

**McLean Community Center
Governing Board Meeting
July 24, 2013**

MINUTES

Board Members Present: Chad Quinn, Chair; Susan Bourgeois, Vice Chair; Craig Richardson, Treasurer; Jay Howell, Secretary; Sean A. Dunn; Dennis Findley; Paul Kohlenberger; Risa Sanders; Suddy Sriram; and Laurelie Wallace

Board Member Absent: Steve Pardo

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

Guests Signed In: Ben Wiles, Office of Supervisor John W. Foust
Bill DuBose, McLean Project for the Arts Board Chair
Nancy Perry, MPA Executive Director
William Sudow, McLean Revitalization Corporation
Patrick Smaldore, McLean Citizens Association
Bill Denk, El Nido Civic Association

Mr. Quinn convened the meeting of the Governing Board of the McLean Community Center (MCC) at approximately 7:40 p.m.

ADOPT AGENDA

The Governing Board adopted the meeting agenda unanimously.

PUBLIC COMMENT

Introductions: Guests introduced themselves and gave their reasons for attending the meeting. A list of guests signed in at the meeting is shown above.

McLean Project for the Arts Report

Ms. Perry reviewed the monthly MPA report to the MCC Governing Board. An excerpt from the written MPA report is on page 7.

APPROVE MINUTES OF JUNE 5, 2013 MEETINGS

The Governing Board unanimously approved the June 5, 2013 meeting minutes of the final meeting of the 2012-2013 Governing Board and of the initial meeting of the 2013-2014 Governing Board.

CHAIR'S REPORT (Chad Quinn)

1. Annual Plan

- The Annual Plan was the product of joint board-staff work (a draft copy included in the meeting materials).
- Jane Edmondson represented the Supervisor's office at the planning meeting; Nancy Perry represented MPA.
- The Annual Plan addresses MCC's goals to achieve/maintain Internal Alignment, External Alignment and Financial Stewardship.
- Most committees have had a chance to hold initial meetings, and have adopted committee goals for the year.

2. Committee Appointments

- Appointments were made to leverage board members' expertise.
- Board members submitted committee preference forms that ranked their committee interests.
- In making committee appointments, every board member who expressed interests in particular committees received either their first or second choices.
- Committees have adopted annual meeting calendars (draft included in the meeting packets).

3. Downtown Committee

Mr. Quinn introduced two motions regarding MCC's downtown efforts, which the Board took action on after discussion:

Reauthorization of the Downtown Committee

MOTION: that the Governing Board take the following actions with respect to the Downtown Committee:

- **Change the name of the Committee to the Downtown Planning Committee,**
- **Reauthorize the Committee for another term that expires at the conclusion of the final meeting of the 2013-14 Governing Board (subject to further renewals), and**
- **Renew the Committee's charge to focus on some of the specific real estate issues that MCC is facing as part of a downtown initiative.**

***Decision:* The motion passed unanimously.**

Public Members of Committee

MOTION: that the Governing Board reappoint the following two MCC tax district residents as nonvoting public members on the Downtown Planning Committee:

- **Ann Seaman as a representative of the McLean Planning Committee, and**
- **William Sudow as a representative of the Mclean Revitalization Corporation**

***Decision:* There were nine votes in favor of the motion, no votes against the motion, and one abstention by Mr. Dunn. The motion passed on a vote of 9-0.**

EXECUTIVE DIRECTOR’S REPORT (George Sachs)

Mr. Sachs updated the Board on MCC activities during June and July 2013; his written report is below:

Internal Alignment:

- MCC staff had the first combined senior staff meeting with the senior staff from the Reston Community Center. We hosted a great exchange of staff introductions giving backgrounds, experience, and job functions. Both agencies discussed common issues and expanded use of resources.
- The Fall Program Guide has been underproduction and is now at the printer. Staff is now in the process of loading the information onto the website.
- The Center’s staff newsletter “The MCC Insider” was launched with assistance from our newest part time member Jessika Schweinsberg. She did a great job of capturing news worthy staff related interests and even including a staff member spotlight.
- The PIO office prepared the Center’s entries for Awards and Recognitions by the Virginia Recreation & Parks Society and showing off some of our best publications.

