

**McLean Community Center
Governing Board Meeting
September 25, 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; Sarah Schallern, Performing Arts Director; and Ellen Barial, Executive Assistant

Guests Signed In: Jane Edmondson, Chief of Staff, Office of Supervisor John W. Foust
Nancy Perry, McLean Project for the Arts Executive Director
Mary Anne Hampton, Friends of the McLean Community Center
Patrick Smaldore, McLean Citizens Association
Esther Eacho, Citizen

Mr. Quinn convened the meeting of the Governing Board of the McLean Community Center (MCC) at approximately 7:35 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 shown below:

Noteworthy News

- MPA was pleased to work with the Alden to provide an art workshop for its volunteer ushers. ArtReach Director Sharon Fishel and Anthony Brock led a flower pot-painting workshop.
- MPAartfest is October 6th! Thanks again for serving as Event Partner along with FCPA!
- MPAartfest Soiree sponsor party held Sept. 24th at Ann and Jeff Goettman's.

Summer 2013 Studio Classes, Summer Camp and Open Studio

- Camps for Children – 28 week-long camps offered; 1 cancelled – 303 children enrolled
- Classes for Children & Teens – 16 offered; 4 cancelled – 63 students enrolled
- Adult Classes – 5 offered; 2 cancelled – 16 students enrolled
- Open Studio – 2 series offered – 11 adults registered for series (plus additional drop-ins)

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

APPROVE MINUTES OF JULY 24, 2013 MEETING

The Governing Board unanimously approved minutes of the July 24, 2013 meeting.

CHAIR'S REPORT (Chad Quinn)

Award Recognition: Hussain Mohammed

Mr. Quinn and Mr. Sachs recognized Hussain Mohammed, MCC's Graphic Designer, whose work garnered two state-wide awards. Having design work done in-house is part of a goal of reducing reliance on outside contractors while maintaining high quality work, which aligns with MCC's focus on financial stewardship.

Annual Plan

Mr. Quinn introduced a motion to adopt the 2013-2014 MCC Annual Plan, which has been a primary goal for the current board year. He made the following points:

- Rather than a lengthy document, the Annual Plan includes targeted goals for the year that are consistent with MCC's Mission, Vision, and Values.
- The Annual Plan addresses how MCC creates goals to address Internal Alignments, External Alignments and Financial Stewardship.
- Each Board Committee has worked with staff to select goals for the year, including what success would look like, and how to measure success.
- Work on the Annual Plan began with a planning session in June, which included MCC Board Members and Management Staff.

- The Supervisor's Office and MPA were represented at the planning meeting.
- After everyone's work and participation, we now have a proposed Annual Plan with goals input from every board committee.

After comments by other Board Members, the Board took the following action:

MOTION: that the Governing Board approve the MCC Annual Plan developed by Board Committees and Staff for the 2013-14 Board Year.

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

Next Steps: Mr. Sachs will take the following action:

- Review the plan with Management Staff at the staff meeting planned for September 26;
- Post mission, vision and value statements in the MCC lobby – in addition to the MCC website;
- Have press release issued; and
- Keep track of needed updates, since plan is a living document.

EXECUTIVE DIRECTOR'S REPORT (George Sachs)

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

Internal Alignment:

- Staff presented a concern from citizens that there were several complaints that people found it difficult to navigate the online purchase of tickets to Alden events. With a combined effort by the Performing Arts Ticket Office staff and the Public Information Office staff they were able to design a step by step tutorial on how to purchase tickets on line and were able to link it to the web site.
- Another example of staff helping staff comes from the many thankful and appreciative comments to part-time staff member Sue Dorsey who stepped in to help with registration while Barbara Smoot was on medical leave. Even MPA made it a point to let me know how much they appreciated her professionalism and positive attitude.
- At the suggestion of board member Paul Kohlenberger, we now have for your convenience MCC business cards for your use when you are out and about and would like something to identify your position as an elected MCC board member.
- As a quick internal alignment update on existing projects, I would like to report that the Alden Theatre ceiling fireproofing project was completed and the first phase second floor restrooms are on pace to be completed by mid-October.

- Four staff members attended the VRPS Annual Conference in Williamsburg, VA. They attended four training sessions per day for all three days of the conference. The MCC was singled out as a recipient of one of the statewide awards which was an honor to be present to receive.
- Another great example of staff teamwork is the first time production of the 2013–2014 Alden Theatre Season Preview. This movie like preview was made possible by the combined talents of Performing Arts Staff with our shining star graphic artist Hussain Mohammed in a first ever attempt of an edited version of the up and coming Alden Theatre season presented to staff and board members on Tuesday September 24th at 1:30 p.m. and again on Wednesday September 25th at 7 p.m.

