

**McLean Community Center
Governing Board Meeting
December 14, 2016**

MINUTES

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

Board Members Absent: Quentin Levin, Secretary, and Jennifer Rossman

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

Guests: Risa Sanders, Former MCC Board Member; Zack Sanders, Z Enterprises, LLC; and Thomas Bascom, Boy Scouts of America

Ms. Wallace convened the December 14, 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

Guests introduced themselves. Mr. Bascom announced that he was attending the meeting in connection with earning a merit badge.

APPROVE MINUTES OF THE OCTOBER 26, 2016 BOARD MEETING

Minutes of the October 26, 2016 Governing Board meeting were approved unanimously.

CHAIR'S REPORT/EXECUTIVE COMMITTEE (Laurelie Wallace)

Ms. Wallace reported on the November 17, 2016 Executive Committee meeting, which included the following items:

- Board Meeting Attendance Reports will be provided to Board Members monthly, as a reminder of our responsibility to participate in board business. Board committee meeting attendance will also be tracked and that information will be included in the monthly reports.

- The Executive Committee is looking at having Board Members take an Oath of Office each year to underscore that we serve the residents who elected us to the Board. The suggestion came from several Board Members. The Elections & Nomination Committee (ENC) will take the lead in developing an Oath of Office. (See below in ENC report.)
- The Executive Committee agreed to add a May Governing Board meeting to the Board's schedule to allow the outgoing Board to finalize its work for the year. That would allow time to recognize outgoing Board Members and to celebrate the incoming Board at the early June meetings. The ENC made the same recommendation. (See motion below in ENC report.)
- In addition, the Executive Committee is considering providing only e-materials to Board Members at monthly board meetings in order to become paper free. The Committee will follow up on the issue at its next 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 confirmed for the record that all matters discussed in the closed session were exempt under VFOIA and had been identified in the motion to enter the closed session. Ms. Wallace announced that no action was taken during the Executive Session.

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

- It is always my greatest pleasure to honor special achievements and recognitions of staff members. Justin King, Assistant Theatre Technical Director, was a recipient of the county's Outstanding Performance Award. Justin spearheaded generating income from surplus Performing Arts equipment, which resulted in over \$5,000 in additional income. He led and facilitated efforts by the technical staff to generate income rather than just dispose of outdated equipment, enabling the MCC to provide outstanding value to our residents.
- Another great accomplishment, due to the efforts of Robin Walker, was to secure our very first Presenting Sponsor for McLean Day at the \$10,000 sponsorship level. We gratefully welcome Burke & Herbert Bank, McLean Branch, as the Presenting Sponsor for McLean Day 2017.
- I accepted Lori Carbonneau's invitation to attend the MPA Board meeting on November 14 and had the opportunity to speak about MCC's current operating highlights, team and leadership updates, and plans for the move.

- Our search to find suitable space to continue our Joy of Dance classes during the renovation is back to square one. A pending agreement did not come to fruition. County FMD staff is continuing the search effort to find an available space with a minimum of 1,000 sq. ft. to accommodate the dance program.
- A lease on space to house the Performing Arts and Special Events staffs is still in process.

External Alignment

- I love sharing public comments about our programs such as this one: “This show was fantastic. My boys are HUGE Okee Dokee Brothers fans and this show made all their dreams come true. Thanks for putting huge smiles on their faces.”
- Another survey response: “*What was the highlight of your experience?*” “Being able to talk with the band members and have a photo. The staff at the Alden was superb! They checked in with us, as our daughter is in a wheelchair to make sure things were okay. Best staff ever!!”
- Two of our signature special events took place recently: the Antiques Show on November 12 and 13 drew 763 attendees and the Holiday Crafts Show on December 2, 3, and 4 drew 2,000 attendees.
- The Events Department also put together a Volunteer Social to thank all those who continue to give of their time and talents in support of the MCC. About 60 volunteers attended the event, along with Dranesville District Supervisor John Foust.

Financial Stewardship

- I want to recognize a job well done by Catherine Nesbitt for personally hanging all of the holiday decorations throughout the building. Without having to hire a contracted service to put up the decorations, she saved us thousands of dollars.
- By request of the County Executive, all county agencies are to prepare a FY2018 Budget Reduction or Revenue Enhancement Impact as it relates to the County’s general fund. As you all know, our funds are separate from the County’s general fund. Nonetheless, Ashok and I agreed it was a good practice for us to have our departments take another look at our proposed FY2018 Budget. There was not much there to cut, but staff did identify a few expenditure items that we will look at as potential revisions as we come to the quarterly budget reviews.

CAPITAL FACILITIES COMMITTEE (Debbie Sanders, Chair)

Ms. Sanders reported on the December 5, 2016 meeting of the Capital Facilities Committee (CFC) and updated Board Members on the bidding process for the Ingleside Avenue renovation project.

- Thirteen companies were prequalified to bid on the project.
- Nine of the thirteen companies attended the mandatory pre-bid conference on December 12 and will be able to submit bids, which potentially creates competitive bidding.
- Pre-bid site reviews by bidders will take place at MCC.
- January 5, 2016 is the bid due date. (Note: this date was subsequently moved to January 6.)
- April 3 will be the contract date.
- The contract will need to go to the Board of Supervisors for approval.
- Final drawings are on the way to MCC, along with bid memoranda.

