

**McLean Community Center
Governing Board Meeting
and Annual Planning Goals
July 7, 2016**

MINUTES

Board Members Present: Laurelie Wallace, Chair; Debbie Sanders, Vice-Chair; Quentin Levin, Secretary; Paul Kohlenberger, Treasurer; Sam Gollob; Kat Kehoe; Merrily Pierce; Chad Quinn; and Desi Woltman

Board Members Absent: Jennifer Rossman and Lathan Turner

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

Guests: Lori Carbonneau, Executive Director, McLean Project for the Arts (MPA), and April Georgelas, Resident

Ms. Wallace convened the July 7, 2016 meeting of the Governing Board of the McLean Community Center (MCC) at approximately 8:15 p.m.

ADOPT AGENDA

The meeting agenda, as corrected, was approved unanimously.

INTRODUCTIONS AND PUBLIC COMMENT

MPA

Ms. Carbonneau presented her first monthly MPA Report to the MCC Governing. She began the presentation by recognizing the Governing Board and her predecessor, Susan Corrigan. Ms. Carbonneau also recognized Mr. Sachs for attending the MPA Board's most recent meeting.

Ms. Carbonneau's report touched on a number of topics including the following:

- MPA believes in the core values of "community" and "transparency."
- Annual report on MPA's FY16 programs.
- Retrospective on McLean artist exhibitions (2005-2016)
- Plans for FY17
- 2016 Artfest Update
- Goals for FY17

Ms. Georgelas

Ms. Georgelas introduced herself as a forty-year resident of McLean. She commented on the good energy observed during the Annual Planning Session that preceded the board meeting.

APPROVE MINUTES OF JUNE 8, 2016 BOARD MEETINGS

Approval of minutes of the final meeting of the 2015-2016 Governing Board was postponed to the next board meeting to allow Board Members more time to review.

Minutes of the initial meeting of the 2016-2017 Governing Board were approved unanimously.

CHAIR'S REPORT/EXECUTIVE COMMITTEE (Laurelie Wallace)

Ms. Wallace's report included the following items:

Chair's Report

- Board members, staff and guests were thanked for participating in the Annual Planning Session preceding the board meeting.
- The results of the June 8 nominations and elections of board officers were reported: Ms. Wallace, Board Chair; Debbie Sanders, Vice-Chair; Mr. Levin, Secretary; and Paul Kohlenberger, Treasurer.
- Minutes of the June 8 board meeting could be approved at a special meeting prior to the meeting of the whole scheduled for August 25.
- At the recommendation of Ms. Kehoe, Ms. Wallace announced that she was starting a practice of having Board Members report at board meetings on the recent MCC activities they attended, and on feedback from residents.
- Ms. Wallace and other Board Members talked about the MCC activities they attended, which included public and staff events.
- Feedback from Board Members and residents will be given to the appropriate board committees.
- Board Member Jen Rossman suggested possibly having Board Members take an oath of office, and having the Executive Committee review conflict of interest issues brought to the Committee by Board Members to get clearance.
- The Executive Committee will continue to look at the Board Conflict of Interest Policy.

Executive Committee Annual Goals

The Executive Committee met on July 5 to set goals for the year, which were discussed at the planning session.

These goals apply to all Board Members:

- MCC Board Members are active participants in MCC life.
- Board members continue to be ambassadors for MCC.
- Achieve surplus operations budget to ensure sufficient reserves for future needs.

EXECUTIVE DIRECTOR'S REPORT

Mr. Sachs gave his monthly report to the Governing Board on activities taking place at MCC. His July 7 report included the following:

Internal Alignment

- Exciting News! Staff member **Nadia Jaff** (accounts payable) will receive the County's Outstanding Performance Award on July 22 in a ceremony at the Government Center beginning at 10 a.m. She was nominated by Sabrina Anwah and supported by all the MCC staff in appreciation for Nadia's efforts and help to us all.
- **Kathy Herr** our Performing Arts Youth Director retired as of June 24 completing 14 years of service to the MCC and Alden Theatre. Sarah Schallern received 70 resumes to review in order to select a certified list of applicants to interview; she hopes to start interviews soon.
- We are still looking to finalize our search for office and program space. We have a couple of lease proposals that may accommodate most of our programs and office staff, but are still looking at other possibilities.
- Long-time staff member, **Barbara Smoot**, was recognized at a retirement party earlier in the day on July 7 capping her 30 years with MCC, serving as the Registrar for most of that time.

External Alignment

- Friends of MCC awarded the **2016 "Friend in Deed" Award** for outstanding leadership and support of the MCC to **Bonnie Weston and Gordon Thomas**.
- More exciting news! Longtime residents and patrons of the MCC, **Roberto (Bobby) and Gloria Federigan**, have designated their previously made \$50,000 donation for completion of the courtyard renovation. In their thank-you email, they added the following note: "On a personal note, the help and friendly reception the Center extended to my children during the years they were growing up in McLean are memories my family will forever cherish."
- Summer camps and classes are all under way. Camps include Camp McLean at Franklin Sherman Elementary School; Summer Stage Adventure Theatre at the Alden; Summer Art Camp and Camp Abrakadoodle in DuVal Studio; Summer Fun Weeks at MCC; and Old Firehouse Teen Center Camp.

Financial Stewardship

- As an example of the staff's mind set on financial stewardship, Ellen Barial shared with me her idea to take last year's letterhead stationary (about one ream) and have it cropped and made into note pads.
- Once again, Ashok has been able to stay on top of things and turn around our yearend filing with the county in record time and accuracy. This allows us to get end-of-year actuals to our staff, which greatly assists them to make projections that are more accurate as they look to re-forecast FY2017's budget and prepare FY2018's budget.

