



**McLean Community Center
Governing Board Meeting
December 10, 2014**

MINUTES

Board Members Present: Chad Quinn, Chair; Susan Bourgeois, Vice Chair; Jay Howell, Secretary; Craig Richardson, Treasurer

Additional Board Members Present: Dennis Findley, Paul Kohlenberger, Deborah Sanders, Lathan Turner, Laurelie Wallace, Amanda Whitfield

Board Member Absent: Tarun Kamath

Staff Members Present: George Sachs, Executive Director; Veronica Medina, Executive Assistant; Catherine Nesbitt, Staff Member

Guests Signed In: Bill DuBose, McLean Project for the Arts (MPA) Board Member; Derrick Swaak (MPA); Joe Wetzel, MPA Board Chair

Mr. Quinn convened a meeting of the Governing Board of the McLean Community Center (MCC) on December 10, 2014 at approximately 7:35 p.m.

ADOPT AGENDA

The meeting agenda was unanimously approved.

INTRODUCTIONS AND PUBLIC COMMENT

Guests introduced themselves; those signed in are listed above. Mr. Quinn announced Mr. Bill DuBose will no longer serve as Chair of MPA, but will remain on the Board. Mr. DuBose was highly recognized by the MCC Board for the enhanced quality of the MPA programs during his tenure, his outgoing character, outstanding leadership skills, open communications with the MCC Board, and continuous dedication to the community. On behalf of the MCC Governing Board, a letter of gratitude was read aloud, and four tickets to a MCC theatre show, was given to Mr. DuBose in appreciation of his service. Mr. DuBose was very appreciative and thanked the MCC Board for their support.

THERE WAS NO REPORT GIVEN BY MPA

APPROVAL OF MINUTES OF SEPTEMBER 24 AND OCTOBER 22, 2014 MEETINGS

Mr. Quinn explained to the Board the reasons for the delay in receiving the September meeting minutes. Due to the extended absence of Ms. Ellen Barial, many items relating to the support of the Board have been delayed. However, MCC has made arrangements that will prohibit future delay of important Board meeting documents.

Minutes from September 24, 2014 and October 22, 2014 Governing Board meetings were approved unanimously.

CHAIR'S REPORT/EXECUTIVE COMMITTEE (Chad Quinn)

Mr. Quinn introduced Veronica Medina, Interim Executive Assistant to the MCC Governing Board. He explained that current Executive Assistant, Ms. Ellen Barial, is on medical leave and made the following points:

- Ellen's role at MCC is necessary in order to ensure the Board maintains its standards and that of those expected at MCC.
- Ms. Medina introduced herself to the Board.
- With no date for Ms. Barial's return confirmed, Ms. Medina is contracted to assist with any duties required for the Governing Board and MCC in order to receive the level of administrative support needed to operate effectively.
- The Board is very pleased with the level of support Ms. Medina has provided thus far, and is appreciative of her support.
- Confirming that MCC is at the halfway point for this year, Mr. Quinn discussed how important it is for MCC to continue to complete the goals as outlined in the MCC Yearly Plan.
- Mr. Quinn recognized Mr. Sachs for exhibiting outstanding leadership skills during a challenging time at MCC.
- Internally, Mr. Sachs has created a culture of collaboration for the staff.
- Ms. Nesbitt was recognized for her continued support and positive attitude in assisting the team with any needs.
- Mr. Sachs is very proud to have a staff where most go out of their way to assist the team during difficult circumstances.
- Mr. Quinn wants to ensure the Board is working towards completing the internal, external, and financial stewardship alignment goals that have been established by the Board for each committee.
- Committee Chairs will work with their committees to achieve their goals.
- The Board is confident with the decisions Mr. Sachs has made regarding the internal structure that has positively impacted the culture of MCC staff.
- All Board members are required to submit the Financial Disclosure Statement by December 15th, 2014. A copy was sent electronically and included in the Board packet.