- Committee and other Board Members reviewed the color scheme for carpeting throughout the center.
- MPA will need to provide drawings for its logo in the interior stairway in the MCC lobby.
- The revised renovation budget is \$8,474,882, which includes moving \$474,094 from other capital projects and the \$50,000 gift from the Federigans. After expenditures to-date, the balance in the renovation budget is \$7,768,433.

COMMUNICATIONS COMMITTEE (Chad Quinn, Chair)

Mr. Quinn reported on the November 22, 2016 Communications Committee meeting and recent renovation related communications. He noted that, at the advice of staff, the December 12 Communications Committee meeting was canceled since it was not needed. Mr. Quinn's report included the following items:

- Staff members have developed posters and banners for the MCC and The Old Firehouse lobbies that show a map of and addresses for the temporary offsite locations. (Copies were included in the board meeting materials.)
- Staff members are adding more material to the renovation Webpage. Committee Members made suggestions on what to include.
- MCC's directional signage will be repaired and updated with the current logo to reflect the renovated Ingleside Avenue building.
- Because of the move offsite, there will not be time for a focus group this fiscal year; however, planning will continue so that a future committee will have a template to use.
- Staff reported on advertising for the 2017 board elections and input from the Elections & Nominations Committee (ENC). One recommendation from the ENC was to use multiple advertising means to let residents know the location of absentee voting since it will take place after MCC moves offsite.

ELECTIONS & NOMINATIONS COMMITTEE (Merrily Pierce, Chair)

Ms. Pierce reported on the December 12, 2016 meeting of the Elections & Nominations Committee (ENC). The ENC is working on a number of preliminary matters related to the start of the MCC Board election season, including the following:

Key Dates 2017 Board Elections

- January 23 (Monday) at 9:00 a.m. – Petition Packets available at MCC.
- March 17 (Friday) by 5:00 p.m. – Petition Packets deadline.
- March 18 (Saturday) 10:00 a.m. to Noon – Candidate photographs are taken at MCC.
- April 10 (Monday) at 9:00 a.m. – Absentee Voting begins at the MCC offsite administrative offices in the *McLean Square Shopping Center at 6631 Old Dominion Drive, McLean, Virginia 22101* and at the Old Firehouse Teen Center.
- April 10 (Monday) at 7:00 p.m. – Candidates Orientation at the Teen Center.
- May 7 (Sunday), 3:00-5:00 p.m. – Meet the Candidates reception sponsored by Friends of the McLean Community Center at the Teen Center.
- May 17 (Wednesday) at 5:00 p.m. – Absentee Voting *ends*.
- May 20 (Saturday) 10:30 a.m. to 5:00 p.m. – Board Election at McLean Day celebration.
- June 7 (Wednesday) – First meeting of the new Governing Board.

Call for Candidates

Ms. Pierce made a Call for Candidates for the 2017 board elections. She noted that the board election process would begin in January with publication of a Call for Candidates. The ENC recommends outreach to organizations that can help to publicize the board elections.

Elections & Nominations Policies and Procedures

The ENC will wrap up its work to fine tune and clarify the Board Election & Nomination Policies & Procedures at its January 9, 2017 meeting. The amended policies and procedures will be presented to the Board for approval at its January 25, 2017 meeting.

May Board Meeting

Along with the Executive Committee, the ENC recommended adding a May board meeting to the schedule.¹ Adding the May meeting would allow the old board to finish its business for the year. (In addition, the May meeting would permit newly elected Board Members to meet members who are considering running for board offices.) To that end, Ms. Pierce proposed the following:

MOTION: that the Governing Board add a meeting on the fourth Wednesday of May to its schedule to complete the business of the outgoing board.

Decision: The motion passed unanimously.

Oath of Office

The ENC is working on a basic Oath of Office that Board Members would take annually at the first meeting of the new board in June. There would be a ceremony for Board Members, family, and friends.

FINANCE COMMITTEE (Paul Kohlenberger, Chair)

Mr. Kohlenberger reported that the Finance Committee met to conduct its review of the first quarter financial report. He noted the budget was in balance with both revenue and costs up.

The County has asked agencies to prepare for reductions in their FY18 budgets since property assessments are flat, up only 4%. MCC may not get the increased tax revenue it usually receives. There will be better information in February. However, MCC has budgeted conservatively by basing its FY18 budget on FY16's revenue rather than on projected tax revenue increases.

MCC has not had an official response to its acceptance of the recommendation from the County OMB to push the due date for MCC's annual budget back one month to October 31. Staff will follow up.

PROGRAM COMMITTEE (Laurelie Wallace, Chair)

Ms. Wallace reported that the Program Committee had just met prior to the board meeting, and will have minutes available in January.

¹ The board meeting that had been held in May was moved to early June to accommodate the Board of Supervisors meeting schedule, which no longer includes a late May meeting. Therefore, Board Members elected or reelected on McLean Day are not confirmed until the Board of Supervisors' first meeting in June; the MCC Board meets the following day.

OLD/NEW BUSINESS

There was no old or new business.

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

Respectfully Submitted,

Laurelie Wallace, Chair
Acting as Board Secretary
MCC Governing Board