



**McLean Community Center
Governing Board Meeting
February 25, 2015**

MINUTES

Board Members Present: Susan Bourgeois, Vice Chair; Jay Howell, Secretary; Craig Richardson, Treasurer; Dennis Findley; Paul Kohlenberger; and Laurelie Wallace

Board Members Absent: Chad Quinn, Board Chair; Tarun Kamath; Debbie Sanders; Lathan Turner; and Amanda Whitfield

Staff Members Present: George Sachs, Executive Director; Ashok Karra, Comptroller; Veronica Medina, Acting Executive Assistant; Catherine Nesbitt, Special Events Director; and Maggie Shea, General Program Director

Guests Signed In: Jane Edmondson, Chief of Staff, Office of Supervisor John Foust

Ms. Bourgeois convened the February 25, 2015 meeting of the Governing Board of the McLean Community Center (MCC) at approximately 7:40 p.m.

ADOPT AGENDA

The meeting agenda was unanimously approved.

INTRODUCTIONS AND PUBLIC COMMENT

Ms. Bourgeois welcomed Ms. Edmondson, who had no official comments from the Supervisor's office.

APPROVAL OF MINUTES OF JANUARY 28, 2015 MEETING

Minutes of the January 28 Board meeting included in the meeting materials showed separate attendance headings for Executive Officers and remaining Board Members. Mr. Kohlenberger suggested that in future meeting minutes, all Board Members' attendance be recorded under one heading for the official record (the usual practice). Board Members agreed.

Ms. Bourgeois moved the approval of Minutes of the January 28, 2015 Governing Board meeting. Mr. Findley seconded, and the Minutes were approved unanimously.

CHAIR'S REPORT/EXECUTIVE COMMITTEE (Susan Bourgeois, Board Vice Chair)

Ms. Bourgeois welcomed those in attendance and said that she would chair the board meeting in Mr. Quinn's absence. Her Chair's Report was as follows:

New Special Events Director

- Catherine Nesbitt has been selected to serve as MCC's new Special Events Director.
- Board Members were pleased with the selection of Ms. Nesbitt, expressed confidence in her, and offered their congratulations.
- Ms. Nesbitt thanked Board Members for their support, and said that she is looking forward to helping to grow the MCC brand, enjoys working with the entire staff, and is excited about the new ideas she has for the department.
- Ms. Nesbitt acknowledged Mr. Sachs for his supportive leadership. She will now report to Ms. Shea, General Program Director.

Return of Executive Assistant to the Governing Board

- Ellen Barial, Executive Assistant to the Governing Board, will return to work on Monday, March 2, 2015, and will resume her responsibilities as the Executive Assistant to the Governing Board and Mr. Sachs on a full time basis.
- Ms. Medina, who has filled in for Ms. Barial during her leave of absence, will remain at MCC to assist Mr. Sachs with special projects. She will also assist Ms. Barial with board elections.

Update on Election Season

- The Governing Board election season has officially begun, and the Call for Candidates remains open.
- Board members are asked to spread election news to all potential candidates.
- Candidate Petition Packets are available at MCC's reception desk.

EXECUTIVE DIRECTOR'S REPORT (George Sachs)

Mr. Sachs thanked Ms. Nesbitt for her commitment to the challenging position she has accepted as the new Special Events Director. He believes she will exceed expectations.

Mr. Sachs said that MCC is experiencing positive change, and he is confident that MCC's culture is evolving for the best.

Mr. Sachs handed out packets of MCC's newly updated Sponsorship Program. He explained the vision of the program. The program should not be treated as a fundraiser, but as a way of offering companies in the community an opportunity to become involved in MCC and to advertise their businesses. Board Members agreed that the Sponsorship Program should be publicized heavily and is a great idea. They are pleased with the initiative Mr. Sachs has taken to maintain financial stewardship. Each Board Member was given a Sponsorship Prospectus and was asked to share it with contacts who may be interested.

Mr. Sachs' written report included the following:

Internal Alignment

- The hiring of new Special Events Director Ms. Nesbitt has been approved.
- On January 28, the County's Risk Management Division conducted facility audits at both the MCC and the OFTC. The purpose of the audits is to monitor and evaluate our safety programs, identify and eliminate potential work place hazards, ensure federal and state regulatory compliance, review employee safety/training records as well as recommend training opportunities. The audit findings showed that both facilities appear to be organized and well maintained with no safety-related concerns or issues identified during the inspections.
- We had a nice email from one of our vendors at the Jewelry Show who commented on how appreciative they were that everyone on our staff went out of their way to be helpful and kind in offering to assist or provide a cart or an extra chair, and the like.

External Alignment

- McLean Day Sponsorship Prospectus is now available for distribution with an emphasis on promoting MCC's business stakeholders.
- January Alden Theatre performances included: The Capitol Steps; Concerts at The Alden; Chicks Rule Comedy workshop; Martin Luther King, Jr Celebration; and Jazz Masters with John Eaton.
- Participation in MCC's Martin Luther King, Jr. Celebration dropped off drastically from past years. MCC has featured a MLK Celebration for 10 years. Changes through the years may be the cause of the drop in participation. In addition, this year, the event did not make it into the Program Guide and was not publicized very well. There was also a delay in confirming a speaker.
- MCC intends to keep featuring MLK Celebrations, but will consider options to make the event as successful and inspiring as possible.

Financial Stewardship

- Under the oversight of Jennifer Garrett, MCC's Theatre Technical Director and manager of our equipment inventory, MCC continued to exceed county standards with 100% accuracy in our "Accountable Equipment Inventory Audit" by the County.
- Staff remains diligent in all financial transactions.

