

**McLean Community Center  
Governing Board Meeting  
January 27, 2016**

**MINUTES**

**Board Members Present:** Paul Kohlenberger, Chair; Dennis Findley, Vice-Chair; Laurelie Wallace, Secretary; Jay Howell; Quentin Levin; Merrily Pierce; Chad Quinn; Jennifer Rossman; and Debbie Sanders

**Board Member(s) Absent:** Lathan Turner, Treasurer, and Jenna Lebowitz

**Staff Members Present:** George Sachs, Executive Director; Ashok Karra, Comptroller; Sarah Schallern, Performing Arts Director; Maggie Shea, General Program Director; Catherine Nesbitt, Special Events Manager; and Ellen Barial, Executive Assistant

**Guest(s):** Jane Edmondson, Chief of Staff, Office of Supervisor John Foust; Susan Corrigan, Executive Director, McLean Project for the Arts (MPA); McLean Citizens Association (MCA); Mark Zetts, Chair, MCA Planning and Zoning Committee, and Andrea DelVecchio, MCA Liaison to MCC Board; Robin Walker, Resident; and Ken Moore, Connection Newspapers

Mr. Kohlenberger convened the January 27, 2016 meeting of the Governing Board of the McLean Community Center (MCC) at approximately 7:40 p.m.

**ADOPT AGENDA**

The agenda for the meeting was adopted by consensus.

**PUBLIC COMMENT**

Susan Corrigan, MPA

Ms. Corrigan reviewed the monthly MPA report to the MCC Governing Board, which was included in board meeting materials. Highlights from the report included the following:

- Art education classes have been tracking well, with a 10% increase in class registrations.
- MPA has been working very closely with George Sachs and Maggie Shea to coordinate new art education program offerings. We thank them for their insights and collaboration.
- ArtReach is a STEAM driven arts experience that supports MPA's partnership with Fairfax County Public Schools to support arts education for its students. More than 40 separate

tours are underway with the Fairfax County Public Schools for nearly 2,000 students who will visit MPA's galleries from January 20 through March 5.

#### Andrea DelVecchio, MCA Liaison to MCC Board

Ms. DelVecchio said that she was concerned about an article in the paper regarding Maffitt being used for staff space. However, she was happy to see that much needed renovations to Community Hall are being done. Ms. DelVecchio also expressed concern that there will be an open stairwell in the lobby that would be an attraction for young kids, when moms are talking with other moms. She was concerned about policing the kids and the risk to MCC.

#### Mark Zetts, MCA Zoning and Planning Committee Chair

Mr. Zetts said that there had been a presentation to the MCA Zoning and Planning Committee in April (2015). MCC had changed the designs since then, and MCA was not told that Maffitt would be lost. The MCA Planning and Zoning Committee would not concur with losing Maffitt. He said that we have emergency meetings and can always accommodate addressing changes.

### **APPROVE MINUTES OF DECEMBER 9, 2015 BOARD MEETING**

The Governing Board unanimously approved minutes of the December 9, 2015 board meeting.

### **CHAIR'S REPORT/EXECUTIVE COMMITTEE**

Mr. Kohlenberger reported on the following matters from the January 19 Executive Committee Meeting:

- George speaks for the staff unless he designates someone else to do so
- Executive Director's Reports:
  - The Executive Committee deferred to the Program Committees on whether there should be quarterly year-to-date financials for all programs.
  - The Executive Committee deferred to the Communications Committee if there would be quarterly media reports included in the reports.
- The Annual Plan Mid-year Report was included in the meeting materials.
- Thanked staff for good team work.
- Conflict of Interest Policy: Mr. Kohlenberger wants to see the board policy enforced, with all board members filing their conflict disclosure forms.

### **EXECUTIVE DIRECTOR'S REPORT**

Mr. Sachs reported on MCC activities for December 2015. The report was framed in the three pillars underlying the MCC's Annual Plan. Mr. Sachs' full written report is quoted below.

#### Internal Alignment

- Quote from the performance of "A Christmas Carol" – "I was overwhelmed by the kindness and consideration of staff when helping my elderly mother." It is nice to be recognized for the good things we do.

