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**McLean Community Center
Governing Board Meeting
September 23, 2015**

MINUTES

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

Board Member(s) Absent: Chad Quinn and Jenna Lebowitz

Staff Members Present: George Sachs, Executive Director; Ashok Karra, Comptroller; and Ellen Barial, Executive Assistant

Guest(s): Jane Edmondson, Chief of Staff, Office of Supervisor John Foust; McLean Project for the Arts (MPA): Joe Wetzel, Chair, Board of Directors, and Susan Corrigan, Executive Director; McLean Citizens Association (MCA): Jeff Barnet, President, and Andrea DelVecchio, Representative to MCC Board; Arsh Ganjoo, Member, Boy Scout Troop 1983; and Anita Ganjoo

Mr. Kohlenberger convened the September 23, 2015 meeting of the Governing Board of the McLean Community Center (MCC) at approximately 7:33 p.m.

ADOPT AGENDA

The agenda for the meeting was adopted by consensus.

PUBLIC COMMENT

Introductions and Public Comment

Mr. Kohlenberger welcomed guests to the meeting, and asked them to introduce themselves. Guests and their affiliations, if any, are listed above.

Mr. Ganjoo, a member of Boy Scout Troop 1983, said that he attended the meeting because he is working on a Citizenship in the Community Merit Badge.

MPA Report

Ms. Corrigan reviewed the MPA report to the Governing Board. An excerpt from the MPA report is attached on page 8 of these minutes.

APPROVE MINUTES OF AUGUST 20, 2015 SPECIAL BOARD MEETING

The Governing Board unanimously approved the minutes of the August 20, 2015 special board meeting and board committee meetings with the following substantive amendment:

On page three of the August 18, 2015 Finance Committee meeting minutes, the following bullet point was deleted:

- ~~• Ms. Pierce raised the issue of MCC's sponsorship of the McLean Project for the Arts (MPA) Artfest event. Through an arrangement between MCC and MPA, MCC provides a sponsorship of \$20,000 in exchange for marketing MCC's name in connection with the event.~~

CHAIR'S REPORT/EXECUTIVE COMMITTEE

Mr. Kohlenberger's report included the following:

- Congratulated MPA on the 25th anniversary of the opening of the Emerson Gallery, which took place on the September 22. MPA raised 60% of the money used to build MCC's Community Hall in exchange for use of the gallery (the gallery space had served as the community hall).
- October 13 is the 25th anniversary of the opening of the Old Firehouse Teen Center. Mr. Kohlenberger will give an historical overview of the old firehouse at the McLean Historical Society meeting on October 13, 2015. Supervisor Foust will speak along with Janie Strauss.
- Conflict of Interest Policy: Mr. Sachs reviewed the Board's conflicts policy and asked Board Members to make sure their conflicts statements are update. Mr. Kohlenberger reviewed how policy affects him. Community organizations in which he is involved would have an interest in Category 5 room rental policies under consideration by the Program Committee. Mr. Kohlenberger would recuse himself from those discussions since the organizations' interests might conflict with MCC's interest.

EXECUTIVE DIRECTOR'S REPORT

Mr. Sachs gave his September 23, 2015 report on MCC activities over the last two months. The written report and comments are below:

Internal Alignment

- The MCC's Public Information Office (Sabrina Anwah, Hussain Mohammed, and Robin Walker) puts out stellar e-news updates every Wednesday. Board Members signed up to receive the updates; it is the easiest way to stay abreast of MCC's current events. Other examples include Partner News and an internal staff newsletter.
- Our very own Performing Arts Director, Sarah Schallern, was featured in D.C. Metro Theater Arts news under "In The Moment" on August 28. Great article!
- We now have laminated copies of MCC's 2015-2016 Annual Plan, which was adopted by the Board on August 20.

External Alignment

- Great article in the *McLean Connection* under Newcomers & Community Guide entitled “**Who Runs McLean?**” The top three listed were the McLean Citizens Association, the McLean Community Center, and the Board of Supervisors.
- Front page coverage and article in the *McLean Connection* on the Teen Center Block Party. Fun event well attended and great collaboration with Langley & McLean High Schools, Athletic Boosters, Bach-to-Rock, and the non-profit organization Wheels to Africa.
- The Community Garage Sale and Hazardous Waste Disposal events were both held on Saturday, September 12 with surprisingly good attendance in spite of the rainy weather.
- Jammin Juniors on Wednesdays at 12 noon in McLean Central Park (September 9, 16 and 30). The average attendance was 150 kids and caretakers.
- AAUW’s annual book sale was held last Friday, Saturday and Sunday. It was another great event and service to the community, with good quality books and materials. AAUW reported that the book sale, which is their major annual fundraiser, raised more money than ever.

