

**McLean Community Center
Governing Board Meeting
January 22, 2014**

MINUTES

Board Members Present: Chad Quinn, Chair; Susan Bourgeois, Vice Chair;
Craig Richardson, Treasurer; Jay Howell, Secretary;
Sean A. Dunn; Dennis Findley; Paul Kohlenberger;
Steve Pardo; and Laurelie Wallace

Board Member(s) Absent: Risa Sanders and Suddy Sriram

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

Guests Signed In: Jane Edmondson, Chief of Staff, Office of Supervisor John W. Foust
Bill DuBose, Mclean Project for the Arts (MPA) Board Chair
Derrick Swaak, MPA Liaison to MCC Board
Nancy Perry, MPA Executive Director
Bill Denk, McLean Citizens Association

Mr. Quinn convened the meeting of the Governing Board of the McLean Community Center (MCC) at approximately 7:30 p.m.

ADOPT AGENDA

The Governing Board adopted the meeting agenda unanimously.

PUBLIC COMMENT

Introductions

Guests introduced themselves and gave their reasons for attending the meeting. A list of guests signed in at the meeting is shown above.

McLean Project for the Arts Report

Ms. Perry reviewed the monthly MPA Report to the MCC Governing Board. An excerpt from the report begins on page 5 of these Minutes.

MINUTES OF DECEMBER 11, 2013 MEETING

Minutes of the December 11, 2013 Governing Board meeting will be taken up at the February meeting. (An Action Report on the December 11 meeting was given to Board Members and was posted to the MCC website in December.)

CHAIR'S REPORT/EXECUTIVE COMMITTEE (Chad Quinn)

Mr. Quinn noted that he had begun presenting special guests at board meetings; however, the planned guest for that evening's meeting was ice bound at home. He reviewed guests who had been presented at earlier board meetings:

- Hussain Mohammed, MCC's Graphic Designer, who recently transitioned to full-time employment with MCC, and who earned a state-wide design award for MCC.
- Sydney Duberstein, MCC's new employee working to develop additional senior programming.
- Nyka Feldman, Executive Director of the Safe Community Coalition, who among other things partnered with MCC to bring Dr. Madeline Levine to the Alden Theatre. Dr. Levine is the *New York Times* best-selling author of *Price of Privilege* and *Teach Your Children Well*.

Mr. Quinn ceded the remaining time for his Chair's Report to the Second Quarter Budget Report by Mr. Karra, which was planned as part of the Finance Committee report below.

EXECUTIVE DIRECTOR'S REPORT (George Sachs)

Internal Alignment

- The county is initiating a new Performance Evaluation System that will go into effect beginning July 1, 2014. I am happy to report that all MCC staff members in supervisory positions have completed the required training course, and are ready to implement the new system.
- Camp McLean has to adjust the first session to start on Tuesday June 24 instead of Monday due to the last day of school being extended to Friday June 20. Our staff needs at least a day to clear the classrooms and get them ready for camp so Monday will be the first opportunity to get that done.
- The "Coffee and Conversation" program, which was to be hosted by our Senior Programs leader Sydney Duberstein, went on without a hitch when she had to take care of an emergency at home. Staff members Lindsey Hogan (office manager) and Barbara Smoot (registration) took over and handled the program.

External Alignment

- As a testament to our Annual Plan design and application, I have shared it with the other county directors, many of whom were intrigued and looking to incorporate a similar approach in their agencies.
- A cash donation by long-time residents, Jack and Kristin Crouch, was designated for support of our Music Education Fund.
- The Quinn family's participation in the Gingerbread workshop continued a family tradition dating back to 1996.
- The Holiday Craft Show was well received; but, the ice storm on Sunday cut the event short and the overall attendance of 2,241 people was down about 700 compared to the previous year.
- Here is an email exchange between a resident and Sarah Schallern our Performing Arts Director:

- Notice sent to past attendees of Jazz Masters with John Eaton.
- Reply with thanks for the reminder and bringing 89 yr. old mother.
- Sarah replied “Fantastic! Does your mom need ADA accommodations?”
- Reply “Thanks for asking, will need to seat her before gathering at the theatre entrance if possible.” Also, her mom’s father was a personal friend of Irving Berlin.
- Sarah replied that staff have been alerted to accommodate that and hoped they could stay a little after for her to meet John Eaton and tell him about her father’s friendship with Irving Berlin.

