

**McLean Community Center  
Governing Board Meeting  
October 28, 2015**

**MINUTES**

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

**Board Member(s) Absent:** Dennis Findley, Vice-Chair; Lathan Turner, Treasurer; and Jenna Lebowitz

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

**Guest(s):** Jane Edmondson, Chief of Staff, Office of Supervisor John Foust; McLean Project for the Arts (MPA): Joe Wetzel, Chair, Board of Directors, and Susan Corrigan, Executive Director; McLean Citizens Association (MCA): Jeff Barnet, President, and Andrea DelVecchio

Mr. Kohlenberger convened the October 28, 2015 meeting of the Governing Board of the McLean Community Center (MCC) at approximately 7:35 p.m.

**ADOPT AGENDA**

The agenda for the meeting was adopted unanimously.

**PUBLIC COMMENT**

**Introductions and Public Comment**

Mr. Kohlenberger welcomed guests to the meeting, and asked them to introduce themselves. Guests and their affiliations are listed above.

**MPA Report**

Ms. Corrigan reviewed the October 24, 2015 MPA report to the MCC Governing Board. Ms. Corrigan said that she appreciated the help provided by MCC, which was recognized as the lead community sponsor. She reported that there were about 4,000 participants at Artfest, including MCC Board Members. An excerpt from the MPA report is attached these minutes on page 8.

## **APPROVE MINUTES OF SEPTEMBER 23, 2015 BOARD MEETING**

The Governing Board unanimously approved the minutes of the September 23, 2015 board meeting and recent board committee meetings, as amended.

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

#### **McLean Community Foundation**

Mr. Kohlenberger introduced Ameer Burgoyne, President of the McLean Community Foundation, who gave an overview of the Foundation's history and grants. Ms. Burgoyne reported that the Foundation was founded in 1978 by the MCA and funded through the sale of property acquired by MCA for "community purposes." Ms. Burgoyne said that annually the Foundation gives grants totaling \$50,000 to \$60,000.

Over the years, the Foundation has given grants to support the projects of a number of community organizations, such as Share of McLean, the McLean Volunteer Firefighters, Fairfax County Park Foundation (for Clemyjontri Park), Friends of the McLean Central Park, McLean Project for the Arts, Langley and McLean High Schools, and many others. Mr. Kohlenberger pointed out that the Foundation made challenge grants to the Friends of the McLean Community Center for the MCC's kitchen and the balcony in the Alden Theatre.

Ms. Burgoyne said that the Foundation would celebrate its 35<sup>th</sup> Anniversary on April 7, 2016 at the home of Bobbie and Bill Kilberg.

#### **Public Member of Elections & Nominations Committee**

Mr. Kohlenberger asked Chad Quinn, Chair of the MCC Elections & Nominations Committee (ENC), to introduce the motion to appoint a public youth member to the ENC. Mr. Quinn reviewed the rationale for the appointment. Currently, there are no youth board members on the ENC since current Youth Board Members, Ms. Lebowitz and Mr. Levin, are eligible to run for reelection in 2016 and cannot serve on the Committee. Ms. Lebowitz had been appointed to the Committee; however, since she is a junior and can run for reelection, she stepped down from the Committee after the first meeting.

Committee Members thought it was important to have youth input on the ENC since youth members have made important contributions over the years. Appointing a public youth member would provide that input. Steve Pardo served on the Governing Board as a sophomore; he is currently a senior. Mr. Pardo has agreed to serve as a public youth member on the ENC.

At the conclusion of the discussion, the Governing Board took the following action:

**Motion: that the Governing Board approve the appointment of Steve Pardo, a former MCC Youth Board Member, to the Elections & Nominations Committee as a nonvoting Public Member for the 2015-2016 board year.**

**Decision: The motion passed unanimously.**

## **EXECUTIVE DIRECTOR'S REPORT**

### **Monthly Report**

Mr. Sachs gave his October 28, 2015 report on MCC activities during the month of September. His written report is below:

#### **Internal Alignment:**

- Tula and Dell Pendergrast sent an email thanking our staff for supporting their family during the Celebration of Life honoring their recently deceased son, Kevin. They added that guests from out of town and visiting for the first time lavishly praised the MCC facilities.
- Another email was sent to Ryan and the Teen Center staff: "I am a local mom and my three boys benefited over the years from the wonderful programs you folks put on for our youth. They are now functional and happy young adults; so, thank you for being part of 'the village!'"