- Ryan Brookes has established a great relationship with the McLean High School Athletic Boosters that started with their participation in the summer block party and has now continued with their involvement of providing support and concessions at the evening of comedy and music event held at the OFTC put on by our Unruly Theatre Project performers. Great fun and great connection with the teens in our community.
- Ellen prepared a mid-year look at our annual plan goals and where we are toward the completion of the goals for this year.

### External Alignment

- Our Winter Break Trips and Teacher Work Day Trips were all filled and very successful, going to places like Kings Dominion; Massanutten Waterpark; Players Fun Zone; Dave & Busters; Flight Indoor Trampoline Park; and Autobahn Indoor Go Kart.
- The youth programs in December included Holiday Gingerbread House workshop, and Breakfast with Santa.
- The annual Holiday Crafts Show was held on Friday December 4 through Sunday December 6.
- At the Alden in December we had Frosty Follies; A Christmas Carol (2 shows); John Eaton Holiday Concert; and McLean Symphony.

### Financial Stewardship

Ashok compiled our budget numbers to reflect the second quarter and the completion of our first half of this fiscal year compared to the last fiscal year.

### **PROGRAM COMMITTEE (Debbie Sanders, Chair)**

At Mr. Sachs' request, the staff's All-Programs Report was moved up on the agenda. Each department reported on the status of its programs for the period July 1, 2015 through December 31, 2015. The reports included: the programs presented during the first half of the 2016 fiscal year, attendance, and evaluations by attendees. Staff also looked at things they want to do differently and discussed future plans. Highlights from the report included the following:

### **INSTRUCTION DEPARTMENT (Maggie Shea, General Program Director)**

Ms. Shea gave an overview of the array of *classes* and *trips* offered in FY16:

- |                                       |                                 |
|---------------------------------------|---------------------------------|
| • AARP Smart Driver Course            | • Creative Play                 |
| • Adult & Senior Fitness              | • Fencing                       |
| • Adult Dance                         | • First Aid CPR                 |
| • Adult Learning                      | • McLean Traveler               |
| • Baby Sitting                        | • Music (Parent & Child)        |
| • Bridge                              | • Outdoor Adventure Program     |
| • CERT Safety Program                 | • Science                       |
| • Chess                               | • Soccer                        |
| • Children's Dance                    | • Technology & Computer Science |
| • Children's Fitness (Parent & Child) | • Writing                       |
| • Cooking                             | • Yoga/Pilates                  |

Ms. Shea reported that 80 classes were held in summer 2015 and 145 in the fall. Satisfaction ratings from those returning surveys was 100%; all would recommend their classes.

**SPECIAL EVENTS** (Catherine Nesbitt, Special Events Manager)

Ms. Nesbitt reported on special events that took place in FY16 from July through December 2015. The written report included the following information:

Special Events			
Event/Attendees	Evaluation	Recommend	Will Come Back
July 4 Fireworks/ 2,898	N/A	N/A	N/A
Fall Garage Sale/ 880	53 of 63 responses: Excellent or Good	63 of 63 responses: Strongly Agree or Agree	N/A
Antique Show/734	364 of 369 responses: Excellent or Good	386 of 388 responses: Strongly Agree or Agree	Yes: 348 of 351 responses
Craft Show/1,919	671 of 708 responses: Excellent or Good	699 of 712 responses: Strongly Agree or Agree	Yes: 624 of 653 responses

**PERFORMING ARTS** (Sarah Schallern, Performing Arts Director)

Ms. Schallern reported on performing arts programs for kids and adults during FY16 from July through December 2015.