EXECUTIVE DIRECTOR'S REPORT (George Sachs)

Mr. Sachs gave key highlights of MCC activities from September to December. He used a power point presentation to show the Board added variety and pictures. The written report as he explained is as follows:

Internal Alignment

- Mr. Sachs is very proud of the staff, as they have shown incredible character through times when members of the team are not present.
- The willingness of our staff to fill in gaps where and as needed is heartfelt, encouraging and a testament to their character.
- Having such a supportive staff is "a breath of fresh air".
- Mr. Sachs asked that Board members and staff take home an event sign to put on their lawns to help promote the upcoming holiday comedy performance entitled "A Kodachrome Christmas" showing on December 19, 20, and 21 of 2014.
- MCC had a full calendar due to the holiday season. Many events were very well attended, some even sold out. There is something for everyone at MCC!
- Mr. Sachs submitted MCC for an award for its support and involvement against school bullying; award was not received.

External Alignment

Performing Arts:

- Movies = Silent film Hitchcock's 1929 "Blackmail"; Midday "Murder By Death"; Family evening "A Christmas Story" (with audience participation)
- Kids & Families = "The Monster Who Ate My Peas"; "The Amazing Max and The Box of Interesting Things"
- Dance = "The Soul of Flamenco"; Christopher Morgan & Artist "Inconstancy"
- Music = Andes Manta; Concerts at the Alden

Special Events:

- Soiree = There were two Sunday afternoon soirees; October 26 and November 23.
- 38th Annual Antique Show
- 32nd Annual Holiday Craft Show

Youth Events:

- Haunted Gingerbread House
- Monster Mash 5th & 6th grade dance at the OFTC (**SOLD OUT**)
- Children's Flea Market
- Teacher Work Day Trips to Massanutten and Dave & Busters (**SOLD OUT**)

Senior Programs:

- Coffee and Conversation = "Which Papers Do I Need to Keep?"; "Simple Ways to Declutter Your Home Office"; "Staying Strong and Mobile"
- Lunch and Learn = "Medicare and Medigap" (54 attended)
- Be Fit McLean Lecture Series = "Financial Fitness"; "Exercise is Medicine – 1"; "Exercise is Medicine – 2"; "Medication Safety"; "Transportation Options"
- McLean Traveler = Autumn in Pennsylvania Trip (FULL BUS of 52 participants)

Public Comments:

- Class Kudos = Participant Miriam Baskies called to inform us that the "Act it Out" class was so very well run. The Instructor was well informed, kept the children engaged. It was one of the best classes taught at MCC that she had experienced. She has two children enrolled and will be signing them up again for the Winter Session.
- "A Christmas Story" Quote = Rebecca Horahan wrote: Wanted to let you know how much my husband and I enjoyed the interactive Christmas Story movie. It was so entertaining. Please thank the staff for the poppers that we all set-off when we heard that famous phrase, "You'll shoot your eye out." Also, the fortune cookies on our way out were a fun touch after a fun evening.
- Thanks to Staff = Sally Horne sent a personal thank you email to Sarah and Jennifer for the success of the MCA and GFCA Comstock-Foust debate.
- MCA One Hundred Years = The McLean Citizens Association celebrated its existence of One Hundred Years as the "Voice of McLean" with a reception honoring the occasion on November 20th. A historical summary from 1914 to 2014 was distributed to each of the guest.

Financial Stewardship

- Ashok continues to monitor the agencies finances and call for staff to be accountable for the use of funds and the tracking of all expenditures.
- The end of December will wrap up the second quarter, and a mid-year report will be generated and presented to the finance committee in January, 2015.

