

**McLean Community Center
Governing Board Meeting
December 11, 2013**

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; Risa Sanders; and Laurelie Wallace

Board Member Absent: Suddy Sriram

Staff Members Present: George Sachs, Executive Director; Ashok Karra, Comptroller; Maggie Shea, General Program Director; Sarah Schallern, Performing Arts Director; Kathy Herr, Youth Program Director (Performing Arts); Sam Roberts, Special Events Director; Ryan Brookes, Intergenerational Program Director; Andrew Jennings, Youth Program Manager; Catherine Nesbitt, Program Assistant; and Ellen Barial, Executive Assistant

Guests Signed In: Ben Wiles, Office of Supervisor John W. Foust
Bill DuBose, Mclean Project for the Arts Board Chair
Nancy Perry, McLean Project for the Arts Executive Director
Nyka Feldman, Executive Director, Safe Community Coalition
Wyatt Child, Boy Scouts

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. The following is an excerpt from the report:

External Alignment

- New MPA Board Members Elected: New directors added to MPA Board of Directors on November 14th: Debbie Jardot, former MPA Development Director; Derrick Swaak, TTR Sotheby's; George Swygert, Capital One; and Brittany Yam, former art gallery/non-profit staffer.
- MPA@50 Plaque Unveiling: December 5th MPA and Joe Cortina (MPA@50 Co-Sponsor) unveiled the MPA@50 plaque. A special thank you to The McLean Community Center, who is listed on the plaque as Chairman's Circle.
- MPA Collectors Circle Event: MPA held a special access private tour with Chief Curator Eliza Rathbone of the Van Gogh Repetitions exhibition at the Phillips Collection for MPA Collectors Circle Members on Monday, December 9th.

Financial Stewardship

- On December 4th MPA's Annual Giving mailing was sent to 3,093 prospects, 377 current/past donors, and 600 lapsed donors. An Annual Giving e-blast was also sent to 5,459 email addresses.

Exhibitions: December 5 – January 4, 2014

- Emerson Gallery: *Connecting the Parts*: Paintings by Carol Lukitsch
- Atrium Gallery: *Allan Rosenbaum: Dialogue in Black and White* sculptures mounted on wall
- Ramp Gallery: *McLean Art Society Juried Exhibition*

ArtReach

- November: 100 attendees. ArtReach hosted workshops with SPARC, Lewinsville Senior Center, James Lee Senior Center, Churchill Road Elementary School, Goodwin House, and a Family Day at the MPA.

[More information about MPA is available at <http://www.mpaart.org/>]

APPROVE MINUTES OF OCTOBER 23, 2013 MEETING

The Governing Board unanimously approved minutes of the October 23, 2013 meeting.

CHAIR'S REPORT/EXECUTIVE COMMITTEE (Chad Quinn)

Introduction of Nyka Feldman

Mr. Quinn introduced Nyka Feldman, Executive Director of the Safe Community Coalition (SCC), and a former officer of the MCC Governing Board. Ms. Feldman spoke of the relationship between SCC and MCC, particularly the recent sold-out SCC program that was hosted by MCC's Performing Arts staff members in the Alden Theatre. A follow-up SCC program the next day was hosted by Teen Center staff. The initial presentation by Dr. Madeline Levine, a New York Times bestselling author, provided practical advice on raising young people in a way that focuses more on character development rather than GPA scores. The follow-up workshop gave 75 participants the opportunity to work with Dr. Levine to develop ways of applying concepts in a practical way in the community. Workshop participants will follow up on the issues at upcoming meetings.

Ms. Feldman also spoke about the good working relationship between SCC and MCC, and looked forward to additional joint programming. Mr. Quinn pointed out that the relationship between SCC and MCC puts a face on the MCC Annual Plan's external alignment pillar

MCC 2013-2014 Annual Plan

Mr. Quinn gave a brief look at certain Annual Plan goals, including the following:

Internal Alignment: A MCC Performance Dashboard has been adopted by the Board. The first of two Dashboard Performance Reports to the Governing Board from all program areas will take place at that evening's meeting.

External Alignment: Work with Fairfax County staff on the Ingleside Renovations continues, as does liaising with the McLean Revitalization Corporation and the McLean Planning Committee regarding a possible new MCC building in downtown McLean.

Financial Stewardship: In January, staff will give its Second Quarter Financial Report.

EXECUTIVE DIRECTOR'S REPORT (George Sachs)

Mr. Sachs updated the Board on MCC activities during December; his written report is below:

Internal Alignment

- As a follow-up to our Business Process Audit conducted in April 2013 by the Fairfax County Internal Audit Office, the County has reported that we have successfully completed all identified items and are in compliance with county regulations and procedures.
- The OFTC and the Alden Theatre staff continue to work hand-in-hand to transform the Teen Center into a place to host the Dance & Desserts Workshop.

