

**McLean Community Center
Governing Board Meeting
October 26, 2016**

MINUTES

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

Board Members Absent: Debbie Sanders, Vice-Chair, and Jennifer Rossman

Staff Members Present: George Sachs, Executive Director; Ashok Karra, Comptroller; Catherine Nesbitt, Special Events Manager; and Ellen Barial, Governing Board Executive Assistant

Guests: Jane Edmondson, Chief of Staff, Office of Dranesville Supervisor John Foust; Lori Carbonneau, Executive Director, McLean Project of the Arts (MPA); and Andrea DelVecchio, Representative, McLean Citizens Association (MCA)

Ms. Wallace convened the October 26, 2016 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

Introductions

Ms. Edmondson, representing the Supervisor's office, and Ms. DelVecchio, representing MCA, introduced themselves.

MPA

Ms. Carbonneau reported on the 2016 MPAartfest, held on Sunday, October 8. She thanked the Governing Board for its financial and material support, and noted that Board Members' attendance was especially appreciated. Board Members commented on how well the event was produced.

Ms. Carbonneau indicated that MPA counters estimated that about 4,500 people attended MPAartfest, which was twice last year's attendance.

CHAIR'S REPORT/EXECUTIVE COMMITTEE (Laurelie Wallace)

Ms. Wallace reported that the Executive Committee did not meet in October, but would meet in November at a date to be determined.

Ms. Wallace raised the issue of using iPads for board meeting materials rather than paper packets. Currently, the Board of Supervisors (BOS) uses iPads for its meetings. Staff will follow up with the BOS Clerk's Office to find out how the process works. Board Members would continue to receive e-copies of the materials before the meeting.

EXECUTIVE SESSION

On motion duly made and seconded, the Governing Board adopted the following motion unanimously:

MOTION: to convene a closed session of the MCC Governing Board to discuss correspondence from the Office of the County Attorney that is covered by attorney-client privilege and exempt for public disclosure, pursuant to the legal advice exemption in §2.2-3711(A)(7) of the Virginia Freedom of Information Act (2016).

When the Governing Board reconvened in public session, a roll call vote was taken to confirm for the record that all matters discussed during the closed session were exempt under FOIA and had been identified in the motion to enter the closed session.

No action was taken during the Executive Session.

EXECUTIVE DIRECTOR'S REPORT (George Sachs)

Mr. Sachs gave an overview of his October Executive Director's Report to the Governing Board, which included first quarter FY17 reports for all program areas, facility rentals, and financials, for the period July 1 through September 30. Mr. Sachs' monthly written report is shown below, followed by highlights of the quarterly reports.

Executive Director's Monthly Report

Internal Alignment

- We welcomed staff member Nick Bali as the new Teen Center After School Manager filling the position that had held by Mike Fisher who was promoted to the Old Firehouse General Manager position.
- On Monday October 3, with an executed lease, it was official that MCC will occupy space at the McLean Square Shopping Center during the renovation. We have made a public announcement to that effect.
- We are continuing our search for dance class space with hopes of finding a location where we can conduct all dance classes in one place during the renovation.
- Attached and included in the pre-reads are the first quarter reports on our programs that took place from July through September 2016.

External Alignment

- We received a special thank you for our participation in and support of the Chamber's Suits & Sneakers event held on October 4.

- I have attended meetings with the Friends of McLean Community Center as well as McLean Community Foundation to discuss the potential needs and support for funding added items to our overall renovation project.
- MPAartfest was held on October 2 with a misty morning that turned out to be a beautiful and sunny day; there were around 4,000 people at the event.
- Our McLean Traveler program took a trip to Harper’s Ferry, West Virginia on October 13.
- The Theatre had three October performances – Tap Kids on October 1, The Man Who Painted Trees on October 15, and Jazz Masters with John Eaton on October 22.
- The Haunted Gingerbread House workshop was held on October 20.
- Teens had a teacher workday trip to Kings Dominion on October 7 and a Friday Field Trip to a Haunted House on October 21. The 5th & 6th Grade Monster Mash Party will be this Friday, October 28; it is another sellout at the Old Firehouse.

Financial Stewardship

- Our Finance Department now has authorization to make direct deposit of all checks at MCC using the County’s electronic bank deposit system. This saves time by eliminating trips to the bank.
- By reallocating funds within our FY2017 CIP (Capital Improvement Plan), we are now able to identify the necessary funding to include our renovation add alternates in the bid package. The add alternates are the New Entry Vestibule with front sidewalk work and LED Lighting in the extended lobby area and in other areas of the building.

Highlights of Quarterly Reports

Instructional: 148 classes were offered; 120 went forward. There were 1,214 participants; 1,004 were tax district residents.

Special Events: There were two special events during the first quarter.

- The major event that took place was the Fourth of July Fireworks, which had an estimated 1,200 people at the Churchill Road Elementary School viewing site (*which does not include the large number of residents viewing the fireworks from their homes in the neighborhood surrounding the school*). Costs for the event that included two locations, one for shooting fireworks and the other for viewing, were \$56,321 to produce and revenue of \$300.00. (*MCC is hoping for significantly lower costs if we are able to return to Langley High School for the fireworks when its renovation is completed.*)
- The Fall Community Garage Sale also took place during the first quarter with 1,411 in attendance at a cost of \$1,316 and revenue of \$2,385.

