

**McLean Community Center  
Governing Board Meeting  
March 26, 2014**

**MINUTES**

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

**Board Member(s) Absent:** Susan Bourgeois, Vice Chair; Dennis Findley; and Steve Pardo

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

**Guests Signed In:** McLean Project for the Arts (MPA): Derrick Swaak, Board Member and Representative to the MCC Board, and Nancy Perry, Executive Director  
Shelly Liang, Resident  
Lathan Turner, Resident  
William Todd, Resident  
David Todd, Resident  
Debbie Sanders, Resident and Board Candidate

Board Chair Chad Quinn opened meetings of the McLean Community Center Governing Board at approximately 7:30 p.m. Meetings included a Public Hearing on MCC Programs for FY16 and a regular meeting of the Governing Board.

**PUBLIC HEARING ON FY 2016 PROGRAMS**

Risa Sanders, Chair of the Board Program Committee, convened the Public Hearing on FY16 Programs at 7:33 p.m.

Dr. Sanders noted that the annual public hearing was an opportunity for residents to give MCC comments and recommendations on programming plans. The March 26 public hearing would address plans for FY16, which begins on July 1, 2015. The MCC Board will begin working on the FY16 budget this coming summer.

Residents commented on a number of programs, either in person at the meeting or by email. Dr. Sanders read into the public record comments received by email. Members of the public attending the meeting discussed a number of issues. Recommendations from all sources included the following:

- Extended care for MCC summer camps;
- Open times for children in the 1-4 year old age range to drop in for supervised play (rather than classes with set timeframes);
- Spray ground;

- Virtual programs;
- Programming classes for kids; and
- Swimming pool for exercising.

Dr. Sanders thanked members of public for attending and participating in the hearing. She said that the Program Committee will consider the recommendations at its next meeting.

There being no further comments or questions, Dr. Sanders adjourned the Public Hearing at 7:57 p.m.

## **GOVERNING BOARD MEETING**

Mr. Quinn convened the regular meeting of the McLean Community Center Governing Board at approximately 7:58 p.m.

### **ADOPT MEETING AGENDA**

The Governing Board unanimously adopted the meeting agenda.

### **INTRODUCTIONS AND PUBLIC COMMENT**

After introduction of guests, Nancy Perry gave highlights from MPA's monthly report to the MCC Governing Board. Excerpts from the report begin on page 6.

### **APPROVE MINUTES OF FEBRUARY 26, 2014 MEETING**

Minutes of the February 26, 2014 meeting, which had been sent to Board Members previously, were approved unanimously.

### **CHAIR'S REPORT (Chad Quinn)**

Mr. Quinn said that over the last six months, we have highlighted individuals and their work by having them recognized in past Chair's Reports. Mr. Quinn said that he had recognized individuals who represent one MCC's three pillars adopted in its annual plan: Internal Alignment, External Alignment, and Financial Stewardship.

- September 2013 – Hussain Mohammed (External Alignment) for winning a Virginia Recreation and Park Society Award recognizing his graphic arts work on an issue of the MCC program guide). Hussain continues to garner recognition for his work – by recently receiving a team excellence award from Fairfax County.
- October 2013 – Sydney Duberstein ( Internal Alignment) for creative new Senior interest programs)
- December 2013 – Nyka Feldman (External Alignment) for Safe Community Coalition leadership.

Marilyn Baird of Joy of Dance was the special guest at the March 26 meeting. In noting her many achievements, Mr. Quinn said that Ms. Baird's work with MCC exemplified each of the three pillars adopted by the MCC Board: Internal Alignment, External Alignment, and Financial Stewardship.

#### Internal Alignment

Ms. Baird is MCC's resident dance teacher – offering 48 classes during the current fiscal year with 533 students. Her classes have a 97% satisfaction rate.

#### External Alignment

Ms. Baird's classes reach out to budding dancers, experienced dancers, and advanced dancers.

She brings dance to an incredible range of outside organizations including Wounded Warriors, Special Olympics, and nursing homes – to name a few. Ms. Baird teaches her dancers about community service through their performances for charitable organizations – learning to give back to the community.

#### Financial Stewardship

In addition to producing talented dancers, Ms. Baird's classes are revenue producing for MCC.