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

EXECUTIVE COMMITTEE (Chad Quinn, Chair)

Mr. Quinn reported on the action taken by the Executive Committee at its September 4 meeting:

Flag Displays at MCC Board Meetings

Mr. Kohlenberger proposed a resolution to have U.S., state and county flags displayed at Board and Board committee meetings. Flags donated by Mr. Kohlenberger to the McLean Historical Society and stored at MCC would be made available to the MCC Board. The Committee decided that a formal resolution was not needed, and that the issue could be handled through a board motion.

The Board took the following action on the Committee’s recommendation:

MOTION: that the Governing Board adopt a new policy to incorporate the display of the American Flag, the Virginia State Flag, and the County of Fairfax Flag at Governing Board meetings and to have the flags available to display for Committee meetings at the discretion of Committee Chairs.

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

Next Steps: Flags will be displayed for the first time at the October Governing Board Meeting.

Proposed Change to Approved Staffing Plan

Mr. Quinn provided the following information;

- For FY14, the Board approved creating a Communication Specialist I position in the Public Information Office to provide oversight for MCC’s website.

- When the County reviewed MCC’s staffing plan, it was strongly suggested that the position should be filled using the vacant Deputy Director’s Position.
- The position had remained in the staffing plan, but had not been funded in the last two fiscal years – at the recommendation of Mr. Sachs.
- Mr. Sachs has provided board members with the rationale for his position.

The Board took the following action on the Executive Committee’s recommendation:

MOTION: that the Governing Board utilize the vacant Deputy Director position to fill the Communication Specialist I position approved for FY2014, and to downgrade the Deputy Director position from grade S-27 to the Communication Specialist I grade S-21.

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

Next Steps: Mr. Sachs will begin advertising the position immediately.

CAPITAL FACILITIES COMMITTEE (Susan Bourgeois, Chair)

Ms. Bourgeois reported on actions taken by the Capital Facilities Committee at its September 25 meeting:

Fairfax County Building Design and Construction Division

Ms. Bourgeois presented a motion from the Capital Facilities Committee to use the services of the Building Design and Construction Division (the BDCD) of the Fairfax County Department of Public Works and Environmental Services to serve as project manager for the renovation of the MCC’s Ingleside facility. The BDCD has the capacity to manage the renovation project from start to finish. It is the Capital Facilities Committee’s recommendation that MCC retain the BDCD in that capacity, with the proviso that MCC could terminate its relationship at any time. To that end, the Board took the following action:

MOTION: that the Governing Board engage the Fairfax County Department of Public Works and Environmental Services, Building Design and Construction Division as project manager for the Ingleside renovation project on behalf of MCC, in an amount not to exceed \$500,000 over the total project duration with the flexibility to stop at any time.

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

Next Steps: A MOU will be developed through which MCC would retain BDCD.

Architect and Engineering Consultant and Related Work

Ms. Bourgeois presented the Capital Facilities Committee motion to gain approval to set a budget for architectural and engineering services related to the Ingleside Renovations, and to

provide certain additional services related to the renovation project. To that end, the Board took the following action:

MOTION: that the Governing Board approve fees related to the Ingleside renovation project for FY15 in an amount not to exceed \$700,000 for architect and engineering consultants, easements, inspection/plan review, and asbestos and miscellaneous costs.

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

Next Steps: Committee and Staff Members will begin working immediately with BDCD to develop and issue a RFP to retain an architect and engineering firm.

FY15 Capital Projects

The Board took action on the Capital Facilities Committee’s recommended capital projects for the 2015 fiscal year:

MOTION: that the Governing Board approve a capital projects budget totaling \$804,739 for FY15, which includes the following projects:

FY15 CAPITAL REPLACEMENT PROJECTS

MCC Carpet	\$85,000
Rehearsal Hall - Wood Flooring (Quotes/Estimates being obtained)	\$35,000

FY15 CAPITAL IMPROVEMENT PROJECTS

Project Management Fees: Fairfax County Department of Public Works and Environmental Services, Building Design and Construction Division	\$76,910
Architects - Design Fees	\$521,829
Easement	\$6,000
Inspection / Plan Review	\$45,000
Asbestos & Misc.	\$35,000
TOTAL FY15 CAPITAL PROJECTS	\$804,739

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

Next Steps: Mr. Karra will include the approved capital projects in the MCC FY2015 budget to be sent to Fairfax County by September 30 for inclusion in the overall county budget.

FINANCE COMMITTEE (Craig Richardson, Chair)

Mr. Richardson presented two Finance Committee motions related to the MCC FY 2015 Budget.

