

**McLean Community Center  
Governing Board Meeting  
April 26, 2017**

**MINUTES**

**Board Members Present:** Laurelie Wallace, Chair; Debbie Sanders, Vice-Chair; Quentin Levin, Board Secretary; Paul Kohlenberger, Treasurer; 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, and Ashok Karra, Comptroller

**Guests:**

Jane Edmondson, Chief of Staff, Office of Supervisor Foust  
John Krause-Steinrauf, Troop 869  
Robert Steinrauf, Troop 869  
Andrea DelVecchio, Liaison for the McLean Citizens Association

Ms. Wallace convened the April 26, 2017 meeting of the Governing Board of the McLean Community Center (MCC) at approximately 7:31 p.m.

**ADOPT AGENDA**

The meeting agenda was approved unanimously.

**PUBLIC COMMENT**

There was no public comment.

**APPROVE MINUTES OF THE March 22, 2017 BOARD MEETING**

Minutes of the March 22, 2017 Governing Board meeting were approved unanimously.

**CHAIR'S REPORT/EXECUTIVE COMMITTEE (Laurelie Wallace)**

Ms. Wallace's report focused on:

- Exciting month for the center because of the move to the different new locations.
- Ms. Wallace thanked the Board for contributing to the "Luncheon for Staff" event on April 13, 2017. The Staff greatly appreciated.
- Ms. Wallace mentioned that most of the annual goals are on target to be met. She requested all committees to review their annual external, internal and financial alignments goals.

- Ms. Wallace requested all committees to review the schedule for the meetings in May. All meetings should be back to the normal schedules in the next year.

#### Board Members Highlighting Activities

- Jennifer Rossman attended the Spring Fest at the St. Luke's Church grounds on Saturday April 15. She mentioned that the event had a good crowd (approximately 230). The grassy areas and the gym had ample space and was well decorated.
- Ms. Kat Kehoe commented that the Candidates Orientation was very informative and well organized.

#### Executive Committee Meeting

- The Executive Committee had a meeting to discuss the Code of Ethics that will accompany the Pledge during induction of the new board. Some edits have been made and will be presented at the next Board Meeting.

### **EXECUTIVE DIRECTOR'S REPORT (George Sachs)**

Mr. Sachs reviewed his March Executive Director's Report, which is shown below:

#### **Internal Alignment**

- We began leasing spaces at McLean Square and the Lewinsville Park House on March 1 and began moving everyone out of MCC by the last week in March, which we accomplished.
- We started our Sublease of the Color Wheel space on April 10, and we were able to have it ready by the first day of classes on Monday, April 17.
- Last Friday, April 21, was the beginning of our classes shown in the special Spring Supplement. We were pleased with the response from our class participants. For the most part, they were able to locate their classes and liked the temporary space. Staff members have put together a comment card to help turn these verbal comments into written ones that I will share.
- A true all-team effort has been the theme throughout our move. There is not a staff person who has not helped others or been helped by others. With everyone working together like this, I personally could not be more proud of them.
- Governing Board Members, your contributions along with the individual contributions from Friends of the MCC and MPA, provided a wonderful lunch for our All Staff Meeting on April 13. Your recognition and acknowledgment of MCC staff for their efforts during the move was very touching and meant a lot to all of us.

#### **External Alignment**

- Remember our big snow event on March 14? Well we had full bus of participants who signed up for the trip to the Philadelphia Flower Show that still left the MCC on time at 6:30am the next morning and all went well as scheduled.
- On March 18, Special Events put on the annual Volunteer Awards Luncheon. This year's award recipient was Thimir AL'Hashimi who was touched by the honor.
- Our Groundbreaking ceremony and Public Hearing on Programs both took place on March 22.
- On the 29, our Performing Arts Department presented the finals of the Macdonald Scholarship Awards. This year there were 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place winners in each category. Board Chair Laurelie Wallace participated in announcing the participants who performed and in presenting the winners with their awards.

- On March 31, we held our Family Fun Bingo and this year we held it at the Old Firehouse. Everyone loved it and the atmosphere of the Old Firehouse was perfect for the event.
- The Alden Theatre's final performance of the season took place on April 1 with the production of Aquilla Trojan War – Our Warrior Chorus.
- On April 15 the NVTTC (Northern VA Table Tennis Club) hosted their annual open tournament at the Old Firehouse. This year they had the largest number of entries they have ever had with a total of 40 participants. 1<sup>st</sup> and 2<sup>nd</sup> place trophies were awarded in three categories: Novice; Intermediate; and Advanced. The event organizer Tom Norwood, sent Mike Fisher this email:  
Thanks yet again for hosting our annual table tennis tournament. Your facility is great for the event, and you went out of the way to make it fun and organized. Your staff were extremely friendly, helpful and professional.
- Also on Saturday April 15, our Youth Events Manager, Andrew Jennings, put on our Annual Spring Fest Event. This year the event took place at St. Luke's School, thanks to an intro from Jen Rossman. The location could not have been a better fit for the program, which was filled with live entertainment, arts and crafts, photos with the bunny, and of course, the ever-popular egg hunts. We exceeded our normal maximum numbers with 230 in attendance.