External Alignment:

- I attended the FCPA McLean Central Park Master Planning public comment review meeting on July 18th. There were three re-design options brought fourth for discussion. A consensus was taken and they were going to present the re-design in a meeting with John Foust and the MCA.
- July 4th Fireworks had great weather and a good display of fireworks. One noticeable comment was the “after” display. To explain this common occurrence, there were some fireworks shells that did not go off in sequence of the show. It is required that these shells are set off. There is a 15min wait or cool off period and then upon inspection any remaining shells are to be shot off.
- Our Summer Outdoor Concert Series had two great shows that were well attended with over 200 people enjoying the concerts in the park. Unfortunately we got rained out last Sunday, but hope for a grand finale performance by Adrian Duke’s mix of

music from the 70's, 80's, and beyond this Sunday at the Gazebo in McLean Central Park at 5:30 p.m.

- Rodger Mudd's presentation on "Where Exactly IS Ball's Hill?" was a huge success and a kick off for our continuing offerings of Lifelong Learning interest sessions.
- The James C. Macdonald Arts Competition took place on May 23rd in the Alden Theatre. 1st, 2nd, and 3rd place winners were announced in all including dance; instrumental music; vocal music; theatre; and visual arts.
- Public Satisfaction – quote from parent "Thanks so much and thank you for providing our daughter and us with wonderful 8 years of dance. It is truly a joy to watch you all with our children. Caroline very much enjoyed dancing with you guys since she was 2 yrs. old and we would do it all over again. Thank you for enriching her and our lives with such wonderful programs and teachers!"

Financial Stewardship:

- Our Comptroller, Ashok Karra, has set up guidelines for our Senior Management Staff to assist in the preparation of their FY2015 budget proposals.
- Meetings are currently being conducted with each department manager, the Executive Director and Comptroller to review and discuss the fiscal direction and budget projections of the community centers programs.

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

EXECUTIVE COMMITTEE (Chad Quinn, Chair)

The primary outcomes of the Executive Committee's June 17 meeting were finalizing an agenda for the annual planning meeting, and understanding the process for adopting a MCC Annual Plan.

ELECTIONS & NOMINATIONS COMMITTEE (Laurelie Wallace, Chair)

- Since its oversight of board elections runs from early 2014 through the end of the board year in May, the Elections & Nominations Committee will begin its regular meetings later in the year.
- The Committee will meet on September 23 to adopt goals for the year, and will focus on issues such as increasing awareness of the elections, making sure there are candidates for both teen board seats; and dealing with absentee voting.

PROGRAM COMMITTEE (Risa Sanders, Chair)

- The Program Committee held its first meeting on July 18.
- Staff presented ideas on goals for FY 15, including what obstacles they might face and ways of addressing them.
- The Committee looked at tentative FY 15 budget figures. Staff will make budget presentations at the Committee's August 6 meeting.

- At an upcoming meeting, committee and staff members will review evaluation forms with an eye toward creating reports that capture qualitative assessments in a quantifiable way.
- The reports will provide data for cost benefit analyses, keeping in mind that, to some extent, the costs of all MCC program areas are underwritten by tax district dollars, as was intended so that district residents could enjoy programs at reduced costs.

FINANCE COMMITTEE (Craig Richardson, Chair)

The Finance Committee held its first meeting on July 17 and addressed the following items:

Annual Committee Goals

Committee and staff members discussed goals for the current board year, including:

- Internal Alignment and Financial Stewardship: Board and Staff
 - Mr. Karra to do staff training on methods of developing and presenting business unit budgets and reports
 - Quarterly financial reports to Governing Board that keep board members informed
- External Alignment and Financial Stewardship: Residents
 - Increased transparency by consistency in budget reporting to board members and the public
 - Include easy to follow budget charts and graphs
 - Posting information on budgets and financial reports on website, including links to more detailed information

Preparation of the FY15 MCC Budget

- The Committee established a schedule for preparing the FY 15 budget, which includes a Finance Committee Meeting of the Whole on September 16 where the Committee will conduct a budget work session on the FY 15 budget. A Public Hearing on the FY 15 budget will take place immediately after the Meeting of the Whole.
- The earlier than usual Public Hearing is intended to give residents more of an opportunity to provide feedback that could be considered by board committees and the full Board before voting on the final budget proposal.
- The Governing Board will adopt a budget for FY 15 at its meeting on September 25. The budget will be sent to the Board of Supervisors for approval by September 30.
- The Committee also discussed the Capital Improvement Plan that would be incorporated into the FY 15 Budget.

