

**McLean Community Center
Governing Board Meeting
Minutes –July 25, 2012**

Board Members Present: Kevin Dent, Chair; Chad Quinn, Vice Chair; Craig Richardson, Secretary; Drew Armstrong; Susan Bourgeois; Jay Howell; and Robin Walker

Board Member(s) Absent: Sean Dunn, Treasurer; Malika Nimmagadda; Risa Sanders; and Laurelie Wallace

Staff Members Present: George Sachs, Executive Director; Sarah Schallern, Performing Arts Director; Jennifer Garrett, Theatre Director; Scott Patchen, Interim Comptroller; and Ellen Barial, Executive Assistant

Guests: Ben Wiles, Office of Supervisor John W. Foust
McLean Project for the Arts (MPA): Karen DuVal, Board Chair and
Bill DuBose, Vice Chair
Patrick Smaldore, McLean Citizens Association

Mr. Dent convened the July 25, 2012 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.

CITIZEN COMMENT

MPA Report

Mr. DuBose gave the monthly MPA report to the Governing Board. An excerpt from the written report is included below:

Noteworthy News:

MPA Fundraiser at Pulcinella - On Monday, July 16, the Huckaby Briscoe Conroy Realty Group held a fundraiser to benefit MPA at Pulcinella Restaurant. MPA received 60% of dinner bills (dine-in and carry-out) if folks had the HBC/MPA flyer. Lots of MPA friends and family came and resulting in MPA receiving more than \$1600 - breaking a record for the HBC Realty Group's Community Charity Champions.

Finance Update - MPA has closed its fiscal year in much better shape than we had planned, thanks to our 50th Anniversary fundraising boost, a wildly successful Spring Benefit, and continued partnership with MCC on several projects. Instead of dipping into our reserve by \$51,770, we ended 2011-2012 with revenue of \$625,248 and expenses of \$627,518; a deficit of \$2,270. Our board has approved a 2012-2013 budget of \$ 576,800 in revenue and \$626,913 in expenses, which conservatively anticipates income while realistically planning expenses by again assuming a \$50,000

dip into reserves. Our grant writers, board and fundraising staff are once more challenged with trying to raise enough funds to prevent touching reserves.

Gallery Talk – On Thursday, July 12 more than 50 people visited the gallery for a galley talk on MPA’s current exhibition, *Something and Nothing: Activating the Void*. *Olio 2 Go* presented different olive oils for tasting at the event.

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

APPROVE MINUTES OF JUNE 27, 2012 MEETING

The Governing Board approved minutes of its June 27, 2012 meeting unanimously.

CHAIR’S REPORT (Kevin Dent)

Mr. Dent reported on the following items:

- March 2013 Governing Board Meeting: Mr. Dent advised the Board that the March Governing Board meeting was scheduled during spring break for area public schools. As Chair of the Board, he exercised his authority to reschedule the meeting to the preceding week on Wednesday, March 20, 2013. There will be publicity to let the public know about the date change.
- Power Outage at MCC: Mr. Dent reported on issues related to MCC’s loss of electricity as a result of the derecho on June 29. While the Ingleside facility was without power, the Old Firehouse Teen Center had power restored earlier because of its downtown location. Some staff members from Ingleside were able to work at OFTC. After being without power for several days, the County arranged to have Dominion Power restore MCC’s power so that the Ingleside location could serve as a cooling station for residents who were still without power.
- Bob Alden Event: Mr. Dent reminded Board Members about the upcoming MCC event to honor Bob Alden, scheduled for Monday, July 30.
- Citizen Member of Downtown Committee: Mr. Dent asked the Board to adopt his recommendation that Ann Seaman, who would represent the McLean Planning Committee, be appointed to the Downtown Committee as a nonvoting citizen member. Ms. Seaman would join citizen member Bill Sudow on the Downtown Committee; Mr. Sudow represents the McLean Revitalization Corporation.

To that end, the Board adopted the following motion:

MOTION: that the Governing Board approve the appointment of Ann Seaman, a MCC tax district resident, as a nonvoting citizen member of the Downtown Committee representing the McLean Planning Committee.

***Decision:* The motion was adopted unanimously.**

EXECUTIVE DIRECTOR'S REPORT (George Sachs)

Mr. Sachs introduced Scott Patchen from the Policy, Planning and Administration Division of the Information Technology Department, who will serve as interim Comptroller for MCC until the position is filled on a permanent basis. Mr. Patchen will work with Mr. Sachs, on a part-time basis, to assist with the FY 14 budgeting process.