Ms. Baird shared her joy in working with MCC. She described the kinds of classes she has provided to MCC residents over the years, the charitable organizations with which she works, and her close working relationship with MCC staff.

### **EXECUTIVE COMMITTEE REPORT (Chad Quinn, Chair)**

The Committee will meet on April 14, with a preliminary agenda that includes:

- Annual Plan Completion Update
- Recommendation from Pau Kohlenberger on Materials for Website
- MPA Artfest
- Executive Director's Annual Report – FY13
- Executive Session to address a personnel issue.

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

George Sachs reviewed his monthly Executive Director's Report. The written report is below:

#### Internal Alignment

- Our Annual Volunteer Appreciation and Award Luncheon were held last Sunday with special award recognition to Beverly Howard for her 19 years of volunteer service as an usher for the Alden Theatre.
- Fairfax County Government presented the employee Outstanding Performance Awards at a ceremony held last Friday March 21, 2014 at the County Government Center. The McLean Community Center had two employees receiving this award.
  - Hussain Mohammed, Communications Specialist
  - Jeff Virchow, Facility Attendant Theatre Patron Services

### External Alignment

- I would like to report our latest successful communication and coordination efforts to clear the snow from our parking lots and walkways. We followed suit with the county government and closed our center on Monday, March 17 due to heavy snow fall in excess of 8". By Monday evening the entire centers parking lots and walkways had been cleared of snow.
- On February 27, we held the annual Macdonald Scholarship Awards. All categories were represented which included Dance, Theatre, Instrumental Music, Vocal Music, and Visual Arts. The top three participants in each category were awarded cash prizes for First, Second, and Third places. It was a great evening of amazing talent.

### Financial Stewardship

- The County's Finance Department had recently sent out notice to all agency directors regarding the standardization of Reconciliation Reports. About a year ago during our initial audit one of the outcomes was for us to come up with our Reconciliation Reports which Ashok and his staff, consisting of Lindsey, Anne and Nadia assembled and we submitted. They are now using our Reports as the example for other agencies use.

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

Dr. Sanders gave the Program Committee report:

#### Fourth of July Fireworks

Beginning in 2015, MCC will begin holding its annual fireworks display at Cooper Middle School. After the 2014 firework display at Langley High School, MCC will be unable to use Langley. After an extensive examination of other possible sites for the fireworks display, MCC got approval from the school and the Fire Marshall to hold the event at Cooper. Kevin Sneed, who heads construction for Fairfax County Public Schools, confirmed that there were no construction projects, which would interfere with MCC using Cooper in 2015.

#### McLean Day Overhaul

Maggie Shea, General Program Director, and staff member Catherine Nesbitt have lead an effort to review all aspects of McLean Day – from how McLean Day is marketed to how vendors are selected. Staff will give a final report at the Committee's April meeting.

#### Extended Care

The extended care issue for MCC's summer camps was delegated to the Program Committee at the February Board Meeting. Committee members heard a report from Mike Fisher, MCC's Camp Director, concerning the estimated cost of adding extended care to MCC's summer camps, and the fact that extended care, which had been offered in past, was not been used.

A survey of all families with children in the summer camp age group is being conducted using data in MCC's overall program registration system – whether or not family members had attended camps in the past. The report should be concluded by the end of May. The information from the report will be taken into account in planning for FY16.

## Resident Satisfaction Report

The second of two resident satisfaction reports by MCC programming staff to the Governing Board will take place at the June 4 board meeting. Committee and staff members will discuss what changes to make in the reporting process at the committee's April meeting.

### **ELECTIONS & NOMINATIONS COMMITTEE (Laurelie Wallace, Chair)**

Ms. Wallace gave the Elections & Nominations Committee's report, which included the following:

- The deadline for returning petition packets was on March 28 at 5:00 p.m.
- At the time, petition packets had been returned by four adults, four teens from the McLean High School boundary area, and one teen from the Langley High School boundary area.
- A candidate orientation was scheduled for April 7 (a change in date).
- Absentee voting begins on April 14.
- A "meet and greet" for board candidates was scheduled for April 24.

