

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

**MINUTES**

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

**Board Member(s) Absent:** Chad Quinn, Board Chair, and Suddy Sriram

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

**Guests Signed In:** Patricia Dinkelmeyer, Office of Supervisor John W. Foust  
Whitney Kazragis, Fairfax County Office of Emergency Management  
Patrick Smaldore, McLean Citizens Association  
Shelly Liang, Resident

Ms. Bourgeois 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.

Whitney Kazragis, OEM

Ms. Kazragis talked about how the Office of Emergency Management (OEM) could partner with MCC to address emergencies affecting tax district residents. She invited MCC to look at how the OEM could be of assistance to MCC in preparing for emergencies and when emergencies are declared.

Shelly Liang, Resident

Ms. Liang recommended that MCC add extended care to its summer camps and other programs, because it affects working parents' ability to send their children to the MCC camps.

She submitted copies of research she produced to support her recommendation. The Program Committee will consider the recommendation.

## **MINUTES OF DECEMBER 11, 2013 AND JANUARY 22, 2014 MEETINGS**

Minutes of the December 11, 2013 and January 22, 2014 Governing Board meetings were unanimously approved.

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

Mr. Sachs gave a report on MCC programs and activities. His written report is shown here:

#### **Internal Alignment**

- Jessika Schweinsberg came to us as a student from George Mason University in April 2013. She has since graduated and found full-time employment. Jessika left us the end of January 2014. She helped out in the Public Information Office, assisting with information gathering and publication of our newsletters. Jessika was a delightful addition to our staff. It was Jessika's initiative to take on the creation of the staff newsletter. We are reaching out to local area universities for a replacement.
- The County Office of Risk Management conducted their Annual Site Audit of our facilities. Both MCC and OFTC were inspected, and each had Audit Findings reporting that "The entire facility appears organized and is well maintained with no safety-related concerns or issues identified during the inspection."
- I feel it is noteworthy to acknowledge an important accomplishment by Board Member Suddy Sriram who now carries the elite rank of Eagle Scout with Boy Scouts of America.
- On Friday, February 14 (Valentine's Day), the MCC followed suit with the county government and opened its doors at 12 noon. The heavy snow storm all day on Thursday closed schools and government operations. Through the efforts of our staff who were able to make it in on Friday, we cleared pathways into the building and, with a few e-mails and phone calls, were able to get the parking lot cleared in time for the MCP performance at 8:00 p.m. that night. The shoveling crew consisted of Joe, Ashok, Sarah, Jennifer and me.
- I would like to acknowledge a special above and beyond expected roles and duties by Paul Kohlenberger, who happened to be in the wrong place for him, but the right place for us, when our basement level suddenly flooded and needed immediate action. Paul, along with our staff and the onsite contract supervisor from Centennial, helped to divert the water runoff flow away from the building and sopped up the water that entered the building.

## External Alignment

- Events held in January included performances by The Capitol Steps, Andrew Young in celebration of MLK day, and the Annual Jewelry Show on February 1.
- The **Friends of McLean Community Center** has officially launched their new web site **www.FriendsMCC.com**. I encourage everyone to check it out and become members of the Friends of MCC on the site, which is extremely easy to do.
- The McLean Historical Society presented a History of the McLean Volunteer Fire Department with a special plaque presentation recognizing that the Old Firehouse building had been added to the Fairfax County Inventory of Historic Sites by the Fairfax County History Commission. The event took place at the Old Firehouse with honored guest speakers who shared fascinating stories complete with photos from former McLean Volunteer Fire Department Chiefs **Clyde Clark & Homer Johns**.
- I have two citizen comments to share:
  - Registration Information for MCC Summer Camps** – “I have a 4 year old little girl who participated in all three Camp McLean sessions last summer and LOVED it. We have done a few other camps throughout the area and this one is far superior and the best organized and well run camp. All of your counselors are wonderful and actually seem as if they love coming to work with the kids every day.”
  - Thanks for coming to the Alden** – “Sarah, I have no idea if you will actually see this email. Regardless, my compliments to you on how actively the theatre reaches out to attendees. This is a well composed note. I like the links and the information. I like the tone. Good job. We did enjoy our first experience at the Alden and do plan to come back.”

## Financial Stewardship

- The 3<sup>rd</sup> Quarter Budget Review and projections numbers were collected and discussed with each cost center manager, and then assembled and submitted to the county Office of Management and Budget.

