

**McLean Community Center
Governing Board Meeting
April 27, 2016**

MINUTES

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

Board Member(s) Absent: Jenna Lebowitz

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

Guest(s): McLean Project for the Arts (MPA): Joe Wetzel, Board Chair, and Susan Corrigan, Executive Director; Andrea DelVecchio, MCA Liaison to MCC Board; and Board Candidates: Kat Kehoe and Shahnaz Maguire

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

MPA

Ms. Corrigan announced her retirement as the Executive Director of the McLean Project for the Arts noting that she came onboard a year ago and, that in that time, MPA launched ArtFocus, a new adult lecture series; increased its ArtReach audience by 50%; and emphasized STEAM in its arts education. Ms. Corrigan reported that, with Lori Carbonneau assuming the role as MPA's Executive Director, MPA would continue to flourish.

Board Members thanked Ms. Corrigan for her contribution to MPA and to the MCC-MPA partnership.

Excerpts from MPA's Progress Report can be found after page 7 of these minutes.

APPROVE MINUTES OF MARCH 30, 2016 BOARD MEETING

The Governing Board unanimously approved minutes of the March 30, 2016 board meeting, as amended.

CHAIR'S REPORT/EXECUTIVE COMMITTEE

Mr. Kohlenberger's report included the following matters:

- A letter was sent to stakeholders on April 1 to provide them initial notice that the center would be closed for renovations beginning April 1, 2017, and that additional information would be provided as it becomes available.
- The Executive Committee met on April 26 and addressed these agenda items:
 - Preliminary approval was given to a FY18 Workforce Plan, which would include a daytime custodian, reclassification of certain positions, and an additional position for the Public Information Office.
- Approval was given for the Executive Director to attend a Senior Executive Training.

EXECUTIVE DIRECTOR'S REPORT

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

Internal Alignment

- Staff and I met with the principal of St. Luke's School to look at space for potential use during our renovation.
- Staff also met with the FCPA regarding use of the house in Lewinsville Park for office space and we are waiting on a rental price for us to consider.
- I want to make a special mention of the effort made by the programming staff who not only planned, set up and made all the arrangements for the Volunteer Award Luncheon but also performed as servers and helpers throughout the event.
- Ashok Karra put together a financial review of our programs through the third quarter of FY16.
- McLean Day Sponsorships update: We have cash sponsorships totaling \$17,000 from Lynn Heinrichs, Agent, State Farm Insurance Company; Verizon; McLean Properties; Washington Fine Properties, LLC; and Giant Food. We have in-kind sponsorships from Wheat's, which will provide park beautification, and Squeals On Wheels, which will provide a petting zoo.

External Alignment

- There was a sellout for our McLean Traveler Series daytrip to the 2016 Philadelphia Flower Show on March 7.
- The James C. Macdonald Performing Arts Scholarship Competition featured two categories with first, second, and third place awards. **Instrumental music:** 1st Place – Eric Lin (sophomore at Thomas Jefferson); 2nd Place – Lauren Cain (freshman at Langley High School); and 3rd Place – Xiyu Wang (senior at McLean High School). **Vocal music:** 1st

Place – Josh Delgado (senior at McLean High School); 2nd Place – Jamie Goodson (junior at Langley High School); and 3rd Place – Nicole Sheehan (senior at McLean High School).

- In March, the Performing Arts Youth Program produced four performances of the delightfully demented comedy “Sideways Stories from Wayside School” starring our own MCC tax district youth.
- Although we were able to reschedule two of the three sold-out American Shakespeare Center performances, we had a lower attendance for each show.
- The Teen Center sold out all Spring Break Trips during the week of March 21-25. The kids went to places such as Sky Zone, G-Force Indoor Go Karts, Dave & Buster’s, Baltimore Aquarium, and Hogback Mountain Paintball.
- There also was a sellout crowd for the 5th & 6th Grade St. Paddy’s Party on March 4.
- In Youth Events, Springfest had 238 participants on March 26, a great day for hunting eggs.