### **CAPITAL FACILITIES COMMITTEE (Susan Bourgeois, Chair)**

In light of Committee Chair Susan Bourgeois' illness, Mr. Sachs gave the Capital Facilities Committee (CFC) report, which included the following:

- A finalized Memorandum of Understanding will be approved at the CFC meeting on April 15, and will go to the full board on April 23.
- The CFC will begin working with Lukmire Partnerships at its April 15 meeting.
- Emergency repairs are needed at OFTC to bring its bathrooms into ADA compliance and to repair the roof. Both items had been approved in the capital budget should they be required.

### **DOWNTOWN PLANNING COMMITTEE (Jay Howell, Chair)**

### **FINANCE COMMITTEE (Craig Richardson, Chair)**

Mr. Howell and Mr. Richardson discussed the committees' joint work on a report to the Governing Board at its June 4 meeting on how MCC should proceed with a new downtown facility. The report is to be comprehensive and include recommendations on moving forward now, at a later time, or not at all.

Committee members are trying to get a good estimate of operating cost and its impact on the tax rate for district residents. Mr. Dunn, Mr. Sachs and Mr. Karra will work on this aspect of the report.

Committee and staff members have been given assignments. Some will work with Edgemoor to update the numbers in its proposal provided to MCC last year.

## **FINANCE COMMITTEE (Craig Richardson, Chair)**

Mr. Richardson gave the Finance Committee report. The committee will meet on April 21 to review the 3<sup>rd</sup> quarter budget report that will be prepared by Mr. Karra. The report will be presented at the Governing Board meeting on April 23.

## **COMMUNICATIONS COMMITTEE (Sean Dunn, Chair)**

Mr. Dunn gave the Communications Committee report. The committee did not meet in March, but would meet in April now that the Program Committee has decided to continue using the Performance Dashboard as prepared.

## **LIAISON TO FRIENDS OF THE MCC (Paul Kohlenberger)**

Mr. Kohlenberger reported that the Board of the Friends of the McLean Community Center is still working on co-hosting a MCC candidate's forum, but given that the Friends Board would not be to approve the event until April 14, they are not sure it can be pulled off this year.

Friends of the MCC will have an anniversary celebration in the fall – more information to come.

## **MCLEAN PROJECT FOR THE ARTS (Nancy Perry, MPA Executive Director)**

Excerpts from the MPA monthly report are shown below:

### Internal Alignment

- Joint MCC/MPA Board Meeting was held February 26. Thank you for coming!
- Reception in Honor of former BOS Supervisor Lilla Richards in appreciation of her work 25 years ago to establish a permanent home for MPA at the McLean Community Center. The reception will be held on April 17 at 6:00-7:00 p.m. in the Emerson Gallery followed by the opening reception for the new exhibitions on display. MCC Governing Board members will be receiving invitations soon.
- MPA Board Vice Chair Margi Vanderhuyse was appointed by Governor McAuliffe to serve as Executive Director of the Virginia Commission for the Arts effective March 31, 2014. Consequently, Margi has resigned from the MPA Board.

### Financial Stewardship

- Fashion is Art Event– On March 14 from 11:00 am – 1:00 p.m., Bloomingdale's hosted a morning shopping event and fashion show where 10% of the total purchases benefitted MPA.
- Spring Benefit Sponsor Mailing – Dropped on March 12 and mailed to 462 current/past donors, 1,033 lapsed donors, and 1,030 prospects.
- Spring Benefit scheduled for May 15 at Holly Hill, home of Michele and Chris Olson.
- MPA applied for operating grants from Virginia Commission for the Arts, Arts Council of Fairfax County, and applied for inclusion in Catalogue for Philanthropy.

External Alignment

- SCC Administrator Supper- MPA co-hosted the annual administrators supper (McLean/Langley pyramid FCPS principals and vice principals attending) with the Safe Community Coalition. In Emerson Gallery during the Youth Art Show. Attendees: 65
- Tour and Talk at Nat Geo Museum- MPA and PNC co-hosted an event for MPA donors on March 4 featuring a talk by Jodi Cobb, National Geographic's first female staff photographer and one of the featured photographers at the *Women of Vision* exhibition. Attendees: 16

**NEW BUSINESS**

There was no new business.

**ADJOURN MEETING.**

There being no further business, Mr. Quinn adjourned the meeting at approximately 9:20 p.m.

Respectfully Submitted,

Jay Howell, Secretary  
MCC Governing Board