Mr. Sachs then presented his monthly Executive Director's Report to the Governing Board. The report included information on MCC activities taking place in June 2012. Highlights of the written report are shown below:

Performing Arts:

- Joy of Dance performed their end-of-year recitals on June 5th and 6th in the Alden.
- Churchill Road Elementary School rented the Alden for their musical *Annie, Jr.*
- Camp Shakespeare started on June 25th with 19 campers registered.
- There were about 50 local kids who auditioned for the Alden's summer workshop production of *The Wizard of Oz*.

Special Events:

- There were no events in the month of June just worked on the logistics plan for the July 4th Fireworks Celebration.

Mr. Sachs and Mr. Dent discussed that there are specific criteria for firework displays and that staff haven been working with the criteria when looking at alternate sites.

Youth/Teen:

- Camp McLean began on June 25th and all three two week sessions were filled and we are accommodating 87 participants per day.
- The OFTC Trip Camp also began on June 25th and all one week sessions have been filled with 45 participants per day.
- The Lewinsville Senior Center began their computer classes and had 32 participants in the month of June.

Facilities:

- June had 84 rentals with a total of 3,061 in attendance.

Other:

- As a result of the severe storm on Friday, June 29th the MCC was without power until late Tuesday, July 3rd. The OFTC was up and running and staff were directed to report there on Monday and Tuesday. A special thanks to the OFTC staff for the accommodations and to the patience by the MCC staff for the inconveniences it created.
- A special thanks to Supervisor Foust for emphasizing to the power company the priority of having our power restored and allowing the MCC to become a comfort station for citizens without power in their homes to come in and cool off and to charge their mobile communication devises. We were able to open and staff the center on July 4th from 10 am to 6 pm to provide this service.

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

EXECUTIVE COMMITTEE (Kevin Dent, Chair)

Mr. Dent reported on the Executive Committee's meeting on July 23.

1. 2014 Fiscal Year Budget

The Executive Committee is responsible for approving the staffing and staff training budgets. The Committee reviewed and acted on Mr. Sachs' proposals on staffing and staff training for FY 2014.

Staffing: The Executive Committee approved two new staff positions recommended by Mr. Sachs:

Communications Specialist I:

A part-time exempt position in the Public Information Office would become a full-time merit position for a Communications Specialist I. The person in this position would assist the Public Information Officer and be responsible for Website management.

Public Information Office Budget Impact: Annual regular merit salary of \$46,199.50. Current Part-time exempt annual salary of \$19,224 will be eliminated and therefore the net impact to salaries would be an increase of \$26,975.50. There would also be an annual increase to fringe benefits of about \$26,000.

55+ Senior Program Specialist:

An exempt part-time position would be created in the Programs Department. The person in this position, known as a 55+ Program Specialist, would serve as an outreach person to residents who are age 55 or older in order to get input as to what residents in this age group would like to receive from MCC.

Instructional Budget Impact: 880 hours at \$20/hr. = Annual exempt salary of \$17,600.

Staff Training: The Executive Committee approved the staff training budget of \$25,620 for FY 2014, which is a \$3,000 reduction over the current fiscal year. The staff training budget is a part of the administration budget. Mr. Sachs was authorized to develop a general staff training plan for the staff, and approve specific training requests.

2. Additional Matters from the July 23 Executive Committee Meeting

- The hiring process has begun to fill the Comptroller position at MCC.
- The OFTC license agreement with the County is in the final stages of renewal, with the assistance of Jane Edmondson from Supervisor John Foust's office.
- The Committee discussed having a strategic planning session in the fall to develop a MCC Strategic Plan for the next 3-5 years.

CAPITAL FACILITIES (Chad Quinn, Chair)

Mr. Quinn reported on the capital projects reviewed by the Capital Facilities Committee meeting on July 23. Committee and staff members reviewed capital projects approved in earlier years that are still pending and decided whether to carry the projects forward into the current fiscal year or to cancel

them. Committee and staff members also reviewed the status of current FY 13 projects. The reviews led to the following series of motions:

MOTION: The Capital Facilities Committee recommends that the Governing Board approve the following individual motions related to capital projects:

Replacement Projects

MOTION: to cancel the project (approved by the Board for completion in FY 2012) to replace carpeting at MCC’s Ingleside location that had been budgeted at \$25,000.

Decision: The motion was adopted unanimously.

MOTION: to move the project to upgrade the Alden Theatre Audio System Redesign and Replacement (approved by the Board for completion in FY 2010, and budgeted for \$200,000) to FY 2013

Decision: The motion was adopted unanimously.