### **Financial Stewardship**

- Staff resourcefulness has been a key factor in our moving to our new locations. Everyone has been sharing and repurposing items to avoid having to purchase new items.
- Ashok has kept us current with our budget numbers and has a completed 3<sup>rd</sup> Quarter report.

### **CAPITAL FACILITIES COMMITTEE (Debbie Sanders, Chair)**

03/2/17 - The committee met to review the carpet. The selection was notified to Sorensen Gross, the construction company.

04/27/17 – the fence will be put up around the MCC.

05/01/17 – There will be a meeting with the construction company. The proceedings will be reported to the committee on 05/04/17.

05/04/17 – will be the next CFC meeting.

### **COMMUNICATIONS COMMITTEE (Chad Quinn, Chair)**

Mr. Quinn reported that the committee did not meet in April. The last meeting was in March.

The main topic was the release of the press clips to increase the awareness to the public.

Sabrina, the PIO Manager and her staff did good work in spreading the word on the new locations for the MCC, during the period of the renovation.

Business for the May meeting would be:

- Confirm the completion of the goals.
- Establish for the next committee, the goals and recommendations for setting up focus groups, to enhance program and facility initiatives during 18 months of renovation.
- No New Update on the Signage
- The PIO office will investigate the functionality of the calendar.

## **ELECTIONS & NOMINATIONS COMMITTEE (Merrily Pierce, Chair)**

Ms. Pierce informed the Board of the following:

- The Orientation for the candidates was successful.
- Asked that the expenditures on the refreshments provided be reviewed and reduced based on the timing of the future meetings.
- The presentation from the meetings was included in the pre-reads of the minutes.
- Absentee voting began on April 10 at the three locations- the Administrative Office, Program office and the Old Fire House.
- May 7, will be the “Meet the Candidates Reception”. Ms Pierce would not be able to attend the meeting, and requested Ms. Rossman to conduct the meeting and event.
- The Agenda for the event- Meet the Candidates was included in the meeting packets.
- Absentee voting would end on May 17.
- General voting will be on May20, during the Mclean Day.
- May 24, at 7.30p will be the meeting for the elected officials and the current board. ???
- June 7<sup>th</sup>, will be the Final Meeting for the 2016-2017 board members and the first meeting for the 2017-2018 Board members and the election of the officers to the committees will be conducted.

## **FINANCE COMMITTEE (Paul Kohlenberger, Chair)**

Mr. Kohlenberger informed the Board that the committee met on Monday 04/24/17.

The comptroller presented the financial status of the center as of 03/31/2017, the end of the 3<sup>rd</sup> Qtr.

- Revenues- were lower by 18% in instructional classes. This was contributed by the offering of less classes due to space constraints. Tax Revenues have exceeded the Budget.
- Expenditures are in control and are expected to be lower than the budget and compensate for the drop in revenue.
- Expenditures include the rent for the new locations and the cost of relocation to the new facilities.

## **PROGRAM COMMITTEE (Laurelie Wallace, Chair)**

Ms. Wallace informed the Board:

- Catherine Nesbitt the Special Events Manager gave an update to the committee on the upcoming Mclean Day. All but 3 spots for the Food truck slots have been filled.
- Maggie Shea had reported that Spring Series of Classes were going well. Registration had fallen slightly, but the overall response from the community was positive.
- The Fall session is in the planning stages.
- The comment card system is now in place at the new locations and will be compiled.
- Sarah Schallern, the Director of the Alden, informed the committee of the outdoor concerts.
- Danielle Van Hook reported that the Jamming juniors would be starting at the Mclean Gazebo in the month of May.
- The Alden is considering more family friendly children productions.

## **LIAISON TO FRIENDS OF THE MCC (Laurelie Wallace)**

Ms. Wallace and the Board discussed the request by the Friends of MCC on ways to increase the membership.

**OLD/NEW BUSINESS**

There was no other old or new business.

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There being no further business, Ms. Wallace adjourned the meeting at approximately 8:29p.m.

Respectfully Submitted,  
Quentin Levin, Secretary  
MCC Governing Board