Financial Stewardship

- Ashok Karra put together the 3rd Quarter Budget Report for your review.
- Payments under the fee agreement with the Potomac School, which allows the school to use our parking as a drop-off site, were audited in-house and brought up-to-date.

Additional Matters

All-Programs Financial Report: Mr. Sachs reported on all programs’ financials per agreement with the Executive and Program Committees for the quarter ending March 31, 2016.

Program Space during Renovation: Mr. Sachs updated Board Members on the search for programming space during the renovation. Staff is continuing to work with the County Facilities Management Department, which is providing information on commercial spaces, and to look for noncommercial spaces.

CAPITAL FACILITIES COMMITTEE (Dennis Findley, Chair)

Mr. Findley’s report on the April 12 Capital Facilities Committee (CFC) meeting included the following information:

Project Update

- We are at an important point in the renovation project.
- By May 9, the project will be at 100% construction documents.
- MCC was located on several parcels, which have now been consolidated.

Construction Phasing

Mr. Findley introduced a recommendation from the CFC pertaining to construction phasing for the renovation project. The CFC considered a two-part phasing option that provided for closing the center completely for nine months, and then partially reopening it through the remainder of the renovation. A second option was a one-phase plan that provided for closing the center for the

entire 17-month construction period. The CFC recommended the one-phase option as provided in the following motion:

MOTION: that the Governing Board approve a construction phasing plan for the renovation project that provides for the Ingleside facility closing on April 1, 2017 for the duration of the construction, which is scheduled to be completed within a 17-month period.

***Decision:* The motion passed unanimously.**

Add-Alternates

Mr. Findley explained the add-alternate process through which MCC identified portions of the project that would be designed and cost estimates obtained; however, they would not be built unless there was sufficient money to construct them.

MCC had maintained a number of add-alternates, which had been ranked according to the Fairfax County's requirements. Bidding for add-alternates is done separately from the base bid. Depending on which add-alternates can be brought into the project, the lowest base bidder may no longer have the lowest overall bid. In order to reduce this possibility, county staff recommended having only two add-alternates.

The CFC adopted the county recommendations, and adopted the following motion that describes the revised add-alternates.

MOTION: that the Governing Board accept the revised add-alternate list that includes the following changes:

- **Two items remain on the list: new entrance (includes front sidewalk) and LED lights;**
- **Two items were integrated into the base bid: block walls instead of gypsum board and ceramic tile in bathrooms; and**
- **Three items moved by owner to purchase order: courtyard paving, landscaping in the courtyard, and site furnishings.**

***Decision:* The motion passed unanimously.**

OFTC Bathroom Renovations

Mr. Findley reported on OFTC's bathroom renovations. Designs as initially provided by the contractor exceeded the budget. Staff is putting the project out to bid:

- Contractors bidding on the project are coming in for reviews.
- The plan is to see how much can be done within the \$50,000 remaining in the project budget.
- Decisions need to be made about OFTC shutting down for the 4-6 weeks for construction or to remain open with port-a-potties.
- We should be able to revise the plans for a reduced project scope without having to pull new permits.

Next Meeting

The CFC will meet next on May 17 at 7:30 p.m.

FINANCE COMMITTEE (Lathan Turner, Chair)

Mr. Turner reported on the 3rd Quarter Financial Report provided in the meeting materials.

- The financials are in good shape; revenue is running approximately \$300,000 ahead of FY15.
- The increased revenue could be helpful in permitting add-alternates in the construction project to be done, or the fund expenses associated with being offsite during the renovation.
- While personnel costs are over budget, we are under budget in operating cost.

COMMUNICATIONS COMMITTEE (Laurelie Wallace, Chair)

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

MCC Website

The MCC website has been brought up-to-date. Staff will go out to bid or use a sole source contract, if the county approves, to provide ongoing support for the Joomla content management system used for the site.

Signage Project

- After much discussion, there is a commitment from MCC, FCPA and FCPL to hire an architect to take MCC's original concept designs and those of the FCPA staff to develop new designs focusing on a campus concept, and on MCC's use of the signage as its primary sign for program announcements.
- Each entity would pay \$5,000 toward the \$15,000 architectural fee.
- The architect would prepare three designs, which would be narrowed to two for presentation to the boards of the three organizations. At least one design will include a LED sign.
- We were prepared to use Lukmire for the project; however, we learned that Lukmire is not a preferred county contractor for signage. We will have to bid the project.

