

**McLean Community Center
Governing Board Meeting
January 25, 2017**

MINUTES

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

Board Members Absent: Sam Gollob and Lathan Turner

Staff Members Present: George Sachs, Executive Director; Ashok Karra, Comptroller; Maggie Shea, General Program Director; Sarah Schallern, Performing Arts Director; Catherine Nesbitt, Special Events Manager; Mike Fisher, Teen Center General Manager; Andrew Jennings, Youth Program Manager; and Ellen Barial, Governing Board Executive Assistant

Guests: Jane Edmondson, Chief of Staff, Office of Supervisor John W. Foust; Andrea DelVecchio, McLean Citizens Association Representative; Alexis Kurtz, Acoustics Consultant; and Muna Shami, Resident

Ms. Wallace convened the January 25, 2017 meeting of the Governing Board of the McLean Community Center (MCC) at approximately 7:33 p.m.

ADOPT AGENDA

The meeting agenda was approved unanimously.

PUBLIC COMMENT

Guests introduced themselves.

Alexis Kurtz inquired about the extent to which acoustics were taken into account during designs for the renovation project in order to prevent hearing noise from another room as was happening then. She also questioned whether an acoustics consultant was used as part of the MCC renovation project. The responses from Board Members and Mr. Sachs were that, given the uses of the building, acoustics had been a big part of renovation designs. Ms. Sanders indicated that she would confirm that an acoustics consultant, specifically, was used for the project. (Subsequent to the meeting, it was verified that an acoustics consultant had been used during the project.)

APPROVE MINUTES OF THE DECEMBER 14, 2016 BOARD MEETING

Minutes of the December 14, 2016 Governing Board meeting were approved unanimously.

CHAIR'S REPORT/EXECUTIVE COMMITTEE (Laurelie Wallace)

Ms. Wallace and other Board Members shared their experiences attending a variety of MCC events. Upcoming events include:

- Better than Bling (formerly the Jewelry Show) on February 4, from 11 a.m. to 5 p.m.
- The Hot Club of San Francisco quintet on February 25 at 8 p.m.

Ms. Wallace reported on the January 19, 2017 Executive Committee meeting, where Committee Members addressed the following issues:

- Code of Conduct for Board Members (the Committee will follow up at its February meeting).
- Board Member Attendance Reports tracking board meeting attendance were provided to Board Members. Attendance at Board committee meetings will also be tracked.
- Instituting paperless board meetings is under consideration. Committee Members and staff will follow up after clarifying information from the County.

EXECUTIVE DIRECTOR'S REPORT (George Sachs)

Mr. Sachs reviewed his monthly report to the Governing Board; his written report and other comments are shown below:

Internal Alignment

- As of January 11, 2017, we have a fully executed lease with the FCPA to use the Lewinsville Park House for office space beginning March 1, 2017 through October 31, 2018.
- Unfortunately, we have encountered a problem with plans to rent the fellowship hall at the Charles Westley United Methodist Church for our dance program. After feedback from organizations currently using fellowship all, the Church determined that there were conflicts with the planned MCC schedule. We are continuing to explore our options. (Subsequent to the meeting, we have reengaged in discussion with the Church about the availability of other time slots.)
- We will start the slow, painful process of moving beginning March 1 and working through the month to be out of the Community Center totally by April 3.
- We have an acceptable construction bid from Sorensen Gross Construction Company at \$5.1million, which is well within our total project funding.
- We received a nice general gift-fund donation of \$50.00 from a private citizen as a contribution to enhance our facility and programs. It was just something the individual wanted to do.

External Alignment

- Winter Break Trips were a super hit for our youth in grades 5 – 9. A quote from a parent:
Thank you so much for a great camp experience. Andrew spent 2 days this week at the Old Firehouse and had a blast. Our friends recommended this program to us. We look forward to signing up for some Summer Fun. Thanks to all the staff for their hard work.
- A comment about the Martin Luther King Day Program with Chuck "D" on January 15:
Thank you and your staff for bringing in Chuck D for your MLK Program. His "conversation" was enlightening and inspiring. I am so glad that I had this opportunity to meet him. I have been attending this program since its inception. I actually participated in the inaugural MLK Program at

the center as a member of the First Baptist Church Chesterbrook. Thanks again for a job well done. By the way, thanks for taking pictures for me and my friends during the meet and greet.