Financial Stewardship

- Final Draft FY2017 Budget proposal was presented to the Finance Committee on August 18 and at the Meeting of the Whole on August 20, and a revised version was presented at a Public Hearing on September 14. The public was asked to weigh in on budget plans.
- Our independent agency financial audit has been completed. A final summary has been received, and we are preparing our response. There were no major items. We will put in place the simple items that were commented on in the report. There was nothing out of compliance.

CAPITAL FACILITIES COMMITTEE (Dennis Findley, Chair)

Mr. Findley reported that the Committee will meet on September 29 and take its first look at designs that incorporate the Value Engineering changes accepted by the Committee Members.

Mr. Findley told the Board that important decisions were made during the Value Engineering process, which was not as hard as expected. He noted that this is an important time during the renovations before launching full tilt into construction.

Mr. Kohlenberger told Committee Members that he appreciated the hard work that went into the process.

COMMUNICATIONS COMMITTEE (Laurelie Wallace, Chair)

Ms. Wallace reported that the Communications Committee did not meet in September, but will meet on October 7, 2015.

ELECTIONS & NOMINATIONS COMMITTEE (Chad Quinn, Chair)

The Elections & Nominations Committee did not meet in September, but will meet on October 19, 2015.

FINANCE COMMITTEE (Lathan Turner, Chair)

Mr. Turner reported on the Finance Committee's work in connection with the FY17 MCC Budget. He pointed out that there had been two public meetings including a full Board budget work session (Finance Committee Meeting of the Whole) and a public hearing on the budget.

Mr. Turner said that one item needed to be resolved, whether to hold McLean Day on one day or a day and a half. Due to expenditures estimated at \$60,000 with only limited return on revenue, the Program Committee recommended holding McLean Day on only one day at this time. The \$60,000, which had been included in the draft budget proposal approved by the Board at the Finance Committee Meeting of the Whole on August 20, 2015, was added to the estimated surplus for FY17.

Mr. Turner pointed out other highlights of the FY17 budget, including the following:

- Given the surplus, MCC will retain the current tax rate, 2.3¢ per \$100 of assessed real estate values.
- Capital Projects were reviewed, and included the following:

Capital Improvement Projects

- Renovation Project: \$2,659,749
- Alden Theatre Balcony HVAC: \$150,000

Capital Replacement Projects

- MCC Carpeting: \$85,000
- Rehearsal Hall Flooring: \$35,000
- Theatre Rigging System: \$250,000

No Capital Equipment Projects

Total Capital Projects: \$3,179,749

- Capital Equipment Reserve Fund: In response to a question from Mr. Levin, Mr. Karra explained that capital equipment included things like refrigerators or an ice machine. In some instances, equipment purchases are planned; other items are replaced on an as needed basis.
- Capital Improvement Fund: Mr. Karra also explained that the \$8 million in the Capital Improvement Fund will be spent down for renovations.
- Contingency Fund: Mr. Karra further explained that the Board had decided to maintain a Contingency Fund at \$500,000, which was down from \$1.5 million.
- The budget surplus is intended to rebuild reserves by designating tax revenue that is more than expected for the Contingency Fund, the Capital Improvement Fund, or the Capital Equipment Fund, and by continuing to hold down expenses.

- Tax income included in the budget is estimated. Mr. Karra said that we will re-estimate tax income when bills go out to residents in January 2016.
- In response to Mr. Howell, Mr. Karra said that the budget presented for approval at the board meeting is the same as that presented at the public hearing.

The following motion was presented to the Governing board for approval:

MOTION: that the Governing Board approve the FY17 MCC Budget Proposal, as presented at the Public Hearing on the FY17 Budget.

Decision: The motion passed unanimously.

Mr. Kohlenberger said that work on the budget has been a team effort, and was a transparent process. He thanked everyone involved.

PROGRAM COMMITTEE (Debbie Sanders, Chair)

Ms. Sanders reported on the July 29, 2015 Program Committee meeting, where Committee Members decided to keep McLean Day as a one-day event. In addition to not wanting the expand McLean Day during the renovation, other factors were considered, including:

- We did not feel prepared to ramp up to adding a second half-day at this time.
- There are a number of factors that we need to flesh out.
- The full figure to add a half-day was over \$100,000.
- If at some point the only vendor who will provide rides for one day (rather than the multiple days required by other vendors) decides to cease doing one-day events, there would be no other alternatives. We would not be able to have rides at McLean Day unless we added a second day.
- A second day could be added in the future.
- We could not do a second day on Sunday since we rely on the area churches for parking at McLean Day.