Youth Performing Arts Programs	Attendees
• Jammin’ Juniors (September 9)	167
• Jammin’ Juniors (September 16)	141
• (The) Unruly Theatre Project Auditions (September)	23
• McLean Kids: Sleeping Beauty (October 3)	333
• Live at The Alden: Playing by Air (November 1)	294
• McLean Kids: Elska (November 8)	99
• Girl Scout Workshop (November)	29
• (The) Unruly Theatre Project (November 13)	175
• (The) Unruly Theatre Project (December)	45
• McLean Kids Performances: A Christmas Carol (December 12)	756

Overall Evaluation of Youth Performing Arts Programs	
Overall Satisfaction with Youth Programs	97.11%
Would Recommend The Alden	99.52%

Adult Performing Arts Programs	Attendees
• Summer Gazebo Concerts (July 5, 12, 19 and 26)	645
• Rental: Camp Shakespeare (June-July)	20
• Audience Engagement and Enrichment (July)	8
• Community Arts: MCP Summer Show	2,225
• Community Arts: MCP Fall Show	1,088
• Concerts at the Alden: McLean Symphony (October 10)	100
• Concerts at The Alden (October 11)	123
• Adult Performance Series: Julie Fowls (October 17)	310
• Concerts at The Alden (October 25)	112
• Silent Film (October 31)	108
• Adult Performance Series: Bruce Vilanch and Judy Gold (November 17)	207
• Concerts at The Alden (November 22)	100
• Internal Rental: Frosty Follies (December 1 and 12)	600
• Concerts at The Alden (December 13)	119
• Adult Performance Series: John Eaton Holiday Concert (December 19)	209
• Concerts at The Alden: McLean Symphony (December 20)	214

Overall Evaluation of Adult Performing Arts Programs	
Overall Satisfaction with Adult Programs	98.21%
Would Recommend The Alden	100%

**YOUTH EVENTS** (Catherine Nesbitt)

Ms. Nesbitt filled in for Andrew Jennings, MCC’s Youth Events Manager, and reported on youth events during FY16 year-to-date. Excerpts from Mr. Jennings’ written report are shown below:

Youth Events FY16 To-date	Attendees
• Harvest Happenings (September 25)	504
• Haunted Gingerbread Workshop (October 22)	144
• Children’s Flea Market (November 7)	615
• Holiday Gingerbread Workshop (December 10)	153
• Breakfast with Santa (December 19)	129
• Family Fun Bingo (January 15)	101
• Spring Fest (March 26)	---

Overall Evaluation of Youth Events	
Overall Satisfaction with Youth Programs	100%
Would Recommend	100%

**OLD FIREHOUSE TEEN CENTER** (Maggie Shea)

Ms. Shea filled in for Ryan Brookes, MCC’s Intergenerational Program Director, and reported on OFTC programs for FY16, July through December. See the following for excerpts from Mr. Brookes’ written report.

OFTC Programs	Attendees
<ul style="list-style-type: none"> <li>• Break Trips</li> <li>• OFTC Rentals</li> <li>• Friday Night Activities</li> <li>• After School Program</li> </ul>	<p>129</p> <p>2270</p> <p>539</p> <p>1930</p>
Overall Evaluation of OFTC Programs	
Overall Satisfaction with OFTC Programs	100%
Would Recommend	100%
Are we better off having participated in programs?	90%

**CAMP MCLEAN** (Maggie Shea)

Ms. Shea filled in again for Ryan Brookes, and reported on Camp McLean for FY16, July through December. Excerpts from Mr. Brookes’ written report are shown below:

July-August Sessions	Attendees: 252
Overall Evaluation of Camp McLean	% of Respondents Rating at top Two Levels
Overall Satisfaction with Camp McLean	94%
Camp Counselors	97%
Would Recommend	98%
Are we better off having participated in in Camp McLean?	84%

*The full All Programs Report is posted on the MCC website under “What’s New.”*

**CAPITAL FACILITIES COMMITTEE** (Dennis Findley, Chair)

Mr. Findley’s Capital Facilities Committee (CFC) report included the following items:

- At its December 15, 2015 meeting, the CFC received the renovation budget at the 50% construction documents mark.
- Some costs went up; some went down.
- To reduce costs, additional items needed to be moved to the add alternates list.
- A new add alternates list was developed at the January 19 joint meeting of the Capital Facilities Committee and the Finance Committee meeting:
  - Front sidewalk landscaping
  - Site furniture
  - Change stretch fabric ceiling to expansion panels
  - Adjusted some material take offs
  - Community Hall
  - Use gyp board instead of block walls
  - Omit landscaping in courtyard (look for donation)