- We officially welcome Hussain Mohammed as a full-time employee serving as our new Communications Specialist I, effective on December 16, 2013.

External Alignment

- The Alden Theatre staff and other MCC staff teamed with the Safe Community Coalition to host a sell-out event with Dr. Madeline Levine. Dr. Levine presented practical advice on parenting skills leading to healthier teenagers who can attain authentic success.
- The Safe Community Coalition and the OFTC hosted a follow-up work session to address Dr. Levine's message. The session was attended by community stakeholders such as, schools, police, after school care providers, and parent organizations.
- The Children's Flea Market offered something new this year. A young girl asked to use her booth space for the Scholarship Fund. The scholarships allow children, who cannot afford the cost, to attend the Ancestral Knowledge Camp. Children attending the camp have an opportunity to experience nature and wilderness as a means of strengthening problem-solving skills and environmental stewardship. All items sold at the booth were donated for the cause, and all proceeds went to the Scholarship Fund.
- Special Events in November included the Antique Show that attracted over 1,000 people and our second fall-season Sunday Soiree.
- There were seven performances at the Alden in November. I was inspired by some of the public comments:
 - "I never thought I could get into an old silent film as I did tonight."
 - "First time attendee. Fabulous. I'll certainly return. I'm anxious to attend upcoming events."
 - "My grumpy husband laughed most of the performance. He is not willing to go to D.C., so having such good quality performances so close to home gets us out more."
 - From the Ustad Shafaat Khan concert: "We really, really enjoyed it! Great diverse programming. Our first time for an evening performance and we will be back."

Financial Stewardship

When the County went to a consolidated utilities reporting and billing system several years ago, it made it difficult to track our facility specific utilization. Ashok Karra was able to identify and report our calendar year total energy consumption at both MCC and OFTC. This will allow us to budget more accurately and to show realistic results of our energy saving initiatives.

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

PROGRAM COMMITTEE (Risa Sanders, Chair)

Dr. Sanders introduced the first staff reports to the Governing Board by management staff from each of MCC's program areas: Instruction Programs, Special Event Programs, Performing Arts: Kids and Adults, Youth Activities, Camps, and Teen Center. There was a PowerPoint presentation from each staff leader. Each report looked at the following issues:

- The types of programs offered
- The number of participants in the programs – comparing FY 2013 with FY 2012
- Descriptions of the process used to evaluation programs
- Evaluations compiled for each program
- Managers discussed the trends affecting their program areas and how they are addressing them.

COMMUNICATIONS COMMITTEE (Sean Dunn, Chair)

Mr. Dunn acknowledged staff's use of the Performance Dashboard in their reports. Over time, he would like to see the reports as routine matters.

CAPITAL FACILITIES COMMITTEE (Susan Bourgeois, Chair)

Ms. Bourgeois reported on the status of certain ongoing capital projects, including the completion of the upstairs bathrooms, which is part of renovations to improve MCC's ADA compliance, and the permit approval for the scene shop office project.

The work of the Advisory Committee (SAC) related to the Ingleside renovations is underway, which is a quiet period. Upon completion of SAC's work, there will be an architect selected for the Ingleside Renovations.

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

The primary issue under consideration at this point is how to raise money for a downtown facility, and whether a capital campaign is viable. The Committees had a presentation from a capital campaign consultant who thought that it would cost about \$10,000 to do a capital campaign feasibility study. The Committees will consider the issue at their January meeting.

The goal is to have a report completed by the end of the board year.

ELECTIONS & NOMINATIONS COMMITTEE (Laurelie Wallace, Chair)

Ms. Wallace reported on the Committee's plans for getting information earlier than usual to teens regarding the elections for the youth seats on the Governing Board. A flyer will be sent to parent-teacher organizations in addition to direct contact with school administration and teachers.

Ms. Wallace also reported that the Friends of the McLean Community Center Board had volunteered to serve as a backup to the League of Women Voters in the event they are needed. (See report below from the Liaison to Friends.

LIAISON TO THE FRIENDS OF THE MCC (Paul Kohlenberger)

Mr. Kolenberger picked up the discussion regarding Friends' agreement to serve as backup tellers in the MCC Governing Board elections in the event that the League was unable to oversee the elections. He said that there were certain considerations that would need to be addressed.

Mr. Kolenberger also reported that Friends' 50th anniversary is in June.

NEW BUSINESS

There was no new business.

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