



**McLean Community Center**  
1234 Ingleside Avenue  
McLean, Virginia 22101  
703-790-0123 /TTY: 711  
FAX: 703-556-0547  
www.mcleancenter.org

**McLean Community Center  
Governing Board Meeting  
July 22, 2015**

**MINUTES**

**Board Members Present:** Paul Kohlenberger, Chair; Lathan Turner, Treasurer; Merrily Pierce; Chad Quinn; Jennifer Rossman; and Debbie Sanders

**Board Members Absent:** Dennis Findley, Vice-Chair; Laurelie Wallace, Secretary; Jay Howell; Jenna Lebowitz; and Quentin Levin

**Staff Members Present:** George Sachs, Executive Director; Catherine Nesbitt, Special Events Manager; and Ellen Barial, Executive Assistant

**Guest(s):** McLean Project for the Arts: Joe Wetzel, Board Chair, and Susan Corrigan, Executive Director, and McLean Citizens Association: Patrick Smaldore and Andrea Delvecchio

Mr. Kohlenberger convened the July 22, 2015 meeting of the Governing Board of the McLean Community Center (MCC) at approximately 7:40 p.m.

**ADOPT AGENDA**

The Governing Board unanimously adopted the meeting agenda.

**INTRODUCTIONS AND PUBLIC COMMENT**

Mr. Kohlenberger asked members of the audience to introduce themselves and opened the floor for public comment. Guests signed in are shown above. Included in the introductions and comments were the following:

McLean Citizens Association (MCA)

Patrick Smaldore introduced Andrea Delvecchio who will replace him as MCA's representative to the MCC Governing Board. Mr. Smaldore reported that he enjoyed participating in MCC board meetings and appreciated the work done by MCC, including this year's McLean Day that he said was fabulous.

## McLean Project for the Arts (MPA)

Ms. Corrigan gave MPA's monthly report to the MCC Governing Board. A written report was provided in meeting materials. Highlights of her oral report included:

### MPA Artfest 2015 Overview:

- Celebrates the visual arts and reinforces MPA's mission.
- Is scheduled for October 4, from 10:00 am to 5:00 p.m.
- There will be 50 outstanding professional artists from Northern Virginia in the juried exhibition.
- A number of activities have been planned for Artfest, including a Children's Artwalk.
- MCC will be recognized as the leading sponsor of Artfest.

### Art Education:

- MPA will showcase art education classes at its Artfest event.
- MPA has been looking at its art education classes, which did not produce as much revenue as estimated.
- There are gaps in the art classes in the fall *Program Guide*. Additional classes are being added to schedule.
- Ms. Corrigan wants to have outstanding courses that will fill up all timeslots and each course.
- MPA is developing a marketing plan to increase participation in art classes.

## **APPROVE TWO SETS OF JUNE 3, 2015 BOARD MEETING MINUTES**

The Governing Board unanimously approved minutes of the final meeting of the 2014-2015 Governing Board, and the initial minutes of the 2015-2016 Governing Board.

## **CHAIR'S REPORT/EXECUTIVE COMMITTEE (Paul Kohlenberger)**

### Board Administration Policies

Mr. Kohlenberger introduced a series of proposed policies to address certain board administration matters. The Executive Committee unanimously recommended adoption of the following policies. Board Members asked questions about the recommendations, and then took the following action:

### **MOTION: that the Governing Board adopt the following board administration policies:**

- **Meeting background materials shall be distributed to Board Members digitally rather than physically printed, unless at the specific request of a Member. Materials produced on the same day as scheduled meetings may be printed.**
- **Full board meeting minutes shall be drafted and sent to the Board Secretary within seven calendar days. The Board Secretary will review, amend and approve such draft**

**minutes for distribution and posting to the MCC website within five business days thereafter, pending final approval at the subsequent full Board meeting.**

- **Draft committee minutes are to be prepared and sent to committee chairs within three business days. Committee chairs shall then review, amend and approve draft committee minutes for distribution within the subsequent four business days.**
- **Committee meetings shall be held no later than one week before board meetings, absent extenuating circumstances.**

Board Members asked questions about the recommendations, and then took the following action:

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

#### 2015-2016 Annual Plan

Mr. Kohlenberger reported that there were glitches related to the annual plan, which will be presented for action at the next board meeting.