#### **External Alignment:**

- Notable events in September: Fall Community Garage Sale; Household Hazardous Waste Drop-off; AAUW annual book sale; Harvest Happenings; and McLean 5K Run with the Warriors.
- Performing Arts in September: Unruly Theatre Project (which had 23 teens at its auditions for this season's productions); Become an Usher promotion; Jamin' Juniors in McLean Central Park; and McLean Community Players' production of "Calendar Girls."
- MPA ArtFest made the front page of the *Connection* newspaper; the weather was as terrific as the event.
- The McLean Historical Society recognized the 25<sup>th</sup> Anniversary of the Old Firehouse Teen Center. The Teen Center officially opened on October 13, 1990, which was 25 years to the date of the Society's celebration on October 13, 2015. A number of community members, who were instrumental in the effort to open the Teen Center, shared their memories, including former Dranesville Supervisor Lilla Richards; School Board Member Janie Strauss; former MCC Board Members Gail Niels and Pamela Danner; and former Executive Director Page Shelp.
- Greater McLean Chamber of Commerce held its 6<sup>th</sup> Annual Suits and Sneakers Celebration honoring recipients of its Business and Community Awards at Claude Moore Park; MCC had an information booth at the event.
- Board Members were given advertising cards for upcoming performances and activities.

#### **Financial Stewardship:**

- Mr. Sachs presented his Executive Director's Report, which compared MCC operations and programs for FY2014 & FY2015.

[Information about MCC and its programs can be found at [www.mcleancenter.org/](http://www.mcleancenter.org/).]

## **Annual Executive Director's Report**

Over the last few years, Mr. Sachs said that he had produced annual reports, but wanted to have a slimmed document with a more polished look. For the current report, he said that we were able to use actual numbers from the past two fiscal years to compare data, and to provide an informational document that captured what we are doing, how much we are doing, and the results showing how well we did.

Mr. Sachs said that Ms. Medina helped to shape the report from his vision, and to assemble the information provided by other staff members, including Mr. Karra who provided the financial data and the Public Information Office Staff who provided photos and design assistance.

Mr. Sachs said that the Annual Report will be posted on the MCC Website and 250 copies will be printed.

Mr. Kohlenberger thanked Mr. Sachs for his report and Ms. Medina for taking on the project.

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

Mr. Kohlenberger gave the Capital Facilities Committee (CFC) report at the request of Committee Chair Dennis Findley who was traveling. Mr. Kohlenberger highlighted information from the September 29, 2015 CFC meeting.

- The 2232 Application: MCC is awaiting feedback from the design team on whether another review meeting will be required to finalize the application. If another meeting is required, it will be a lower level review process, which is estimated to be completed in December.
- Stormwater Management: The County will add enhanced features to MCC's plan, which will improve how downstream stormwater is handled.
- There will be extra site work costs due to poor land conditions.
- The CFC identified two new add alternates, downstairs renovations and DuVal Studio renovations. The first add alternate priority is a new main entrance.
- OFTC Bathroom Renovation: Mr. Findley met with the Fire Marshall regarding an increased occupancy level decision by zoning, which would have substantially increased renovation costs. As a result of the meeting, the Fire Marshall revisited the issue and agreed to a lower occupancy level that will permit the project to go forward.

Mr. Kohlenberger reported that the CFC was asked by the design team to approve the design development package for the renovations and to authorize the design team to move forward with construction documents. To that end the Board took the following action:

**Motion: that the Governing Board approve the Design Development package for the renovations, and to give the design team permission to proceed to construction documents.**

**Decision: The motion passed unanimously.**

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

Ms. Wallace's report on the October 22 Communications Committee meeting included the following highlights:

- Focus Groups: The Performing Arts Staff are planning to use focus groups to get residents' views on questions like:
  - What do you like to do in your leisure time?
  - What do your kids like to do?
  - Why do you live in McLean?
  - How can we help you to stay?

The plan is to reach a range of residents, both users and nonusers. The focus groups will begin on November 17 at 4:00 p.m. with staff members who are tax district residents and Board Members to get "inside" views.

A focus group with a wider range of residents will take place next spring. Staff will then decide whether to hold additional focus groups later in the year.

- Distribution of the Executive Director's Annual Report: The report will be posted to the MCC website. Copies will be distributed to key community organizations, and will be available at the center.
- Marketing Support Policies: The Committee will follow up at the December board meeting on staff recommendations to update policies on when MCC provides marketing assistance to community organizations.

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

Mr. Quinn reported on the October 19 Elections & Nominations Committee meeting. He said that the Committee covered five objectives at the meeting:

- MOU: Sections related to the board elections were reviewed and discussed so that Committee and Staff Members are familiar with election requirements included in the MOU.
- Elections Policies and Procedures: Recent policy and procedural changes were reviewed and discussed, such as giving candidates an option to make contact information available to the public; policy against campaigning in the center; and the impartiality of Elections & Nominations Committee Members.
- Key Election Dates: Committee Members agreed on key dates for the board elections, including a "call for candidates" at the December board meeting, and the start of the petition process on January 25, 2016.
- Elections Advertising Plan: Committee and Staff Members reviewed and discussed a plan to increase advertising and outreach for the elections, such as capturing residents attending events at the Alden.

- Petition Packets: Committee and Staff Members agreed that information which is normally in petition packets will be bifurcated, with necessary paper documents in the petition packets, and lengthier documents on a candidate's website.