- I will let the staff present their mid-year program stats and not steal their thunder.

Financial Stewardship

Ashok has prepared our mid-year budget report and comparisons. It is truly an awesome benefit to have these numbers in front of us to assist with our projections.

HALF-YEAR ALL-PROGRAM REPORT (Program Staff)

Program staff reported on their programs for the period July 1-December 2016.

Instructional Programs

Total Classes Offered - 218 Total Classes Canceled - 47 <i>Cancelation Rate: 21% (Rec. Industry Standard 20%)</i>
<i>Registrants</i> Residents – 1,567 (82% of total) Non-Residents – 275 (18% of total) Total Registrants – 1,842
<i>Comments</i> <ul style="list-style-type: none"> • Adult Fitness programs continue to do well. • Children’s FunFit classes have continued to fill to capacity. (Additional classes have been added.) • Music Together continues to have a strong following with the majority of sessions filling to capacity. • McLean Traveler had three very successful trips (Adirondack Splendors-<i>Max Enrollment</i>, Holidays in the Brandywine Valley Delaware-<i>Max Enrollment</i>, & Harper’s Ferry, West Virginia-<i>High Enrollment</i>).

Special Events

July 4th Fireworks Celebration Monday, July 4, 2016 Attendance – 1200 Low attendance due to rain	Fall Garage Sale Saturday, September 10, 2016 Attendance – 1411 An increase in attendance of approximately 500 from last year (Less than \$120 spent on advertising)
Antiques Show Saturday and Sunday November 12 & 13, 2016 Attendance – 763 An increase in attendance of approximately 109 from last year (Approximately 90 returnees)	Volunteer Social Wednesday, November 16, 2016 Attendance – Approximately 60 This was a new event to honor our volunteers Center-wide

Crafts Show

Friday, Saturday & Sunday

December 2, 3 & 4, 2016

Attendance – 2210

An increase in attendance of 341 attendees from last year

(Approximately 200 returnees)

Youth Department

Harvest Happenings

- Increased patron attendance by 149
- Pumpkin sales increased from 103 sold (FY16) to 224 sold (FY17)

Evaluation Results:

99% “Overall Satisfaction”

99% “Would Recommend this Program”

Children’s Flea Market

- Increased selling booth spaces by five.
- Attendance increased by 232.
- Donated items given to AMVETS increased this year (filled ½ of a box truck).

Event Highlight:

Julia Anne Williamson (8 years old) accepted donations of toys, clothes and books from family friends, school and church to sell at the CFM. All funds generated from sales were donated to St. Jude’s cancer research on behalf of her cousin (also 8 years old) who is currently battling cancer.

All unsold toys and clothes were donated to AMVETS while the remaining children’s books were donated to the Fairfax County Public Library.

Gingerbread House Workshops

Haunted Workshop

Sold out attendance

Evaluation Results:

95% “Overall Satisfaction”

97% “Would Recommend this Program”

Holiday Workshop

Sold out attendance

Evaluation Results:

99% “Overall Satisfaction”

99% “Would Recommend this Program”

Breakfast with Santa

- Due to extremely icy conditions, Breakfast with Santa was cancelled the morning of the event.
- Patrons were refunded.
- All meals and children’s goodie bags were donated to the Katherine K. Hanley Family Shelter, a local homeless and family shelter.

Old Firehouse

Camp McLean

Total Attendance – 253 of 288 total slots (253-In District, 6-Out of District)

Survey Results:

Activities: 100%

Counselors: 100%

Overall: 100%

Better Off: 92%

Recommend: 99%

“Thank you for another great summer! My son loved being a part of your Camp. You and your counselors do a fantastic job every year”

Old Firehouse Camp

Total Attendance – 318 of 320 slots (304-In District, 14-Out of District)

Survey Results:

Activities: 100%

Counselors: 100%

Overall: 100%

Better Off: 95%

Recommend: 100%

“As a parent, I think this camp is awesome for my kid and I am jealous I can’t be a camper too.”