#### Executive Director's Annual Reports

In the past, the annual reports prepared for the Executive Committee by the Executive Director, were not share with the full board. The current Executive Committee unanimously recommended the following policy:

**Motion: that previous Executive Director's Annual Reports be made available and that forthcoming reports be distributed to the full Board.**

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

#### Remote Participation Policy

Mr. Kohlenberger presented a proposed Remote Participation Policy, which would allow Board Members to participate by electronic means twice per calendar year. The policy is permitted under Virginia Code §2.2-3708.1 (VA FOIA). Any board member could participate remotely. A quorum of board members physically present at the meeting site is required.

Board Members discussed whether the statute applied to only board meetings, and not committee meetings. The policy was tabled to check with the County Attorney's office on that issue.

#### **EXECUTIVE DIRECTOR'S REPORT (George Sachs)**

Mr. Sachs reported on MCC activities in the months of June and July. His written report is shown below:

### Internal Alignment

- We had our staff/board planning session on June 16 at the OFTC from 6:30 p.m. to 9:30 p.m. with the desired outcome of developing conceptual goals to be defined at each committee's subsequent meetings to formulate the 2015 – 2016 Annual Plan.
- Special recognition for Ellen Barial's efforts to coordinate all committee meetings, and her assistance with development of the Annual Plan goals.
- All fulltime and benefit eligible staff had their annual performance reviews completed in June and each has also completed a required Career Management Plans to assist with ongoing staff development.

### External Alignment

- Camps: Session 1 (June 29 – July 10) of Camp McLean has been successfully completed serving 71 children; Camp Shakespeare (June 22 – July 2) was filled with 24 children; OFTC Summer Camp weeks 1 and 2 were both full with 28 kids per week; and Summer Fun Weeks served a total of 39 kids in Dance, Science, and Culinary sessions.
- The OFTC Block Party celebrating the Teen Center's 25th Anniversary will be held on Saturday, August 22 from 4:00 p.m. to 8:00 p.m. The event is free to all with live music, amusements, and concessions. Mark the date and we will see you there.
- Our Fourth of July Fireworks Show was held at Cooper Middle School with an estimated attendance of 2,800.
- Alden Theatre in June: Joy of Dance held its end-of-year recitals with four performances in two days, playing to an audience of friends and family; Churchill Road Elementary rented the theatre for five days to do their annual school performance; and McLean Symphony held a concert on June 6 with 138 in attendance.
- Summer Concert Series in the Park: Reminder every Sunday evening at 5 p.m. at the Gazebo in McLean Central Park free concerts!

### Financial Stewardship

- Preparation for developing the FY2017 budget is underway and is on schedule with assistance from Ashok by providing Staff FY15 actuals as a guide.
- We are undergoing a county audit of our agency finances and our staff members Ashok, Lindsey, Nadia, and Anne are cooperating with county staff throughout the process. There will be a summary report shared with us then submitted to the County Executive.
- Jennifer Garrett is taking advantage of the county surplus supply auction system by submitting no longer need used equipment for auction. A percentage of anything sold comes directly back to our agency. Example of items: old theatre lighting fixtures; old outdated sound and light boards.

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

Mr. Kohlenberger gave the Capital Facilities Committee report at the request of the Committee Chair. The report from the July 21 committee meeting included the following topics:

- Renovations are in the building design process
  - Design consultants reviewed a selection of finishes, furniture, lighting and the like.

- Discussions included reception desk configuration in lobby.
- Lukmire is working on a courtyard design.
- Design development documents are due to the County on August 8.
  
- 2232 Application
  - The application was submitted on June 11.
  - Planning and Zoning has given initial comments and requested additional information, which was provided on June 19.
  - Response to additional comments is underway.
  
- Code Review
  - A firewall issue has come up regarding the renovations.
  - A meeting with the Permitting Department is scheduled to address issues.
  - When a proposed resolution has been proposed, MCC will have a chance to review and comment.
  