FY2015 Tax Rate

Mr. Richardson reported that at the September 16 Finance Committee Meeting of the Whole, Board Members had agreed to increase the tax rate by 0.1 cent per \$100 dollars of assessed value in order to stop the two-year trend of reducing the carryover by deficit budgeting. To that end, the Board took the following action:

MOTION: that the Governing Board approve a tax rate for FY15 in the amount of 2.3 cents per \$100 of assessed value.

***Decision:*¹ there were eight votes in favor of the motion; no votes against the motion; and one abstention (by Mr. Kohlenberger who asked after the meeting to have his abstention noted for the record).**

Next Steps: Mr. Karra will finalize the MCC FY2015 budget proposal for transmission to Fairfax County for inclusion in the overall county budget.

The Board then took action on the proposed MCC FY2015 Budget, which included a tax rate of 2.3 cents per \$100 of assessed value.

MOTION: that the Governing Board adopt the FY15 budget proposal based on a tax rate of 2.3 cents per \$100 of assessed value, which was recommended at the Finance Committee Meeting of the Whole, along with the FY15 capital projects budget and FY15 renovation costs recommended by the Capital Facilities Committee.

Mr. Quinn acknowledged Mr. Richardson's leadership of the budget planning process, which included making more information available for the public and giving the public more time to provide input.

Mr. Sachs described each department head's efforts to cut costs in the FY15 budget. He also acknowledged Mr. Karra's in-depth presentations and responses to Board Members and the public's questions throughout the budget development process.

Mr. Kohlenberger expressed his disapproval of the motion based on his position that the operating budget in general should be balanced, and in light of MCC's renovation plans.

***Decision:*² there were eight votes in favor of the motion, one vote against the motion, and there were no abstentions.**

Next Steps: Mr. Karra will finalize the MCC FY015 budget to be sent to Fairfax County by September 30 for inclusion in the overall county budget.

¹ The Chair refrained from voting except in the event of a tie.

² The Chair refrained from voting except in the event of a tie.

PROGRAM COMMITTEE (Risa Sanders, Chair)

Dr. Sanders reported on issues pending before the Program Committee:

Dashboard Performance Reporting

As provided in the MCC Annual Plan, the Program Committee will report to the Governing Board twice per year on the information gathered from the Performance Dashboard. The dashboard is a way to capture qualitative assessments in a quantifiable way. The dashboard encompasses the following three areas:

- How much are we doing?
- How well are we doing it?
- Is anyone better off?

Renewal of Agreement with the McLean Community Players

Staff members are working with MCP on renewing the agreement which sets out the terms by which MCP can use the Alden Theatre for its performances. Among other things, MCP is permitted use of the Alden for four, three-weekend production slots.

The contract renewal will come to the Board at the October board meeting.

COMMUNICATIONS COMMITTEE (Sean Dunn, Chair)

Mr. Dunn reported on the Communication Committee's work on the Performance Dashboard, which will be used for programs primarily. The dashboard is a one-sheet document that provides a high level view of program performance. Data underlying the dashboard will provide detailed information.

ELECTIONS & NOMINATIONS COMMITTEE (Laurelie Wallace, Chair)

Ms. Wallace reported that the Elections & Nominations Committee met on September 23 to adopt committee goals for the 2013-14 board year. The primary goal is as follows:

- Goal: Raise awareness of Board Elections through multiple channels of communication to achieve a full slate of candidates, and to increase the number of voters.
- Basis: Residents are aware of the opportunity to run for a seat on Governing Board, and to vote in Board Elections.

The Committee will begin work on the 2014 Governing Board Elections at its October committee meeting. Board Elections will be held on Saturday, May 17.

DOWNTOWN PLANNING COMMITTEE (Jay Howell, Chair)

Mr. Howell gave the Downtown Planning Committee report, which included a review of the Committee's annual goals:

- Goal: Plan proactively for MCC's downtown presence within larger downtown revitalization.
- Basis for the Goal: MCC makes best use of a downtown facility, based on MCC's mission/residents' needs
- Goal: Engage with key community stakeholders who are involved in the comprehensive downtown revitalization.
- Basis for the Goal: The Committee will use available resources so MCC Board and staff can make fully informed decisions about downtown.

Mr. Howell also reported that a joint meeting of the McLean Planning Committee and the McLean Revitalization Corporation will be held on October 16 to discuss downtown revitalization and a potential role for MCC. Members of the Downtown Planning Committee were invited to attend the meeting.

NEW BUSINESS

There was no new business.

ADJOURN MEETING

There being no further business, Mr. Quinn adjourned the Governing Board meeting at approximately 9:35 p.m.

Respectfully submitted,

Jay Howell, Board Secretary