Break Trips

- Teacher Workday Trips & Winter Break Trips
- Total Attendance – 239 of 240 slots (200-In District, 39-Out of District)

Survey Results:

Activities: 100%

Counselors: 100%

Overall: 100%

Better Off: 94%

Recommend: 97%

“Our family is so lucky to have these programs that can accommodate my twins, especially one with autism.”

Friday Night Activities

- Monster Mash, Movie Night, Trips to Dave & Buster’s, The Cave & Tysons AMC
- Total Attendance – 314 of 410 slots (290-In District, 24-Out of District)

Survey Results:

Overall: 92%:

Better Off: 85%

Recommend: 95%

“Great party, the kids had a great time! We will be back!”

After School Program

- Total Attendance – 3050
- Total Membership – 84 (67-In District, 17-Out of District)

Survey Results:

Overall: 92%:

Better Off: 85%

Recommend: 95%

“All the staff are awesome and I have a lot of fun, the Old Firehouse is the BEST.”

Facility Use

- Total Attendance (Week Day) – 1957
- Total Attendance (Week End) – 1321

Survey Results:

Reservation Process: 100%

Facility: 100%

Facility Attendant: 100%

Overall: 100%

Better Off: 94%

Recommend: 97%

“I don’t have a single complaint; the Old Firehouse is the best place to have a party.”

Performing Arts

Big News

We have a Danielle! **Danielle Van Hook started as the Youth Director in September**, and she rocks. She inherited a season that she did not plan, and she is doing great things with it and her other programs. Here are some highlights:

- Continued “**value added**” initiatives to performances, including partnering with a County nature center for nature walks in McLean Central between Okee Dokee Brothers shows, and giving

out seedlings at “The Man Who Planted Trees” and having a naturalist onsite to instruct kids how to plant them.

- Hired a **new director for (the) Unruly Theatre Project** and built relationships throughout the region on behalf of UTP.
- Moving the Macdonald Competition **application to be completely online.**
- Investigating **new spaces and appropriate performers** for renovation time.

Programs and Attendance

- Summer concerts: **5 total with nearly 1,500 attendees**
- Jammin’ Juniors: **3 total with about 350 attendees (thanks, Mother Nature)**
- Youth performances held in theatre: **7 with 1,756 attendees**
- “Adult” performances held in theatre: **7 total with 949 attendees**, one cancelation due to weather
- Rentals included a film screening by the League of Women Voters McLean Chapter, two McLean Symphony concerts, and a McLean Community Players run of eight shows. We also had two days of Frosty Follies.

Survey Comment Highlights

- “A great family show start to finish with a great lesson about Christmas”
- **“The entire performance was entertaining and delightful! It got us into the holiday spirit with the music and theme throughout the show. Loved the message, music and talent of all the actors in this performance!”**
- “The paucity of adult programming is deplorable. Offerings get fewer each year.”
- **Regarding the nature walk: “Fun, relevant, and got the wiggles out”**
- “Seats on the floor other than row J are unacceptable. We left at intermission because we could not see much of anything from our seats in row K.” (See: We should renovate the theatre. 😊)
- “I’d like more events”
- **“The “intimacy” of the theater is very appealing. My daughter commented that she could even hear the dancers breathing.”**
- “The experience was fine but the Alden provides very few such experiences for adults and fewer and fewer with each passing year.”

The Future

- Continuing with **value-added bonuses at the performances**, like lectures and “meet and greets.”
- Our box office cashier will be writing a series of articles to be posted on the website and shared via social media. These will give more **in-depth information about our shows and other activities.**
- We will have a **military discount** to “The Trojan War: Our Warrior Chorus,” which features combat veterans in the cast. We will be reaching out to military groups.
- Sarah was awarded a cultural exchange grant to travel to Brighton, England, in May. She will be attending Brighton Fringe and the Brighton Festival and building relationships with artists to engage when the Center reopens.