ELECTIONS & NOMINATIONS COMMITTEE (Chad Quinn, Chair)

Mr. Quinn gave an update on the Governing Board Elections, including the following:

- Absentee voting began on April 11.
- Committee and staff held an Orientation for Board Candidates on April 13, with a very good turnout of board candidates and current board members.

- The Meet the Candidates reception sponsored by Friends of the McLean Community Center is scheduled for Sunday, May 1 at 2-4 p.m. Board Members are encouraged to attend.
- The ENC directed staff to consider cost effective ways of providing tents and signage for board candidates on McLean Day, given the large number of candidates.

PROGRAM COMMITTEE (Debbie Sanders, Chair)

Ms. Wallace, who chaired the meeting in Ms. Sanders' absence, reported on the April 6 Program Committee meeting, which included the following items:

McLean Day

- Final McLean Day plans are taking shape.
- Special Events staff are still addressing the candidate's tents, and will follow up with alternatives.
- Except for the top sponsorship, all sponsorships have been confirmed.
- Staff is still reviewing final food truck applications.

Program Space during Renovation

- Based on recommendations from the Vienna Community Center, we are trying to find one location for programs during the renovation rather than having programs in multiple spaces in order to avoid confusion and for better management.
- We need 1000 sq. ft. for dance and fitness space; 800 sq. ft. for music together; and 750 sq. ft. for classes.
- The County's Facilities Management Department provided a list of available commercial rentals that meet our space needs, but the costs are extremely high. We are still focusing on trying to locate noncommercial space.
- Mr. Sachs is following up on current and new leads.

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

Ms. Wallace reported on the most recent Friends of the MCC Board meeting, which she attended along with Mr. Kohlenberger, Ms. Pierce and Mr. Sachs. Her report included the following:

- MCC representatives spoke with the Friends Board again about the add-alternate list, with Friends continuing to favor a courtyard fundraising project.
- Friends is excited to be involved in the renovation project, but did not agree on a project at the meeting.
- We should get a response from Friends at the next meeting on May 9.
- Board Members were encouraged to join Friends, and talked about ways to make it easier to sign up.

There was also discussion about Friends having more than one class of memberships, especially during a fundraising project. Mr. Kohlenberger invited Ms. Rossman to attend the next Friends meeting to share her ideas on the topic.

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

**McLean Project for the Arts
Progress Report (Excerpts)
McLean Community Center Board
April 27, 2016**

We look forward to participating in McLean Day on May 21st. Christina Girardi, Director Education Programs for MPA is preparing for a fun, face painting experience for all who visit our booth.

McLean Project for the Arts' new ArtFocus program:

MPA's ArtFocus, a lecture series held in our galleries similar to TED Talks, is continuing to be an interesting way to provide arts information that complements MPA's current arts exhibitions. May is "South America" month, which showcases art works from that region and provides lectures by arts educators and influential, renowned artists. All ArtFocus events will be highlighted and archived on MPA's website. Food and beverages are provided in-kind by the restaurants noted on our website.

McLean Project for the Arts Teacher's Exhibition | Ramp Gallery:

Works by artists who teach as part of the McLean Project for the Arts class program are featured in this exhibition. Many styles and media will be included.

Art Education

Spring classes are underway and summer art classes are filling up. Summer Art Camp and camps will again be STEAM focused to reinforce critical thinking skills, enhance brain development and support science, technology, engineering and math skills while applying art to STEM concepts.

Fall classes are being finalized now. We are engaging established art teachers recognized in the community as well as engaging some new teachers who are attracting new attendees from their existing student following.

ArtReach

Five additional in-Gallery-ArtReach programs are scheduled between now and June 30, 2016. We expect more than 300 students to attend. In addition, ArtReach will be conducted in the classroom for more than 400 additional students in Fairfax County Public Schools. MPA is also taking ArtReach to senior centers and teen centers in Fairfax County in the next two months.