CAPITAL FACILITIES COMMITTEE (Susan Bourgeois, Chair)

Ms. Bourgeois gave an update to the Board regarding the renovation plans for the MCC building. The following points were confirmed:

- The second phase of the renovation project (all things dealing with the finalization of contracts and pertaining documents) is being delayed as the contract is being reviewed by the county.
- The renovation design is almost completed having already designed sight plans, parking areas, signage, and overall internal design.
- All aspects of the renovation are ready to begin once the contract and all related paperwork is signed.
- There is a possibility that the 2232 will not be needed. Ms. Bourgeois is awaiting confirmation on this possibility from the county as this is an ongoing discussion.
- According to MCC's MOU, the Board must schedule a public hearing to announce the renovation project.
- Ms. Bourgeois is in communications with Supervisor John Foust concerning the renovation.
- Contract and all paperwork should be signed and completed by Feb. 2015.
- Ms. Bourgeois' hope is to get through the design phase of the renovation project by May, 2015.
- After the design phase, she hopes to bid for construction by May, 2016.(Check this date)

PROGRAM COMMITTEE (Laurelie Wallace, Chair)

Ms. Wallace reported the following:

- The committee is working to ensure that MCC programs are fiscally responsible.
- She is very pleased with all of the recent activities MCC has hosted, and has seen many pictures.
- She discussed Cooper Middle School being the venue of the annual 4th of July fireworks event.
- She has ongoing discussions with teens that can provide feedback and suggestions regarding MCC's programs for teens.
- The Program Committee feels all programs are going very well as there has been positive feedback from many different sources.
- Ms. Wallace will strategize with her committee, as she does not feel some of MCC's fee structure and pricing options are fairly comparable to others.
- There have been complaints from some groups that would like to participate but can't due to the pricing.
- Ms. Wallace is looking forward to the next Board meeting in January, 2015 where both the Finance and Programs Committees will have much to discuss.
- Currently, all other matters are ongoing.

COMMUNICATIONS COMMITTEE (Jay Howell, Chair)

Mr. Howell began his report by recognizing Ms. Robin Walker for a job well done with MCC's new social media accounts. He then reported the following:

- MCC currently has over 1,100 followers on social media.
- MCC is confirming with Fairfax County that the measures MCC has taken regarding creating an app, and handling other social media accounts, are within county policies.
- Mr. Sachs will be meeting with representatives from the Park Authority and the Dolley Madison Library to review MCC's plan for new signage.
- There is still a long way to go before any resolution is made regarding signage due to the opinions of the many different parties involved, but MCC is dedicated to establishing a positive relationship with all parties.
- MCC's main and biggest sign, in the central park, is the priority at this time.
- The decision to replace the main sign will eventually go before a public hearing.

- The Board would like to see different design options as a possibility from Mr. Sachs.
- The Communications Committee will be involved in publicizing the McLean Day Board elections.

ELECTIONS & NOMINATIONS COMMITTEE (Paul Kohlenberger, Chair)

Mr. Kohlenberger's report was as follows:

- He has been informally meeting with different people to discuss candidacy and voting procedures for the Board elections in May
- Mr. Kohlenberger announced the official call for candidacy, thus officially opening the campaign season for 2015.
- Mr. Kohlenberger informed the Board that a letter will be sent to Supervisor Foust confirming that the call for candidacy has been made.
- No one objected.

FINANCE COMMITTEE MEETING

Mr. Quinn confirmed that a Finance Committee meeting will take place in January, 2015, at which time a mid-year finance report will be presented.

LIAISON TO FRIENDS OF THE MCC: Report given by Paul Kohlenberger

Mr. Kohlenberger reported that:

- There was a unanimous vote from Friends to support and sponsor a "Meet the Candidates Reception" for those running for the MCC Governing Board.
- Friends will be providing the funding for the MCC to purchase two new flag stands.
- The MCC Kiosk is doing well and serving its purpose.

NEW OR OLD BUSINESS

There was no new or old business.

CLOSING REMARKS AND ADJOURN MEETING

- The next MCC Governing Board meeting is scheduled to take place on January 28, 2015 at 7:30 p.m.
- The Finance Committee will provide a FY2015 mid-year budget report.

There being no further business, Mr. Quinn adjourned the meeting at approximately 8:40 p.m.

Respectfully Submitted,

Jay Howell, Secretary
MCC Governing Board