CAPITAL FACILITIES COMMITTEE (Debbie Sanders, Chair)

Ms. Sanders reported on the following matters discussed at the January 11, 2017 CFC meeting:

Update on Bid Outcome

Ms. Sanders followed up the report by Mr. Sachs on the bid outcome. She noted that there had been 13 companies pre-qualified to bid, five of which submitted bids ranging from \$5.1 to \$6.1 million. As Mr. Sachs reported, the successful bidder was the Sorenson Gross Company with a bid of \$5.1 million.

Ms. Edmondson confirmed that approval of the renovation contract is on the Board of Supervisors' agenda for its February 14, 2017 meeting.

Revisit Carpeting for Renovation

CFC Members will look at new samples of carpeting for use during the Ingleside renovation. Samples will be sent to MCC, which the CFC will review at its next meeting.

Update on Financial Status of Renovation

Because the accepted bid came in under budget, the 10% bid contingency will be rolled into the 10% construction contingency to create a 20% construction contingency, which will be available in case there are unexpected expenses.

COMMUNICATIONS COMMITTEE (Chad Quinn, Chair)

Mr. Quinn reported on the Communications Committee's January 19, 2017 meeting, noting that Committee Members addressed these major issues:

Distinguishing MCC's and Vienna's Renovation Projects

Committee Members and staff discussed the recent news media reports on the significant problems that confront the Town of Vienna in the renovation of its community center. Committee Members expressed concern that residents would be concerned about MCC's project, and wanted staff to get out ahead of the story and differentiate MCC's renovation project from the Vienna project.

Mr. Sachs and Ms. Anwah reported on steps that staff took to do just that. Mr. Sachs was interviewed for stories in the local press and explained that MCC is well within its project budget while Vienna is significantly over budget. MCC currently has a 20% construction contingency while Vienna only as a 3% contingency. In addition, MCC hired DPWES as its professional project manager at the outset while Vienna tried to manage the project in-house initially.

Directional Signage

The Communications Committee and staff are working on designs to repair MCC's signage, including updating the signs to add MCC's current logo.

Elections Advertising

Advertising has begun for the 2017 MCC Governing Board elections. "Call for Candidates" ads have begun running in the local press. The Official Notice of the Elections will begin running during upcoming weeks. Flyers are under production for high schools in the area, community organizations and local businesses. A Board Candidates Webpage is up and running on the MCC Website, which provides background information on MCC and the Board. Sample petition packets will be added soon, and the Webpage will be updated throughout each phase of the board elections.

ELECTIONS & NOMINATIONS COMMITTEE (Merrily Pierce, Chair)

Ms. Pierce reported on the January 9, 2017 meeting of the Elections & Nominations Committee (ENC), which included the following matters.

Amendments to Elections & Nominations Policies and Procedures

The ENC has been working for several months on proposed amendments to the Board Elections & Nominations Policies and Procedures. ENC Members will take one final review of the board officer proposals and the staff's administrative proposals, and submit them for approval at the Governing Board's February meeting.

Approval of Contract with the League of Women Voters of the Fairfax Area

The proposed contract with the League of Women Voters of the Fairfax Area (the League) had been sent to Board Members previously, and was included in the meeting materials. The ENC gave its final approval at its meeting on January 9, and brought the contract to the full Board for its approval. The terms of the contract remain the same, although technical changes have been made to update the contract. With no further discussion, the Governing Board took the following action:

Motion: The Elections & Nominations Committee recommends that the Board approve a contract with the League of Women Voters of the Fairfax Area to provide tellers and counters for the 2017 MCC Board elections.

Decision: The motion passed unanimously.