Mr. Findley reported that, through the work of George Sachs and Ashok Karra, additional resources were made available that would allow moving some add alternates back in the construction budget. The money comes from removing the Alden Theatre’s HVAC project from the Capital Improvement Plan (CIP) and reallocating it to the construction budget. Mr. Sachs pointed out that the HVAC project

had been pending for a number of years to determine if there were complaints after a work around had been developed by staff. Theater staff agreed that the project was no longer needed as there have been no complaints. Omitting the HVAC project freed up a total of \$150,000. Mr. Karra recommended that \$125,000 of that amount be allocated to the Ingleside renovation project, and that \$25,000 be added to the contingency fund.

Mr. Findley made the following recommendation that was approved separately by the Capital Facilities Committee and by the Finance Committee:

**MOTION: That \$150,000 be reallocated in the Capital Improvement Plan from the theater HVAC project, with \$125,000 moved to the renovation construction budget, and \$25,000 moved to the operating contingency reserves; and**

**That, of the amount moved to the construction budget, \$57,200 be allocated to the Community Hall and \$64,937 to the basement renovations.**

***Decision: the motion passed unanimously.***

Mr. Sachs and Mr. Karra have begun working with the Fairfax County Department of Management and Budget to amend the CIP included in MCC's FY17 budget.

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

Ms. Wallace reported on the January 6, 2016 Communications Committee meeting. Committee and staff members continued discussions on plans to communicate with residents and groups meeting at MCC to keep them updated on the renovations and how they will be affected. We are beginning to provide information individually groups that meet in the center. Once the phasing plan has been finalized, we can begin to provide more detailed information to residents and community groups.

Ms. Sanders and Ms. Anwah recommended that communications about the renovations should focus on the benefits afforded to residents and community groups.

The County has approved staff using Instagram as part of social media plans. Staff members are addressing a recent hack to the MCC website, and are vetting a new website support company.

#### **ELECTIONS & NOMINATIONS COMMITTEE (Chad Quinn, Chair)**

Mr. Quinn updated Board Members on the 2016 Governing Board Elections.

##### Call for Candidates

- Mr. Quinn made an official "Call for Candidates" to announce the start the candidates' petition process and to encourage residents to run for seats on the MCC Board.
- A Call for Candidates flyer and teen flyer were shown; the flyers are being published in the local press and PTSA newsletters.
- Board Members and members of the audience were asked to share them with those who would make good board members.

League of Women Voters

- The local chapter of the League has signed an agreement to serve as tellers and counters for the board elections.
- There was no increase in the rate paid to the League.

Meet the Candidates Reception

- The Board of the Friends of the McLean Community Center has agreed to host the Meet the Candidates reception.
- The event will be held at MCC on Sunday, May 1, at 2-4 p.m.
- Each Board Member was asked to bring five residents to the reception.

**FINANCE COMMITTEE (Lathan Turner, Chair)**

Acting in place of Mr. Turner who is recovering from a serious injury, Mr. Howell, a member of the Finance Committee recognized Mr. Karra to update the Governing Board on MCC's financial status.

Mr. Karra walked Board Members through a PowerPoint presentation entitled "1<sup>st</sup> Half of Fiscal Year FY16 Review," which covered the period July 1, 2015 through December 31, 2015

The presentation is attached to these minutes, and is incorporated here in.

**LIAISON TO FRIENDS OF THE MCLEAN COMMUNITY CENTER (Lathan Turner)**

Mr. Kohlenberger reported that Mr. Turner asked to step down from the role as Liaison to Friends. He encouraged all Board Members to attend Friends Board meetings periodically.

**NEW OR OLD BUSINESS**

Ms. Wallace stated that she wants to look at the Board's policy on conflict of interest at the next Executive Committee meeting. Mr. Kohlenberger acknowledged the request.

**ADJOURN MEETING**

There being no further business, Mr. Kohlenberger adjourned the meeting at approximately 9:30 p.m.

Respectfully submitted,

Laurelie B. Wallace, Secretary  
Governing Board  
McLean Community Center