Financial Stewardship

Ashok Karra has compiled our mid-year numbers through December 31, 2013, which give us a year-to-date look at revenues and expenditures. The County has sent us a notice for the 3rd quarter review and is requesting our budget forecast that Mr. Karra will assemble and share with the Board.

[Information about MCC and its programs can be found at <http://www.mcleancenter.org/>.]

FINANCE COMMITTEE (Craig Richardson, Chair)

Mr. Richardson pointed out the Finance Committee had met key goals of increasing transparency in the budget process for FY 14 with quarterly reports from staff and in the development of the FY 15 budget. In connection with FY 14 budget reporting by staff, Mr. Richardson gave the floor to MCC Comptroller Ashok Karra who reported to the Governing Board on MCC’s financial affairs as of December 31, 2013.

Mr. Karra provided Board Members and members of the public with an in-depth financial analysis in his Quarterly Budget Report. Among other areas, Mr. Karra reviewed overall revenue and expenses at quarter end. He pointed out and discussed line items where there were notable variances. Generally, variances were due to revenue associated with events that had not taken place, or expenses that had not yet been incurred.

There was a slight increase in the tax revenue that had been estimated by Fairfax County. It was estimated that MCC would end the fiscal year at or near a balanced budget.

A copy of the report can be found on MCC’s website shown above.

FINANCE COMMITTEE (Craig Richardson, Chair) AND DOWNTOWN PLANNING COMMITTEE (Jay Howell, Chair)

Committee Chairs reported on a joint meeting in which members of both committees discussed the work that has been done and the data amassed over the years on MCC’s downtown efforts, with an eye toward making recommendations regarding how MCC should proceed downtown.

The committees also examined the possibility of including a capital campaign in the financing options for a downtown facility. There will be further discussion on whether to retain a

consultant to determine how well MCC could raise money for a facility through a capital campaign.

PROGRAM COMMITTEE (Risa Sanders, Chair)

In Dr. Sanders's absence, it was noted that the Program Committee had met a significant portion of a key goal of using the Performance Dashboard to report to the Governing Board on the types of programs offered and feedback from program participants. A second report will take place by the last meeting of the current board year.

Committee and staff members reported that the staff is working on a thorough audit of McLean Day, and will present a plan at the April committee meeting. The plan would apply to McLean Day in FY 15.

Cooper Middle School has been identified as a potential site for MCC's July 4th fireworks display, but staff members are awaiting the Fire Marshall's determination.

COMMUNICATIONS COMMITTEE (Sean Dunn, Chair)

Communications Committee members and staff have completed the design of an initial Performance Dashboard to capture data on "how much" and "how well" MCC is doing in providing services to residents.

Using the Performance Dashboard, MCC's programming staff gave their first detailed program-area reports at the December Board meeting. Mr. Dunn said that he would like see the reports become routine matters.

CAPITAL FACILITIES COMMITTEE (Susan Bourgeois, Chair)

Ms. Bourgeois reported that Ingleside renovations are in an important phase. The County's Selection Advisory Committee, which included MCC representatives, has selected Lukmire Partnerships as the architectural and engineering firm for the renovations. The County is in the contracting phase with Lukmire.

The SAC has had numerous meetings throughout the quiet phase of selection. The full Capital Facilities Committee will meet again when its active role in the process resumes.

ELECTIONS & NOMINATIONS COMMITTEE (Laurelie Wallace, Chair)

Elections & Nominations Committee members and staff are working on the 2014 Governing Board elections (at McLean Day on May 17) with a goal of increasing publicity about the elections in order to attract candidates, particularly youth candidates. Flyers have been published in the PTA news publications at Langley and McLean High Schools. Materials have been sent to school administrators and teachers.