Performing Arts: There were 5,429 participants in performing arts programs during the first three months of FY17. Program expenses were \$95,814; revenue totaled \$22,629.

Youth Events: Harvesting Happenings was the one youth event during the first quarter, with 653 in attendance. Costs were \$7,674.00; income was \$3,230.00.

Old Firehouse Teen Center:

- There were 888 participants in the After School Program in the first quarter, with expenses of \$3,720 and revenue of \$15,775.
- There were 440 participants in OFTC Camps during the first quarter, with expenses of \$104,401 and revenue of \$117,975.
- Overall, there were 3,458 participants in teen center activities during the first quarter, with expenses of \$147,146, and revenue of \$138,085.

Rentals at MCC: There were 174 rentals at MCC during the first quarter with 7,503 participants. Government, Local Open, Community Performing Arts, and Local Individuals made up 138 of the 174 rentals, with 5,698 of the 7,503 participants.

Financials for First Quarter FY17:¹

- The first quarter financial report showed that annual FY17 revenue is budgeted at \$5,592,291; 50.2% was received during the first quarter.
- Annual operating expenses are budgeted at \$2,244,873 for FY17; 23.7% were incurred during the first quarter.
- Annual personnel costs are budgeted at \$2,244,873 for FY17; 22.9% were incurred during the first quarter.

Since the Finance Committee did not have a chance to review the first Quarter Financial Report before the board meeting, Finance Chair Paul Kohlenberger indicated that the Committee would review it at its next meeting (the date and time to be determined).

CAPITAL FACILITIES COMMITTEE (Debbie Sanders, Chair)

Mr. Sachs gave the Capital Facilities Committee report in Ms. Sanders' absence.

MPA

Mr. Sachs reported that MPA would add storage space in the DuVal Studio during MCC's renovation using the same contractor. In order to clarify that the project is not a part of MCC's renovation budget or responsibilities, MPA will do a change order directly with the contractor and be responsible for all costs. Once MCC's contractor has been retained through the bid process, MPA can approach the contractor to obtain an estimate for its project. MPA has already gotten its own design for the storage space.²

Final MCC Renovation Designs

Mr. Sachs will meet with the project management team for the renovation during the week for following the board meeting to sign off on final plans. Ms. Sanders will be updated prior to the meeting.

¹ FY17 covers the period July 1, 2016 – June 30, 2017; the first quarter covers the period July 1 – September 30, 2016.

² The CFC will review the design before the change order is finalized.

COMMUNICATIONS COMMITTEE (Chad Quinn, Chair)

Mr. Quinn reported on the Communications Committee's October 19 meeting, which covered the following agenda items:

Communications on New Locations

Mr. Quinn discussed the approach that the Committee and staff are taking when communicating with residents about MCC's offsite locations during the renovation. The plan is to tell the story of how well we are handling the renovation, such as:

- The fact that 70% of our current programs will take place during our renovation
- Staff working hard during the renovation to provide programs and services
- Taking Alden programs "outside of the box" and trying new programs that could not typically be done in a theater space
- Bringing MCC out to you in our temporary locations, and then bringing you back home with us to Ingleside

Sabrina Anwah, MCC's Public Information Officer, will put together a storyboard to enliven our communication with residents and other stakeholders. Input from Board Members was sought.

MCC will also look at ways to do special outreach to neighbors who will live with the renovation daily through completion.

Signage

At Mr. Kohlenberger's suggestion, the Finance Committee agreed to recommend that the Governing Board move \$175,000 budgeted in the Capital Improvement Plan for the signage project to the renovation project to fund the last two add alternates: a new entrance and LED lighting throughout the lobby and other areas. At Mr. Quinn's request, \$50,000 will remain in the signage budget to do repairs and maintenance to all MCC signage.

Mr. Sachs reported that MCC would do its repairs, while the work to put together a larger signage plan will still be under consideration. Communications Committee Members agreed with the approach.

Focus Group

The Communications Committee has decided to go forward with one focus group this fiscal year. Last year, an internal focus group was conducted; this year, the group will focus on residents who do not use the Center. Mr. Quinn issued a "call to action" to Board Members, asking them to identify two people in their network who have not experienced MCC.

ELECTIONS & NOMINATIONS COMMITTEE (Merrily Pierce, Chair)

Ms. Pierce reported on the October 11 Elections & Nominations Committee (ENC), which included the following agenda items:

Board Elections and Nominations Policies and Procedures: The ENC is taking suggestions and proposing amendments to the policies and procedures.

League of Women Voters Contract: The ENC has begun its review of the 2017 contract with the League for the May 20, 2017 Governing Board Elections.