- The Capital Facilities Committee and staff will develop the CIP with respect to the renovation of the Ingleside facility and other ongoing capital improvement or replacement projects.
 - The Downtown Planning Committee would address what to include in the CIP with respect to MCC's downtown planning.
- At the recommendation of the Finance Committee, the Board took action on the following motion:

MOTION: Recommend that, for budget planning purposes, the Governing Board keep the tax rate at \$0.022 per \$100 of assessed value.

Decision: The motion passed unanimously.

CAPITAL FACILITIES COMMITTEE (Susan Bourgeois, Chair)

The Capital Facilities Committee met twice in July.

July 9 Meeting

Committee and staff members discussed Capital Facilities Committee goals for 2013-2014. Goals adopted by the Committee include:

Annual Goals

- Develop CIP with total cost estimate for renovations
- Submit and complete 2232 Process, including holding two public hearings

Measurement

- Well-attended Public Hearings with community engagement in both process and 2232 approval from the Planning Commission.

Why Behind Goals

- Accountability: To ensure that the costs of renovations will be as projected.
- Accountability: To ensure the community has a shaping influence.

July 23 Meeting

- Representatives from the Fairfax County Building Design and Construction Division gave a presentation for committee and staff members regarding the capital project development process needed for the Ingleside renovations.
- The presentation included information on the roles and responsibilities that the Division could undertake on behalf of MCC, and MCC's roles and responsibilities in the renovation process.

COMMUNICATIONS COMMITTEE (Sean Dunn, Chair)

The Communications Committee did not meet in July, but would meet on August 14.

DOWNTOWN PLANNING COMMITTEE (Jay Howell, Chair)

- Mr. Howell thanked Board Members for reauthorizing the Downtown Planning Committee, and thanked Mr. Sudow and Ms. Seaman for agreeing to work on the Committee in the upcoming year.
- Since the Committee needed to be reauthorized, the Committee did not meet in July, but would meet on August 8 to, among other things, set goals for the year.

MCLEAN PROJECT FOR THE ARTS REPORT (Nancy Perry, Executive Director)

Noteworthy News

- **Pop Art and Beyond** - MPA is thrilled to have partnered with the Alden and the Virginia Museum of Fine Arts to present a slide lecture on June 7th at the Alden on the work of Tom Wesselmann. VMFA Deputy Director Robin Nicholson spoke about this remarkable exhibition (VMFA is the only venue in the eastern U.S.) and gave a sneak peak preview of the upcoming exhibition "Hollywood Costumes." 133 attendees.
- On June 22nd, 28th and July 24 MPA hosted tours of the **Private Collection of Mitchell P. Rales at his Glenstone** estate in Potomac, MD for MPA members. 45 attendees.
- **MPAartfest 2012 Donor and Volunteer Appreciation Event:** Capital One's local Dolley Madison McLean branch hosted a thank you reception for MPAartfest volunteers and donors at the bank on June 27, 2013. 60 attendees.
- **MPA Fundraiser at Pulcinella's** – On July 9th from 5 – 8 p.m., patrons were able to either dine-in or carryout at Pulcinella's and benefit MPA! MPA raised \$1200.
- **Becoming a Collector: How to Know What You Like and Where to Find It** – Thursday, July 25th at 7 p.m. in the Emerson Gallery.

Exhibitions: June 13th – August 3rd

- **Emerson and Atrium Galleries: *Strictly Painting 9***, this biennial juried exhibition presents the work of artists exploring the medium of painting who reside in the Mid-Atlantic region.
- **Ramp Gallery** is closed during the bathroom renovations.

Education and MPA ArtReach

- We will report on classes and camps at the end of the summer sessions. ArtReach is on break over the summer, preparing for the 2013/2014 school year.

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

NEW BUSINESS

The Governing Board took action on the following items:

Friends of the McLean Community Center

MOTION: that the Governing Board adopt a policy of having Board Members represent MCC at meetings of the Friends of the McLean Community Center Board on a rotating basis.

Decision: The motion passed unanimously.

MOTION: that the Governing Board designate Paul Kohlenberger as the Board's primary representative to the Friends of the McLean Community Center Board.

Decision: The motion passed unanimously.

Program Evaluation Data

MOTION: that the Governing Board delegate to the Communications Committee the collation of program evaluation data collected by staff and other board committees.

Decision: Approved by consensus.

ADJOURN MEETING

There being no further business, Mr. Quinn adjourned the Governing Board meeting at approximately 9:25 p.m.

Respectfully submitted,

Jay Howell, Board Secretary