

**McLean Community Center
Governing Board Meeting
February 24, 2016**

MINUTES

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

Board Member(s) Absent: Lathan Turner, Treasurer; Jenna Lebowitz; Jennifer Rossman; and Chad Quinn

Staff Members Present: George Sachs, Executive Director; Ashok Karra, Comptroller; and Ellen Barial, Executive Assistant

Guest(s): Patty Dinklemeyer, Office of Supervisor John Foust; Andrea DelVecchio, MCA Liaison to MCC Board; Robin Walker, Resident; Ken Moore, *Connection Newspapers*; and Brian Trompeter, *Sun Gazette*

Mr. Kohlenberger convened the February 24, 2016 meeting of the Governing Board of the McLean Community Center (MCC) at approximately 7:40 p.m.

ADOPT AGENDA

The meeting agenda was adopted by consensus.

PUBLIC COMMENT

Patty Dinklemeyer, from the Office of Supervisor John Foust reported that she was filling in for Jane Edmondson, the Supervisor's Chief of staff. All guests signed in are listed above.

APPROVE MINUTES OF JANUARY 27, 2016 BOARD MEETING

The Governing Board unanimously approved minutes of the January 27, 2016 board meeting.

CHAIR'S REPORT/EXECUTIVE COMMITTEE

Mr. Kohlenberger reported that Mr. Sachs will review compliance with the MCC Board's Conflict of Interest Policy, the Executive Committee's recommendations regarding his board reports, and report on a relocation plan during renovations.

EXECUTIVE DIRECTOR'S REPORT

Mr. Sachs highlighted MCC activities and other matters during January in his monthly report to the MCC Governing Board, which is shown below.

Internal Alignment

- Not all Governing Board Members have submitted a Statement of Potential Conflicts of Interest, which is required by the MCC Board's Conflict of Interest Policy. All forms should be filed as soon as possible.
- Just to share some impact numbers from the past snow storm: 86 class sessions were canceled; 54 class sessions were successfully rescheduled; 32 class sessions were refunded for a total funds returned of \$4,810. The Alden Theatre lost three of its scheduled Shakespeare performances due to snow closings and refunded 1,093 tickets for a total of \$23,078, a big chunk out of projected revenue.
- Email from a theatre patron attending the Martin Luther King, Jr. Presentation: "It was my first time at the Alden. I really enjoyed her talk. Do you know of a way I could get a letter of appreciation to her? Perhaps you have an address of her booking agent. Listening to both her and her husband was enlightening. It gives me hope for the future. I know that Julian Bond was originally scheduled. Your staff did not go wrong by inviting Peggy Wallace Kennedy. I hope to attend more in the future."
- Some sad news to report: Hussain Mohammed our award winning graphic artist is leaving us to move to the west coast. (Mr. Sachs read Mr. Mohammed's resignation letter.)
- Relocation Planning:
 - A Fairfax County Facility Management Department staff survey of available lease spaces in McLean during MCC's construction timeframe showed the following:
 - 8 buildings available for lease in 22101 zip code.
 - Sizes range from 5,000 sq. ft. to 34,850 sq. ft.
 - Rental rates range from \$19 to \$46 per sq. ft. (average being \$31 per sq. ft.)
 - Rates do not include operating expenses or real estate taxes which average \$.50 to \$8.60 per sq. ft.
 - Parking ratios range from 2 to 4 spaces per 1,000 sq. ft. leased.
 - The potential lease cost figuring the average rate would be: \$25,833 per month or \$310,000 per year.
 - Considering this information I think we need to look for space outside of commercial lease space such as space available in local churches, schools, parks, or meeting halls like American Legion.
 - Any and all contacts or recommendations are welcome.

External Alignment

- Notices of the Public Hearing on MCC Programs for FY2018 have been published in local newspapers. The hearing will precede the March 23 Governing Board meeting.¹ The

¹ Please note that the date for the hearing and board meeting have been changed to March 30, 2016

Board and Staff are interested in hearing residents' ideas on considerations of class offerings, community events, theatre programs, exhibits, tours, youth events, and teen activities during the renovation period.

- Performing Arts – Two hugely successfully sell outs in January: “The Capitol Steps” and “A Wrinkle on Time”.
- Family Fun Bingo was held in our Community Hall on Friday January 15 and we had over 100 participants.
- The Old Firehouse Teen Center staff took 42 teens on a Skiing & Snowboarding trip to Massanutten Resort on the January 19 Teacher Work Day.

Financial Stewardship

- I am happy to report on the results of our FY2016 Accountable Equipment Site Visit: On January 21 the County Accountable Equipment Inventory Specialist conducted a site visit audit of our list of 25 items valued at \$306,850. All 25 items were located and verified for a 100% Inventory Accuracy. Jennifer Garrett as our Property Manager is responsible for this perfect audit.
- MCC Lines of Business (LOB): I will be presenting the MCC LOB report to the County Board of Supervisors (BOS) at 10 a.m. on Friday March 4, in the Auditorium of the Government Center. The LOB is aligned with the MCC budget cost centers. Report tells the BOS what MCC does.
- Executive Director's Report: Subject to review by the Program Committee, financial reports from all program areas will be included in the reports to the Board on a quarterly basis.

EXECUTIVE SESSION

The Governing Board adopted the following motion unanimously.

