Friends of the McLean Community Center, which included the following:

- The Friends Board decided to fundraise for the renovations; however, they did not decide on a specific project.
- Mr. Findley will attend the June 13 Friends Board meeting and will take the presentation boards to the meeting showing the courtyard and garden.
- We need to have the money for the courtyard portion of the renovations committed by November 1, or it will not be included in the project
- Friends determined to use the presentation boards at its booth on McLean Day to initiate interest in their fundraising project.
- Friends could be the conduit for MCC to reach out to other donors.

ADJOURN MEETING

There being no further business, Mr. Kohlenberger adjourned the meeting at approximately 9:00 p.m.

Respectfully submitted,

Laurelie B. Wallace, Secretary
Governing Board
McLean Community Center