CAPITAL FACILITIES COMMITTEE (Debbie Sanders, Chair)

Ms. Sanders reported that the CFC met on June 27 to set annual goals for the year, which included the following:

- Monthly renovation status reports from County's project management team.

- Monthly capital projects updates for teen center.
- Ensure timely communication to public about renovation status and impacts on operations (with Communications).
- Develop plan for moving offsite during renovation.
- Work with other committees on requests for donations for “add alternates” and other projects related to the renovation.

Ms. Sanders also reported on other issues:

- At its June 27 meeting, the Committee reviewed pricing related to possible options for program and staff spaces during the renovation.
- Ms. Sanders responded to a request by Ms. Pierce who asked to walk the MCC site and mark certain trees affected by the renovation project.¹ Ms. Pierce reported that the purpose was to use a new software program to study the trees. Ms. Sanders reported that she had tried to confer with Karin Hornstein, with the Department of Public Works and Environmental Services, which serves a MCC’s project manager for the renovation. Ms. Sanders would follow up with Ms. Hornstein.

Ms. Sanders pointed out that the stormwater management plan was final and nothing would change. In response to questions, Ms. Pierce noted that the request was personal and not on behalf of an organization.

COMMUNICATIONS COMMITTEE (Chad Quinn, Chair)

Mr. Quinn reported on the July 6 committee meeting in which goals for the year were addressed; these included the following:

- Achieve right balance around communications on the renovation (with CFC).
- Achieve right balance around communications on programming issues (with Program Committee)
- 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.
- Continue outreach to residents concerning MCC Governing Board elections, and related events.

Where the signage project is concerned, the focus will be on progress for the year.

ELECTIONS & NOMINATIONS COMMITTEE (Merrily Pierce, Chair)

Ms. Pierce reported on the ENC’s July 5 meeting.

Annual Goals

The Committee’s goals established at its July 5 meeting included:

- Raise awareness of MCC Governing Board elections, and related events.
- Achieve competitive slates of candidates.

¹ In order to get support from the McLean Trees Foundation and the Planning Committee of the McLean Citizens Association, MCC’s architects revised the stormwater management plan to reduce the number of trees that would be lost.

- Increase staff support for absentee voting.
- Attain co-sponsors for adjunct election-process activities.
- Review election processes and procedures.

Follow-up Meeting

- Because of the very brief meeting on July 5, Ms. Pierce wanted the ENC to meet on Monday, July 11 to continue the Committee's discussions. While the selected meeting day was shy of the 3-business day notice requirement of FOIA, staff would try to squeeze in the meeting.
- Ms. Pierce noted that the forthcoming ENC meeting would be a good time for (unsuccessful) candidates in the most recent Board elections to share their experiences.
- In addition, the ENC would like to hear from Board Members who were recent candidates, whether or not they serve on the ENC.

FINANCE COMMITTEE (Paul Kohlenberger, Chair)

Mr. Kohlenberger's report included the following:

Annual Goals

The Finance Committee decided on goals for the Committee at its meeting on July 27, which included:

- 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.
- Provide regular updates on budget and its management (actual versus budgeted), including capital projects.
- Investigate new sources of revenue, in part to create opportunities for renovation enhancements.

Upcoming Meeting

The Finance Committee will meet on July 14 to have first look at yearend actuals for FY16, and to begin looking at changes for FY17.

PROGRAM COMMITTEE (Jennifer Rossman, Chair)

Since Ms. Rossman was unable to attend the meeting, Ms. Wallace gave the Program Committee report.

Annual Goals

The Program Committee met on July 5 and decided on the following goals:

- Review and update booking policies and room rental rates.
- Continue to track and report on program participation (resident vs. nonresident rates and satisfaction/recommend rates).
- Develop and implement internal metrics for programs' financial and programmatic viability.

Upcoming Meeting

The Program Committee will meet on August 10 when program staff will present budget proposals for all program areas for FY18.

LIAISON TO THE FRIENDS OF THE MCC (Lathan Turner)

In Mr. Turner's absence, Ms. Wallace reported on the Friends of the MCC. The Board of the Friends of the MCC held its last meeting until the fall on June 14, where they agreed to do fundraising for renovation project. MCC staff volunteered to assist them.

The Friends Board acknowledged that MCC should proceed with another donor who might be willing to fund the courtyard project. Subsequently, Bobby and Gloria Federigan designated their donation for that purpose.

Glenn Yarborough, President of the Friends Board, has asked MCC to provide other fundraising alternatives, Board Members suggested providing lighting for a lighted pathway from the entrance to the parking lot and digitizing the history materials currently in the hallway at MCC. MCC will put together a list of possible projects and provide it to the Friends Board at its next meeting.

EXECUTIVE SESSION

The Governing Board adopted the following motion unanimously to enter a closed session.

MOTION: that the MCC Governing Board convene a closed session to address proposed lease and donation agreements, where discussion in an open session would adversely affect MCC's bargaining position or negotiating strategy, as provided in § 2.2-3711(29) of the Virginia Freedom of Information Act, as amended.

Upon return to the public session, Ms. Wallace took a roll call vote of Board Members to confirm that only matters exempt under FOIA and that were included in the motion to enter a closed session were discussed. Ms. Wallace announced that no action was taken during the closed session.

NEW OR OLD BUSINESS

There was no new or old business.

There being no further business, Ms. Wallace adjourned the meeting at approximately 10:00 p.m.

Respectfully Submitted,

Quentin Levin, Secretary
MCC Governing Board