- Site Design
  - How to address the stormwater management problems on the site has not yet been resolved.
  - Two options have been proposed.
  
- Interior Design
  - Committee and staff members continue to review interior design samples.
  - No decisions have been made.
  
- Courtyard Design
  - A first look at a proposed design for the courtyard was presented.
  - The design is intended to create a space that is calm, sophisticated and simple.
  - The design of the “floor” of the courtyard was created by contrasting brick and stone paving.
  - The design included one tree that would partially cover the walkway once it matures.
  - Low maintenance bushes would be planted around the courtyard where there are brick walls.
  - The design included movable and non-movable furniture.
  - Some type of sculpture would be included.
  - Flowers chosen for the design would provide color for the courtyard.

The Committee will meet on August 11 to work on the FY17 capital improvement plan and on August 25 to review further designs for the renovation project.

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

Ms. Sanders and Mr. Turner reported on the July 13 Communications Committee meeting. Board Members were referred to the Committee’s minutes in board meeting materials.

## Annual Goals for the Communications Committee

Committee Members agreed on goals for the board year, which included new goals and goals from last year that are still applicable. These include:

- Ensure timely communication to the public about renovation status and impacts on operations.
- Exterior signage project: ensure that MCC's needs are clearly defined and represented.
- Review and update SOPs for Public Information Office.
- Investigate options for modernizing the rental process.
- Assess community program needs by surveys, increasing response rates, and investigating other means, such as focus groups.
- Review and supplement outreach efforts regarding initiatives and programs.
- Provide advertising support for the preparation, presentation and adoption of the MCC FY17 Budget, including required public notice.

## MCC Signage Project

- The MCC signage project would be carried over to the current annual plan. The Committee will advise the Finance Committee to carry forward the amount previously budgeted for the project.
- Mr. Sachs reported that signage committee is awaiting feedback from architect Greg Lukmire who has been asked to do some preliminary design work.
- Board Members were referred to the Committee's minutes in board meeting materials.

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

Mr. Quinn reported on the July 20 Elections & Nominations Committee meeting. The primary objectives of the meeting were to review the May 2015 board elections and to identify annual goals for the Committee. Mr. Quinn's report included the following:

### 2015 Governing Board Elections

In their review of the 2015 board elections, Committee and Staff Members identified the things that worked well and those that did not work well.

- Among those working well included:
  - Having a competitive slate of candidates – at least 4 adult candidates for three board seats, and at least two candidates for one board seat in each of the high school boundary areas.
  - Candidates' Orientation.
  - Candidates' tents with names.

- Having the teen center as a second location for absentee balloting.
- Using more, but smaller ads saved a considerable amount of money.
- Things that did not work so well included:
  - Better absentee balloting signage.
  - Improved attendance at the candidates' "Meet & Greet."
  - Not having participation by Langley High School students.
  - More candidate recruitment.

### Annual Goals for the Elections & Nominations Committee

Committee Members identified the following goals for the 2015-2016 board year:

- Reinforce the training and knowledge of the front desk staff so that no matter who is on the front desk, residents will receive the same information.
- Have staff on hand to assist with absentee balloting when there are events at The Alden.
- Raise awareness of MCC Governing Board elections.
- Achieve competitive slates of candidates.
- Increase visibility of the Meet & Greet (keep on Sunday afternoon).
- Attain co-sponsors for adjunct election process activities.

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

Mr. Turner reported on the July 8 Finance Committee meeting; his report included the following:

#### Preparation of the MCC FY17 Budget

- Committee Members favored keeping the tax rate level for FY17.
- The Committee reviewed a timeline for preparation of MCC's FY17 budget.
- The timeline included separate dates for the Finance Committee Meeting of the Whole (MOW) and the Public Hearing on the FY17 Budget: August 20 for the MOW and September 14 for the public hearing.
- Residents will have more time to provide comments and feedback before the Governing Board adopts the FY17 Budget at its meeting on September 23.
- Board committees will meet to review departmental budgets leading up to the MOW and the public hearing.