The Committee will work with communications and elections staff to consider how social media could be used in the effort to encourage teen candidates.

LIAISON TO THE FRIENDS OF THE MCC (Paul Kohlenberger)

The Friends of the McLean Community Center is a key partner of MCC and has over the years provided valuable support to MCC.

- Mr. Kohlenberger reported the Friends of the MCC website would be up and running within the next week.
- Mr. Kohlenberger also reminded the Board that the Friends of the MCC would celebrate its 50th anniversary in June 2014.
- Mr. Howell reminded board members to join the Friends of the MCC.
- Mr. Sachs reported that there would be a full page in the next Program Guide concerning the Friends of the MCC and its 50th anniversary.
- Mr. Sachs reported about the progress on the registration kiosk donated to MCC by the Friends of the MCC. Staff members are currently addressing software issues connected to the registration process.

MPA REPORT (Nancy Perry, MPA Executive Director)

The following is an excerpt from Ms. Perry's report:

Internal Alignment

- MPA Board Member Derrick Swaak will serve as new MPA board liaison to MCC Board. Derrick is Chief Operating Officer, Partner and Managing Broker, McLean Office for TTR Sotheby's International Realty.
- MCC/MPA Annual Joint Board Meeting will be on February 26th, with a 6:30 p.m. social time and 7:00 p.m. meeting.
- MPA will host the Alden's Shakespeare talk, was open for Capitol Steps and will open for the Chocolate Festival.
- Conducted email survey December/January regarding studio art classes, sent to 3948; 123 responded.
- Open Studio, managed by volunteer Joe Wetzel, attracted 1500 students in 2013.

Financial Stewardship

- Interviewing for Saturday Gallery Assistant, duties include bookkeeping, database and greeting visitors.
- MPA Board Retreat Saturday Jan. 25 to flesh out strategic planning priorities for next 3 years.
- MPA hosting first Business Leaders Reception Feb. 19, invites going out soon.
- Annual Giving appeal on track to meet goals.

External Alignment

- MPA ArtReach will be hosting school tours to about 2,000 students of our January/February exhibitions, featuring both simple mechanical everyday objects and

highly complex computer parts that have been “repurposed” or “up-cycled” to create art. Curriculum for these tours is linked to the Virginia Standards of Learning (SOLs) concepts of STEAM (science, technology, engineering, art and math). All tours are booked!

- *Cocktails and Coloring*, Thursday, January 30, 7 – 9 pm. \$15 advance tickets online. \$20 at the door.

Exhibitions: January 16 – March 1, 2014

Opening Reception: 75 attendees

- Emerson Gallery: *Contraptions: Reflections on the Almost Functional*
- Atrium Gallery: *Sculpture by Melissa Burley*
- Ramp Gallery: *Wasteland Series: Works by Eric Celarier*

Education – Winter Programming 2014 (as of 1/21/14)

- VMFA Teen Stylin costume design class was big success – yielding 4 winners in statewide competition including one from McLean.
- Adult Classes: 11 classes offered; 2 cancelled; 9 classes underway with 56 students enrolled
- Open Studio: 3 open studio series offered; 3 underway with 19 adults enrolled in the series plus additional drop-ins; 3 series to begin later
- Youth & Teen Classes: 19 offered; 2 cancelled; 17 classes underway with 125 children enrolled
- Family art workshops: 3 scheduled; the first (Feb. 22) workshop is full with 14 families

(Note: classes beginning after February 1 are still accepting registrations and are not included in these totals)

ArtReach December 20 - January 21

ArtReach hosted workshops with SPARC, Lewinsville Senior Center, and James Lee Senior Center at the MPA, with 31 attendees overall.

NEW BUSINESS

Due to Board Chair Chad Quinn’s unavoidable absence, Board Vice Chair Susan Bourgeois will chair the February 26 Governing Board meeting.

ADJOURN MEETING

There being no further business, Mr. Quinn adjourned the Governing Board meeting at approximately 9:40 p.m.

Respectfully submitted,

Jay Howell, Board Secretary