Motion: to approve the expenditure of up to \$65,000 to replace the current Fire Alarm Panel in FY 2013

Decision: The motion was adopted unanimously.

Improvement Projects

MOTION: to carry forward to FY 2013 the amount of \$35,000 for the project to improve the scene shop by adding an office (project was approved by the Board for completion in FY 2012).

Decision: The motion was adopted unanimously.

MOTION: to carry forward to FY 2013 the amount of \$150,000 for the project to improve the HVAC in the Alden Theatre balcony (project was approved by the Board for completion in FY 2012).

Decision: The motion was adopted unanimously.

Equipment Replacement

MOTION: to cancel the air compressor project (approved by the Board for completion in FY 2012) that had been budgeted at \$12,500.

Decision: The motion was adopted unanimously.

Proposed Capital Projects – FY 2014

The staff proposed the following new projects for FY 2014. These projects were approved by the Capital Facilities Committee and will go through the FY 2014 budget process, before being submitted to the Governing Board for approval.

Replacement:	Estimated Budget
OFTC Roof	\$120,000
MCC Carpet	\$100,000

Improvement:	
OFTC Restrooms to ADA	\$30,000
Equipment Replacement:	
Stove/Top Burner Unit	\$7,500
Ice Machine	4,000

Current Status of Pending Projects

The July Capital Facilities Update was attached to minutes of the Capital Facilities Committee meeting minutes in the meeting materials. Highlights included the following updates:

- *Storm Water Drainage Project:* The final site survey by the County revealed several utilities that run through the path of the intended drainage ditch. County and MCC staff are in the process of determining which of these cables are live and how we can move any of the cables that are live. Based on the new landscaping that will accompany this project it is suggested that we wait until the fall to complete this work. There is a concern that the new plantings will not survive the summer months.
- *Fire Alarm Panel:* Staff is working with the County Purchasing Department to get the project out to bid.
- *Bathroom Renovations:* Staff has received final project documents. Once staff has reviewed and approved them, the next step is to work with County Purchasing to begin securing a contractor.
- *Outdoor Signage:* The replacement brackets that hold the sign boards have been ordered.
- *Community Hall Partitions:* There were unforeseen difficulties with the County purchasing process, which means the project will be delayed and will likely be done towards the end of December into the early January.
- *Audio Redesign and Replacement (Alden Theatre):*
 - Final edited Plans and Specifications were delivered to P&SMA (Purchasing) on June 8, 2012.
 - Purchasing indicated the Invitation for Bid (IFB) would be issued no later than July 31, 2012, with contract awarded no later than August 30, 2012
 - Project will be installed while the Theatre is closed for HVAC installation, beginning as soon as contract has been awarded and Purchase Order (PO) has been cut.
- *Alden Theatre Balcony, Control Booths and Box Office HVAC Re-design:*
 - Phase 1:
 - PO was issued and work began June 19, but was paused due to miscommunication affecting Building Permit.
 - Building Permit was received July 6 and was forwarded to contractor.
 - Contractor will resume work as soon as possible.
 - Phase 2:
 - Stamped and sealed drawings were received June 5.

- Jennifer Garrett, MCC’s Theatre Director, met with Purchasing on June 8 to discuss schedule for issuance of IFB and Purchasing indicated that the contract could be awarded to a vendor on one of two existing contracts for similar HVAC projects without going out to formal bid.
J. Garrett would solicit informal, binding quotes from two or more vendors based on conditions in existing contracts held by the County.
 - J. Garrett is in final discussion with two vendors who were responsive – Harvey Hottel and AMS Contracting, Inc. J. Garrett has requested final firm quotes no later than July 27.
 - PO will be issued as soon as quotes have been received and assessed for compliance with project specifications – no later than August 3.
 - Phase 2 will be installed August and September 2012.
- *Theatre Shop Office Addition:*
 - 100% Owner Review Drawings were received July 6 and are being assessed.
 - J. Garrett met with Purchasing on June 8 to discuss best way to proceed with obtaining a vendor – use existing contractor or go out to formal bid. The County Buyer advised going out to formal bid.
 - J. Garrett is preparing formal IFB package and will submit to Purchasing no later than July 27.
 - Anticipate issue of IFB by mid-to-late August with contract awarded by August 31.
 - Construction to begin as soon as PO is generated.
 - Construction will occur while theatre is closed for HVAC installation.

COMMUNICATIONS COMMITTEE (Robin Walker, Chair)

Ms. Walker reported on the July 24 Communications Committee meeting. The purpose of the meeting was to evaluate three proposed taglines presented by Arts Branding of New York, and to select one of the three taglines to accompany the new Alden Theatre logo. The presentation was made by James N. McNamara, Strategy Director for Arts Branding, and Anita Merk, Creative Director for the project.