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

Mr. Kohlenberger asked Mr. Karra to give a brief financial update in the absence of Committee Chair Lathan Turner who was travelling. Mr. Karra said that he will present a financial report at a November Finance Committee meeting, and to the full Board at its December meeting.

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

At the request of Ms. Sanders, who was travelling, Ms. Wallace chaired the October 5 Program Committee meeting and gave the committee report.

- Booking Policies for the Alden Theatre: The Committee is considering a number of recommendations from the Performing Arts Staff on updating the rental use policies of the Alden Theatre. Recommended changes include revising certain of the rental categories, and limiting use by nontax district organizations and nonresidents. Staff will continue presenting recommendations at the Committee's next meeting.
- The Program Staff will continue their recommendations to the Committee on revising registration start times to permit residents to begin registering for classes and activities as soon as they receive their program guides and to allow nonresidents to register at the same time as residents. Committee and Staff Members talked about ways to give residents first access to popular events that always sellout, or to only allow residents to register for those events.

The Committee will take up both sets of recommendations at its next meeting, which will give Program Chair Debbie Sanders a chance to weigh in on the proposed policy changes. Once staff proposals have been vetted by the Committee, they will be brought to the full board.

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

Mr. Kohlenberger reported on the most recent Friends of the MCC board meeting. There was further discussion on Friends undertaking a fundraising project for specific items related to the Ingleside renovations. The Friends Board had questions about the project; they will be followed up on at the next meeting.

Board Members and members of the public were reminded that Friends memberships are available.

### **NEW OR OLD BUSINESS**

#### Lewinsville Park House

Mr. Sachs reported on a visit to the Hamel House in Lewinsville Park. He had been asked by the Board to get information about the house. Mr. Sachs said that house is beautiful, and is currently being used for storage and office space. He also took photos of the interior of the house.

In response to Mr. Kohlenberger, Mr. Sachs said that the house has a long way to go before it can be used as a public facility. However, Mr. Sachs said that the house could be used for office space during the renovations; it could meet space needs for staff. He noted that there are other locations that could also work.

Mr. Sachs said if there is space for the entire staff, it would affect phasing plans. He also said that we need to figure out space needs for programs during the renovations.

There were no recommendations made or action taken by the Board.

### **EXECUTIVE SESSION**

At Mr. Kohlenberger's request, the Governing Board unanimously adopted the following motion to enter a closed session:

**MOTION: that the MCC Governing Board enter 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).**

### **RETURN TO PUBLIC SESSION**

The Governing Board reconvened in open session. Mr. Kohlenberger took a roll call vote, which confirmed for the record that all matters discussed during the closed session were exempt under VFOIA and had been identified in the motion to enter the closed session. He stated that no action was taken in the closed session.

### **ADJOURN MEETING**

There being no further business, Mr. Kohlenberger adjourned the meeting, which was held at MCC, at approximately 9:15 p.m.

Respectfully submitted,

Laurelie Wallace, Secretary  
Governing Board  
McLean Community Center

## **McLean Project for the Arts Report to the McLean Community Center Board October 28, 2015 (Excerpts)**

McLean Project for the Arts, in collaboration with lead community sponsor, McLean Community Center, and other foundation, business and individual supporters, presented MPAartfest, its 9<sup>th</sup> annual outdoor art festival in McLean Central Park on Columbus Day, Monday, October 12, from 10 a.m. to 5 p.m., 8 days later than originally planned.

### **Strategies underway to increase MPA Art Education attendance.**

**Progress: Increased 2015 Summer Art Camp attendance by 20% over the prior year, from 188 participants to 226.** We also increase the number of other art classes by 25%, going from 34 in 2014, to 42 in 2015 summer timeframe.

Actions used to achieve that result included:

- **April:** Conducted a competitive set analysis of similar summer arts programs for youth.
- **May and June:** Secured funding for the Wallace Foundation and the Arts Council of Fairfax to fund development of new STEAM curriculum for Summer Camp that would enable MPA to maintain its leadership position in STEAM education for K-12 students.
- **June:** Outreached to FCPS schools to provide candidates for scholarships provided by the ACFC grant.
- **June:** Trained the core summer faculty in STEAM curriculum and goals.
- **July:** Provided direct access on MPA's website to all MPA courses with a direct link to MCC registration for each class.
- **July through August:** closely monitored registration compared to goal.
- **July-August:** Used social media and e-communications to targeted audiences to grow attendance so that the average course attendance was at the maximum of 15 young people.
- **August:** Updated the website with reports and video about Summer Art Camp.

**Progress:** New Fall courses are being added beyond what is printed in the MCC catalog so as to fill all of the time gaps opened for additional MPA classes, and therefore increase the potential for additional revenue. The goal is to increase revenue by 10% over the prior year timeframe in the fall and the winter/spring 2015-2016.

[More information about MPA is available at [www.mpaart.org/](http://www.mpaart.org/)]