CAPITAL FACILITIES COMMITTEE (Susan Bourgeois, Chair)

Ms. Bourgeois updated the Board on the MCC renovation project:

- The committee has reviewed a number of potential designs for the exteriors of the new addition and the existing structure, but has not made any final decisions.

- A meeting with Supervisor John Foust to update him on progress of the renovations went well.
- The Department of Public Works and Environmental Services (DPWES), MCC's project management team, will hold a series of public meetings in connection with the renovations.
 - The neighborhood meeting for MCC's immediate neighbors is tentatively scheduled for Thursday, March 26, 2015 at 7:30 p.m. at MCC. While the meeting will be for neighbors, it is a public meeting open to everyone.
 - The first of two public meetings for all residents will be held at the MCC and is tentatively scheduled for Wednesday, April 15, 2015 at 7:30 p.m.
 - The second public meeting also at MCC is tentatively scheduled for Wednesday, May 12, 2015 at 7:30 p.m.
- MCC has reached out the McLean Citizens Association Planning and Zoning Committee to discuss renovation plans, and is awaiting a response from MCA.
- MCC and the project management team from DPWES await confirmation from the County to confirm if the 2232 application process is required, or if the renovation can be classified as a "feature shown."
- FOLLOW-UP: MCC will confirm whether the DPWES public hearings meet MCC's requirements under its MOU with Fairfax County.

PROGRAM COMMITTEE (Laurelie Wallace, Chair)

Ms. Wallace explained that since the Mid-Year review, most of the committee's Annual Plan goals are ongoing. She remains pleased with the staff. The following updates were reported:

- The Program Committee is anticipating its review of the outcome of the Sponsorship Program.
- The Program Committee has agreed on the following conflict of interest policy in connection with the Sponsorship Program:

CURRENT BOARD MEMBERS, MCC STAFF, DIRECTLY RELATED FAMILY MEMBERS, AND CANDIDATES IN THE CURRENT MCC GOVERNING BOARD ELECTIONS ARE PROHIBITED FROM PARTICIPATING IN THE SPONSORSHIP PROGRAM. ALL SPONSORSHIPS AND ADVERTISING ARE STRICTLY INTENDED TO PROMOTE THE SPONSOR'S BUSINESS AND MCLEAN DAY.
- The annual Fourth of July event will be held at Cooper Middle School. Ms. Nesbitt will provide more information once she settles in her new role as Special Events Director.
- A letter was written to Senior Source declining their request for financial assistance for their help desk telephone bill.

- McLean Day
 - The new strategy for McLean Day is to ensure it is the biggest and best McLean Day in its history.
 - Some changes include: A new and more organized park layout, McLean Day logo on signage throughout the park, new vendor selection process to ensure the quality and variety of food; new activities for the youth such as laser tag; new performance stage and better entertainment; uniform tents; special area with tents designated for election candidates; and a “White House Walk/Tour” that the Historical Society will provide to emphasize the history of McLean, and much more.
 - All booth and tent spaces are sold out.
 - Special park transportation has been coordinated to accommodate citizens with special needs.
 - The entire program has been approved and given appropriate clearances by the Fairfax County Park Authority, Fairfax County Police, and the County’s Fire Marshall.
 - The Board is extremely pleased with the changes that have been made to the annual event. Many board members are particularly pleased with the new “White House Historic Walk.” The White House is a piece of McLean’s history that should be shared – not covered up by park rides.

COMMUNICATIONS COMMITTEE (Jay Howell, Chair)

Mr. Howell provided the following update:

- The MCC Website and social media accounts are growing in popularity.
- MCC will be conducting compliance training on social media safety and security in the days to come. The training is another example of how the Communications Committee is committed to meeting its Annual Plan goals.
- Mr. Sachs will provide an update on signage at the next Communications Committee meeting.

ELECTIONS & NOMINATIONS COMMITTEE (Paul Kohlenberger, Chair)

Mr. Kohlenberger reported the following:

- The orientation for board candidates is tentatively scheduled for April 9, 2015 at 7:00 p.m. Participation by as many Board Members as possible would be greatly appreciated.
- Joel Stillman attended the most recent Elections and Nominations Committee meeting on behalf of McLean Youth Athletics. His comments included the following:
 - Mr. Stillman’s opinion is that all MCC board candidates have a responsibility to provide contact information to the public, and that MCC should create a contacting system or create individual e-mail accounts for candidates to manage.
 - Mr. Stillman had expressed concerns about this issue during the 2014 elections.

- Board Members had found validity in some of Mr. Stillman's concerns. As a result, the Board implemented a new policy in January, 2015 that encourages candidates to publicize their contact information, if they wish to do so.

LIAISON TO FRIENDS OF THE MCC (Paul Kohlenberger)

There was no report.

NEW OR OLD BUSINESS

Board Members' Contact Information

- Mr. Stillman suggests that MCC update its website in order to provide clarity and better directions on how the public can directly email board members.
- While links to board members' individual email accounts are currently on the Governing Board webpage, Board Members agreed that notice on how to directly email board members should be clarified and made easily accessible.
- To that end, Mr. Kohlenberger recommended that the Governing Board adopt a policy directing staff to advertise on the MCC website how the public can contact individual board members. Board Members agreed with the policy.

CLOSING REMARKS AND ADJOURN MEETING

The next MCC Governing Board meeting is scheduled to take place on March 25, 2015.

There being no further business, Ms. Bourgeois adjourned the meeting at approximately 8:45 p.m.

Respectfully Submitted,

Jay Howell, Secretary
McLean Community Center
Governing Board