### Annual Goals of the Finance Committee

Committee Members identified goals for the year, including:

- Provide quarter end financial reports on the FY16 budget and all capital projects.
- Achieve a surplus operations budget to ensure sufficient reserves for future capital facilities and other Center needs.
- Comptroller to continue ongoing one-on-one budget work sessions with Senior

Management Staff.

- Continue to extend time between the public hearing on the FY17 budget and the Board's final vote on the budget to allow for more public input.
- Provide regular updates to the Governing Board and staff on the MCC budget and budget management (actual versus budgeted expenses and revenue).
- Investigate and report on potential new sources of revenue, including developing a targeted giving plan in connection with MCC renovations.
- Examine impact of renovation phasing on programming and finances.

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

Ms. Sanders reported on the Program Committee's July 13 meeting, which included the following:

#### Policy on Contract Services

Ms. Sanders introduced a policy recommended by staff to provide guidance when selecting vendors for MCC events. The issue was whether staff was required to give preference to a Small District 1A resident or business when they do not meet the objective standards created for vendor selection. It was agreed that, with all things being equal, a district resident or business would be given preference.

The policy as proposed by the Program Committee was amended to define the geographical area as Small District 1A, MCC's district.

**Motion: It is the policy of the MCC that, for contracted services, MCC Staff shall protect the interests of tax district residents by seeking and accepting those vendors offering the highest quality and best value, irrespective of geographical considerations (Small District 1A). In those cases in which potential vendors are indistinguishable from each other on objective criterion, those vendors residing within the MCC tax district shall be given preference.**

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

#### Program Committee's goals for 2015-2016

Committee Members adopted the following goals:

- Develop phased plan for operating during renovation.
- Find alternate facilities for programming needs during renovation.
- Review and update booking policies, including room rental rates.
- Assess community program needs by conducting surveys, increasing response rates, and investigating other means, such as focus groups.
- Track and report on residents' attendance and participation (including residents and nonresidents) in MCC programs at two full Board meetings in the fiscal year.
- Review and supplement outreach efforts regarding initiatives and programs.

- Develop and implement internal metrics for programs' financial and programmatic viability.
- Ongoing review of MCC's program fee structures to ensure solid fiscal stewardship.

### Program Suggestions from Residents

Ms. Sanders reported that Board Member Merrily Pierce presented the Committee with comments and suggestions from residents, which included the following:

- MCC classes are too expensive.
- Can MCC consider scheduling art classes for seniors in the evening? All of the evening art programs are for young people.
- Please consider having a Farmers Market or a CSA Collection Point at the Community
- Please consider having a Woman's Dance Class in the evenings. Many women in the area like to dance but are without partners, are unlikely to go to nightclubs, but like to keep up with the latest dances, or just like to dance. This would not be an exercise class but rather a regular dance group with popular music.
- Can we have a tap dance class?

Program staff will follow-up with the Committee.

### Upcoming Meetings

The Program Committee will meet on July 29. Staff will present program information for the FY17 budget. Ms. Sanders is firming up a date in late August for a follow-up meeting on FY17 program budgets.

### **LIAISON TO THE FRIENDS OF THE MCC (Lathan Turner)**

There was no report since the Board of Friends of the McLean Community Center did not meet in July 2015.

### **NEW OR OLD BUSINESS**

There was no old or new business.

### **EXECUTIVE SESSION**

Governing Board Members unanimously adopted the following motion:

**MOTION: that the MCC Governing Board convene a closed session to address a personnel matter related to an individual employee, pursuant to the personnel exemption in §2.2-3711(A)(1) of the Virginia Freedom of Information Act (2015).**

After returning to public session, Mr. Kohlenberger took a roll call vote of Board Members, which confirmed that:

- Only public business matters lawfully exempt from open meetings were discussed, and
- Only business matters identified in the motion were addressed.

The Board then adopted the following motion unanimously:

**MOTION: that the Agreement of Employment between the MCC Governing Board and George Sachs be approved, as provided to the Board.**

### **ADJOURNMENT**

There being no further business, Mr. Kohlenberger adjourned the meeting at 9:05 p.m.

Respectfully submitted,

Debbie Sanders  
Acting for Laurelie Wallace, Board Secretary  
Governing Board  
McLean Community Center