Meet the Candidates Reception: The Friends of the MCC Board will be asked to host the reception, which has been done the last three years. Glenn Yarborough, the Friends Board Chair, will be invited to the next ENC meeting to encourage the Friends Board to agree at its next meeting to host the Meet the Candidate's reception. *(Mr. Yarborough has since accepted the invitation to attend the next ENC meeting.)*

FINANCE COMMITTEE (Paul Kohlenberger, Chair)

Mr. Kohlenberger reported on the October 17 Finance Committee meeting, which included the following agenda items:

Timeline for Submission of MCC's Budget to the County

Mr. Kohlenberger referenced a draft letter to Joseph Mondoro, the head the Fairfax County Office of Management and Budget (OMB). In the draft letter, Ms. Wallace and Mr. Kohlenberger would accept Mr. Mondoro's offer to extend the deadline for MCC's annual budget submission to October 31 from September 30. Board Members had been provided a draft of the letter in meeting pre-reads. Board Members offered no changes to the draft letter, which will be sent to OMB once fully signed.

Modification of Capital Improvement Plan

As noted in the Communications Committee report, the Finance Committee recommends that the Governing Board move \$125,000 of the \$175,000 signage budget in the CIP to the renovation budget. In addition, Mr. Kohlenberger reported that the Finance Committee also recommended moving the \$50,000 remainder of the OFTC bathroom renovation budget to the Ingleside renovation budget.

He introduced the following motion to put forward the Finance's recommendation:

MOTION: that the Governing Board modify MCC's Capital Improvement Plan by moving \$125,000 of the \$175,000 budget for the signage project and the remaining \$50,000 in the OFTC bathroom renovation budget to the Ingleside renovation budget.

Decision: The motion passed unanimously.

Modifications to MCC Rental Rates

Mr. Kohlenberger introduced a motion from the Finance Committee that modified a recommendation from the Program Committee to increase fees for some categories of renters using meeting room space when MCC is leasing offsite locations.

As agreed by the Finance and Program Committees, there would be no change for Category 2 renters, local open groups, who do not pay fees. Fees for Category 3 renters (local non-open groups) and Category 4 renters (non-local individuals and businesses) would be raised modestly.

The Governing Board took the following action on the Finance Committee recommendation:

MOTION: that the Governing Board approve the Finance Committee’s proposed changes to MCC rental rates for organizations and individuals using MCC’s offsite meeting space as shown below:

<u>Meeting Rooms</u>	Category 2*	Category 3**	Category 4***
<u>6645 Old Dominion:</u>			
Rms. 1 & 4-320 sq. ft.	\$0 – 1 meeting/mo.	\$10/hour	\$20/hour
Rms. 2 & 3-560 sq. ft.	\$0 – 1 meeting/mo.	\$15/hour	\$30/hour
<u>6631 Old Dominion:</u>			
Conference Rm.-700 sq. ft.	\$0 – 1 meeting/mo.	\$20/hour	\$40/hour
<i>*Local open groups that currently pay \$1 annually</i>			
<i>**Local private individuals and groups</i>			
<i>***Non-local individuals and businesses</i>			

Decision: The motion passed unanimously.

PROGRAM COMMITTEE (Laurelie Wallace, Chair)

Ms. Wallace reported on the October 12 Program Committee meeting, which included the following agenda items:

Rental Fee Proposal

As noted in the Finance Committee report, the Program Committee reconsidered its earlier recommendation on rental fee increases, and agreed that not raising fees for local open groups was appropriate. The interim increases for Categories 3 and 4 will lay the groundwork for increased rental fees when MCC returns to Ingleside with new and renovated meeting rooms.

OFTC Membership and Participation

Ms. Wallace introduced a motion from the Program Committee concerning the grade levels for youth eligible for Old Firehouse Teen Center membership and participation. She explained that over the years the Governing Board had adopted policies concerning grade level eligibility. At the staff’s request, the Program Committee reviewed the policies in light of the lease agreement with the Board of Supervisors and recommends that the Governing Board clarify membership eligibility through the following motion. After discussion by Board Members and staff, the Board took the following action:

MOTION: that the Board of Governors strike any board policies that may appear to limit, based on grade level, membership or participation in the teen center by youth in grades 7 through 12.

Decision: The motion passed unanimously.

Offsite Locations for Dance Program

Ms. Wallace reported that staff members are still working to secure space for the dance program. (*Non-competition lease terms at McLean Square prevent MCC from housing its ballet program in those spaces.*)

LIAISON TO THE FRIENDS OF THE MCC (Lathan Turner)

Mr. Sachs reported on the most recent meeting of the Friends of the MCC Board. There was further discussion at the meeting on a possible fundraising project for the Friends Board related to the renovation; no decisions were made.

Mr. Turner will attend the next Friends Board meeting scheduled on Tuesday, November 14. As noted in the Elections & Nominations Committee report, the Friends Board will be asked to host the Meet the Candidates reception at that meeting.

NEW OR OLD BUSINESS

Ms. Wallace proposed setting a date for the board-staff annual holiday party. Board Members agreed to Saturday, December 17, for the party from 12 noon to 4:00 p.m. Mr. Sachs offered his home for the event.

There being no further business, Ms. Wallace adjourned the meeting at approximately 9:10 p.m.

Respectfully Submitted,

Quentin Levin, Secretary
MCC Governing Board