MOTION: that the Governing Board convene a closed session to discuss correspondence from the Office of the County Attorney that is protected by Attorney-Client privilege, pursuant to the legal advice exemption in §2.2-3711(A)(7) of the Virginia Freedom of Information Act (2015).

Upon return to public session, Mr. Kohlenberger took a roll call vote of Board Members, which confirmed that all matters discussed during the closed session were exempt under VA FOIA and had been identified in the motion to enter the closed session.

Mr. Kohlenberger announced that no action had been taken by the Board in closed session.

CAPITAL FACILITIES COMMITTEE (Dennis Findley, Chair)

Mr. Findley's Capital Facilities Committee (CFC) report on included information from the committee's meetings on February 4 and February 23.

Administration/Staff Space

Mr. Findley introduced a recommendation from the CFC Committee shown in the motion below. He explained the voting process, that a “no” vote would leave the current administration/staff layout in place; while a “yes” vote would replace current designs with the proposed design. After the clarification, CFC Members, with its *Ex Officio* Member voting, took the following action:

MOTION: that the Capital Facilities Committee (CFC) authorize the architect to revise the 50% Construction Documents, which the full CFC had approved by consensus, by decreasing the size of the staff/administrative suite as shown in what is designated as Scheme B, and retaining Maffitt.

***Decision:* The motion passed on a vote 6-1.**

Add Alternates in Renovation Project

In response to a question, Mr. Findley described the “add alternates” process, through which parts of a construction project are designed, but set aside to determine if money will become available to add those items to the construction budget. If there is more than one add alternate, they can be prioritized. A new entrance is the number one add alternate in the MCC renovation project.

CFC Meetings

Mr. Findley advised the Board that the CFC would move to a regular meeting schedule. The next meeting set for Tuesday, March 15 and other upcoming meeting dates will be determined.

COMMUNICATIONS COMMITTEE (Laurelie Wallace, Chair)

Ms. Wallace reported on the Communications Committee’s February 3 meeting. Her report included the following:

MCC Website

MCC uses Joomla as its content management system, which provides more capabilities than systems like Word Press, but less than a custom system. One issue with Joomla had been finding local support. Staff have located a company that can provide the needed support.

Renovation

A renovation webpage is under development with comprehensive information about timelines and updates.

Signage

Mr. Sachs is working on signage for the McLean campus, which is composed of the MCC, the McLean Central Park, and the Dolley Madison Library. He reported that financial commitments of \$5,000 each had been made by MCC, the Fairfax County Park Authority and the Fairfax

County Public Library. The \$15,000 is for a series of concept drawings, which build on prior design work and which would be used to replace the primary signage in the Park.

Mr. Sachs said that there have been problems in finalizing the financial commitment from FCPA and FCPL. He will ask the Supervisor's Office to get involved in helping to the issue resolved.

Communication with Renters

Initial letters to organizations that rent space at MCC are planned to provide information about the renovation and its effect on meeting space. Mr. Sachs pointed out that he wanted to get more information from our project manager (DPWES) concerning phasing for the renovation before sending out letters.

ELECTIONS & NOMINATIONS COMMITTEE (Chad Quinn, Chair)

The Election & Nominations Committee had not met since the last board meeting. Elections staff reported that the petition process is underway. Individuals have picked up petition packets in all three races: adults, youth – Langley High School boundary area, and youth McLean High School boundary area. As of the meeting date, only one teen had returned a completed petition.

FINANCE COMMITTEE (Lathan Turner, Chair)

The Finance Committee had not met since the last board meeting. Mr. Karra reported that tax values for real estate in the tax district were lower than expected, which will affect MCC's estimated revenue.

PROGRAM COMMITTEE (Debbie Sanders, Chair)

Ms. Sanders reported on the February 3 Program Committee meeting. Her report included the following items:

Class Fee Proration

The Committee dealt with an issue about when class fees might be prorated. There is no hard and fast policy, as some classes may be suitable for a participant to start mid-session; while, others are not. Generally, prorated fees can be considered when participants have family emergencies that prevent completion of class sessions. There are no guarantees that a fee proration will be given.

Program Space during Renovation

Staff will be working with the County's Facilities Management Department to help identify commercial spaces that might work. However, Board Members will need to pull together in order to find commercial and noncommercial locations for programs during construction.

McLean Day

Preparations are underway for McLean Day, with changes such as putting the Market Place for sponsors in a more visible location. Additional sponsorship categories have been added. There will be a separate children's stage this year.

LIAISON TO FRIENDS OF THE MCLEAN COMMUNITY CENTER

Liaison to Friends of the MCC

Mr. Kohlenberger announced that Ms. Wallace had accepted appointment as the new Liaison to the Friends of the MCC, replacing Lathan Turner who had asked to step down. Board Members agreed with the appointment.

Friends Fundraising Project for Renovation

Board members discussed information to provide Friends regarding the items needed for the renovation. Materials regarding the courtyard had been provided. Mr. Findley suggested giving the Friends Board the “add alternate” list, from which they could choose an item to fund. Mr. Findley will attend the next Friends Board meeting to provide information that might assist Friends in deciding on their fundraising project. Mr. Kohlenberger and Ms. Wallace will also attend the next meeting,

ADJOURN MEETING

There being no further business, Mr. Kohlenberger adjourned the meeting at approximately 8:50 p.m.

Respectfully submitted,

Laurelie B. Wallace, Secretary
Governing Board
McLean Community Center