Board Members raised questions about the idea of a possible downtown event. Ms. Sanders and other Program Committee Members provided the following information:

- The idea of a downtown event was just a discussion item.
- It was an option discussed along with other possible alternatives.
- Some Committee Members saw the event as part of McLean Day; others did not.

Mr. Sachs said that in expanding to another day at Lewinsville Park, we would take time away from others – like youth sports and the farmers market. Some organizations have an appetite for something downtown, such as the Chamber. As downtown development comes along and hopefully jells, perhaps we can get downtown businesses to come together in support of a downtown event.

LIAISON TO FRIENDS OF THE MCLEAN COMMUNITY CENTER (Lathan Turner)

Fundraising for Renovation Project

Ms. Rossman, who filled in for Mr. Turner, reported on the most recent board meeting of the Friends of the McLean Community center held on September 10, 2015. She said that the Friends Board talked about fundraising for something that would be of use to MCC.

Mr. Sachs pointed out that, while the Friends Board does want to continue making gifts to MCC, the Friends organization does not have enough money to do that. They would need to increase their membership and raise money. Ms. Rossman said that we should give the Friends Board direction on what we need.

Mr. Turner said that we should come up with a concrete project for Friends to support MCC. Mr. Findley, Chair of the Capital Facilities Committee, said that one idea is for the Friends Board to fundraise for furniture associated with the renovations. Mr. Howell said that the Capital Facilities Committee should be involved in identifying what could be done by Friends to support the renovation project.

Mr. Turner said that MCC Board Members attending the Friends Board meeting was a way of showing solidarity between the two boards.

Mr. Sachs encouraged all MCC Board Members to attend Friends Board meetings; but, he thought that having one identified contact person was a good idea.

Liaison Appointment Process

Ms. Wallace asked about the appointment process for the Liaison to Friends of the MCC. She said that she preferred the process where MCC Board Members rotated attending the Friends Board meetings. Mr. Kohlenberger responded that the liaison position was created to give a primary point of contact between the MCC Board and the Friends Board; all board members are welcome to attend Friends meetings.

The liaison position was restored by the MCC Board, and Mr. Kohlenberger was appointed as the Liaison to Friends by the Board. This year, Mr. Kohlenberger appointed Mr. Turned for the current board year.

NEW OR OLD BUSINESS

Fairfax County Park Authority (FCPA) Resident Curator Program

Ms. Pierce reported on the new FCPA Resident Curator Program under development. She saw an article about the program in the McLean *Connection*, and thought MCC could participate.

- The Program would permit organizations to become resident curators of historic buildings on FCPA properties. In exchange for rehabilitating the buildings, curators could use them rent free.

- The property Ms. Pierce brought to the Board's attention was the house in the middle of Lewinsville Park. She said that the porch of the house was used for the history walk during the 2015 Mclean Day.
- Ms. Pierce discussed acquiring the building under the auspices of MCC, like our arrangement for the teen center. She wanted MCC to consider its possible uses, and be ready to act since other organizations are interested in the site.
- Ms. Pierce asked that the Capital Facilities Committee follow the process and gather information. No action was taken on the request.

Board Members had a number of questions and comments concerning MCC's participation in the curator program, including the following:

- It is possible that MCC may not have any use for the building, except possibly for office space during the renovations.
- We do not have enough information about the condition of the house. FCPA should have some type of information packet on the program.
- Initially, we could get plans for the house and photos of the inside of the house.
- The house could require extensive renovations.
- The staff should not spend time on the project given the current renovation project.

Mr. Sachs will follow up with the Board once he gets additional information on the items requested by Board Members.

ADJOURN MEETING

There being no further business, Mr. Kohlenberger adjourned the meeting at approximately 8:40 p.m.

Respectfully submitted,

Laurelie Wallace, Secretary
Governing Board
McLean Community Center

**McLean Project for the Arts Report to the McLean Community Center Board
September 22, 2015 (Excerpts)**

- Increased 2015 Summer Art Camp attendance by 20% over the prior year, from 188 participants to 226. We also increase the number of other art classes by 25%, going from 34 in 2014, to 42 in 2015 summer timeframe.
- New fall courses are being added beyond what is printed in the MCC catalog so as to fill all of the time gaps opened for additional MPA classes, and therefore increase the potential for additional revenue. The goal is to increase revenue by 10% over the prior year timeframe in the fall and the winter/spring 2015-2016.
- MPA Artfest is Sunday October 4 from 10:00- 5:00 p.m. MPA Artfest this year will showcase 48 of the region's most accomplished artists working in various visual art mediums.
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- MPA is supportive of the most recent version of the Memorandum of Understanding shared with MPA that expresses our relationship with sponsors including MCC to be consistent with legal requirements while fully conveying the extent of the support provided.
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