FINANCE COMMITTEE (Paul Kohlenberger, Chair)

Mr. Kohlenberger's Finance Committee report included the following:

Mr. Karra walked Board Members through the FY17 Half-Year Budget Report, which covered July-December 2016. He commented on areas where there were variances, including:

Revenue

- MCC received \$128,132 more in tax and interest revenue than budgeted.
- Due to lower enrollment in summer and fall classes, MCC received \$40,804 less in instruction revenue than estimated.
- Special Events revenue was \$25,372 more than budgeted due to deferred revenue.
- Youth Department revenue was \$19,635 more than budgeted due to expanded enrollment in Camp McLean.
- Teen Center revenue increased by \$31,274 over the budgeted amount due to increased enrollment in OFTC camps.

Operating Expenses

- Decreased expenses of \$7,000 due to allocating postage expenses to correct departments for 3rd Qtr. in FY16.
- Instruction contract expenses down \$9,000 due to class cancellations.
- Special Events cost up \$20,534 over budget due to increased security costs for Fourth of July fireworks display, equipment rentals, turf damage, and related event expenses. The increases were

offset in part by \$15,000 savings in advertising for Better than Bling and the Craft Show, which relied on special media and advertising through vendor websites.

- Performing Arts event contracts were up \$23,000 due to increases in the contract costs for Martha Graham performances and media costs.
- Youth Department expenses were \$7,411 over budget due to increases for transportation, recreational activities, and meals.

Overall, revenue was up \$161,897 over budget, while operating expenses were \$80,000 over budget. With that balance, MCC remains within its budget through the first half of FY17.

Mr. Kohlenberger summarized the report noting that personal costs were flat, and that increased revenue and increased expenses were balanced. He furthered noted that the accepted renovation bid amount allows MCC to stay right at \$8 million.

The Finance Committee will look at budget projections at its next meeting.

PROGRAM COMMITTEE (Laurelie Wallace, Chair)

Ms. Wallace reported on matters addressed during Program Committee's January 11, 2017 meeting, which included the following:

Virginia Freedom of Information Act (VFOIA) Matter

Staff members have amassed documents to respond to the VFOIA request; Ms. Sachs is awaiting payment of the final costs to provide the requested documents. Once the fee is paid, staff will release the documents.

Food Truck Vendor Selection and Response to Public Comment

The Committee and staff reviewed food vendor practices, and identified the following issues (as shown in minutes contained in the board meeting materials):

Like the selection of musicians and other entertainment for a MCC event, the types of food vendors selected are part of the event planning process.

- MCC has a right to select vendors who represent it at MCC events.
- The process to select food truck vendors includes visiting sites where the vendors are operating to check out the food, the cleanliness of trucks and uniforms of staff on the trucks, and determining whether the types of food fit into plans for the event.
- Staff contacts food truck vendors who have done good jobs in the past to ask whether they are available for an upcoming event.
- Staff should consider a more proactive means of addressing food truck vendors who have not done good jobs at past events.
- There are no guarantees that a specific vendor will be selected for an event.

Updates on Other Matters

- McLean 5K: The Wounded Warriors have decided not to continue the event due to safety concerns. Mr. Sachs will look at ways to partner with other organizations to continue the event.
- Lewinsville House: A contract is en-route to the Deputy County Executive for signature. The house will be available for use by MCC staff starting in March 2017.

LIAISON TO FRIENDS OF THE MCC (Laurelie Wallace)

Ms. Wallace reported on the Friends of the MCC Board's most recent meeting. Among other issues, the Friends Board considered:

- Increasing its membership fees, but there concerned about doing so at the same time Friends is trying to recruit members.
- The Friends Board is also looking at new ways to collect its fees electronically.

Board Members had several suggestions for the Friends Board:

- Establish different membership levels, such as a base membership fee and several higher categories.
- Donors at certain higher levels could be included on the Donor Wall at MCC.
- Friends could get involved in a groundbreaking ceremony at the Center. Ms. Wallace referred the groundbreaking matter to the Communications Committee.

OLD/NEW BUSINESS

There was no other old or new business.

There being no further business, Ms. Wallace adjourned the meeting at approximately 9:15 p.m.

Respectfully Submitted,

Quentin Levin, Board Secretary
MCC Governing Board