The presentation included information on branding the Alden Theatre in all advertising materials used by the Alden, including signs, posters, brochures, flyers, cards, performance programs, and other materials promoting the Alden.

The proposed taglines were reviewed by committee and staff members, and were discussed among the group and the Arts Branding representatives – looking at pros and cons of the three proposed taglines. Ultimately, the Committee decided on a tagline to accompany the Alden Theatre’s new logo, and recommended the following motion:

MOTION: to approve the Alden Theatre’s logo tagline: “Small Stage Big Talent” as shown in the following graphic:



Board Members reviewed the recommended tagline along with the new Alden Theatre logo. Ms. Walker discussed the appeal of the selected logo, noting that it is succinct, easy to remember and to

associate with the Alden, and had symmetry with the new logo. After further discussion, the Board took the following action:

Decision: The motion was adopted unanimously.

DOWNTOWN COMMITTEE (Susan Bourgeois, Chair)

Ms. Bourgeois reported on the activities of the Downtown Committee over the past several months. During that process the Committee identified certain programming uses for a potential MCC downtown facility. In a Downtown Facility Concept Paper, dated July 25, 2012, the Committee proposed the following uses:

- A multipurpose space with Class A finishes that can be used for a variety of purposes from dances, music recitals, presentations and lectures on a small to medium scale and such other MCC programming gathering events on a medium scale basis.
- A multi-use and multi-generational recreation space which can be used as gym to accommodate sports programming such as basketball and volleyball, space for exercise classes and space for large MCC events. This room would accommodate large scale events such as the jewelry show, antique show and other large scale community gatherings.
- One to two meeting rooms, with state of the art A/V and electronic capabilities.
- If not incorporated into the updated Ingleside Facility, additional rehearsal hall space, similar in size and scope to the rehearsal hall downstairs at the Ingleside facility.
- Catering kitchen.
- Designing the entrance area/foyer/hallways to display art and possibly tie-in to MPA exhibits at Ingleside facility.

The Downtown Committee sought the Board's approval for its proposed uses of a potential downtown facility for MCC. To that end the Committee made the following recommendation:

MOTION: that the Governing Board approve the Downtown Concept Paper, dated July 25, 2012.

Decision: The motion was adopted unanimously.

The additional issues covered by the Downtown Committee that must be decided are:

- The size of the potential downtown site
- The architectural firm to use for the project
- The footprint design

Additional discussion points included:

- The Downtown Concept Paper provides guardrails and is aspirational.
- The Committee should have a report for the Board to react to by late October.

- A series of public meetings need to be set throughout downtown.
- There have been no decisions regarding moving the teen center into a downtown facility; the feedback from the youth indicates that they prefer a separate space.
- If the new location is large enough to include the teen center, then a different view might be taken. However, the facility would need to be extremely large to encompass the teen center.

ELECTIONS & NOMINATIONS COMMITTEE (Craig Richardson, Chair)

The Committee did not meet since the last Governing Board meeting.

FINANCE COMMITTEE (Sean Dunn, Chair)

The Committee did not meet since the last Governing Board meeting.

PROGRAM COMMITTEE (Jay Howell, Chair)

The Committee did not meet since the last Governing Board meeting.

NEW BUSINESS

Board and Staff Members discussed issues related to MCC’s response to the derecho in late June. There was an open discussion that included the following comments:

- Fairfax County reviewed its facilities to see what services could be provided at certain locations.
- MCC’s power was brought back online so that the Center could serve as a comfort station. No one used the service. Social media tools could be useful in publicizing availability in the future.
- The County has identified certain facilities with the capacity to serve as emergency shelters.
- MCC could not be an emergency shelter because it does not have the capability for housing and feeding people overnight. (MCC would need to be designated as an emergency shelter by the County; MCC does not meet County guidelines for emergency shelters.)
- It is within MCC’s mission to provide a comfort station to residents during outages. In order to do that, MCC could purchase a commercial generator to allow the Center to remain open during outages to help residents by providing a comfort station where residents could get out of the cold or heat, recharge their phones and the like.

Mr. Dent will refer the matter to committee. Since Board Member Risa Sanders had asked to have the emergency response item placed on the agenda and could not attend the meeting, the Board should get her input. Mr. Dent will add the item to the next Governing Board meeting agenda.

ADJOURNMENT

There being no further business, Mr. Dent adjourned the meeting at approximately 9:15 p.m.

Respectfully submitted,

Craig Richardson

Secretary