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

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

Ms. Bourgeois reported on capital facilities issues that had occurred since the last board meeting.

### Capital Repairs and Replacement

There were three emergency capital facilities issues:

- MCC: Both storm water pumps failed, requiring emergency replacements.
- OFTC: Plumbing repairs were made to address bathroom and sewer backups. A buried tank containing 750 gallons of diesel fuel was discovered during repairs. MCC paid for the environmental cleanup.
- MCC: Heavy snow melting from the top of the Ingleside “hill” caused flash flooding throughout much of MCC’s lower level.
  - A storm water management plan for the Ingleside Street side of the building was delayed since the renovations would affect that area.
  - As recommended by committee members, staff will contact the engineer who will work on ideas for temporary solutions.

The cost of the repairs and the replacement of the sump pumps will come from MCC’s capital improvement or replacement funds. Board Members discussed whether MCC should ask the County for reimbursement of the expenses incurred in having the tank emptied and the related environmental cleanup, in light of the fact that the tank’s existence had not been disclosed to MCC and was in place long before MCC leased the property.

### Historic Designation of OFTC

It was reported that the McLean Historical Society presented a History of the McLean Volunteer Fire Department with a special presentation recognizing the Old Firehouse’s listing on the County’s Historical Registry. Carole Herrick applied for the designation in her role as the History Commissioner for Dranesville District.

Board members asked what the OFTC historic designation meant. There was also discussion about how the designation might affect MCC’s downtown efforts. The Board was advised by Mr. Kohlenberger that the designation is an honorary one rather than a legal designation, and would not affect the County’s property rights.

Mr. Kohlenberger, who is also the president of the McLean Historical Society, told the Board that he had not been involved in the preparation or submission of the application for the designation.

Board Members expressed concern that they had not been informed about the historic designation either before or after the designation was made last Fall. Board Members said they should have been informed by the applicant, the county agency<sup>1</sup> making the designation, Fairfax County Government, as owner of the teen center, and any board member who had knowledge of the designation.

Board Members discussed following up with Fairfax County Government, to confirm whether the designation affects the Fairfax County Board of Supervisors’ ability to transfer OFTC should it decide to do so. Board Members also discussed following up on the lack of notice.

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<sup>1</sup> Fairfax County History Commission

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

Dr. Sanders introduced a motion from the Program Committee recommending the extension of the agreement between MCC and the McLean Community Players (MCP). The Agreement included a three year extension, with minor changes. One change is that MCP could have more technical time at the discretion of the Alden Theatre's technical staff.

Dr. Sanders said that MCP's productions have been done with high standard and with lots of diversity.

**MOTION: that the Governing Board approve MCC's Letter of Agreement with the McLean Community Players.**

*Decision:* The motion passed unanimously, with no abstentions.

Board Members were asked for feedback on the Performance Dashboard presentation by program staff at the December board meeting. The Program Committee and staff will review the presentations at the next committee meeting. All Board Members were invited to attend the meeting on March 13.

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

Ms. Wallace reported on the Committee's work on the 2014 Governing Board elections.

Advertising for the 2014 Governing Board elections is underway. Supervisor Foust was notified of the start of the elections process; a press release about the elections was sent to local press and has been published in local newspapers; the official public notice has also been published in local papers; flyers for youth candidates were sent to local Parent Teacher and Student Associations and have been picked up in their publications; student flyers were sent to school administrators and teachers; the student flyer is scheduled for publication in local newspapers; and the flyer is also being sent via MCC Partner news that reaches the organizations with whom MCC liaises.

Advertising on Facebook will be considered at the next committee meeting – both for candidates and voters.

As of the Board Meeting, there were three student petition packets picked up (two for McLean and one for Langley) and one adult packet. At this point, we have the potential for a full slate of youth board candidates. We will be monitoring the number of adults picking up packets. We will also monitor the number of petitions returned.

The orientation for board candidates is scheduled for Monday, March 31, from 6:30-7:30 p.m. Candidate photos will be taken after the orientation, in addition to the usual photo shoot on Saturday, March 29 from 9:00 a.m. – noon. Board Members will also have the opportunity to update their photos on the MCC website at both photo shoots.

Planning for the orientation session is underway. All Board Members are invited.

## **DOWNTOWN PLANNING COMMITTEE (Jay Howell, Chair) AND FINANCE COMMITTEE (Craig Richardson, Chair)**

Mr. Howell and Mr. Richardson reported on the February 10 joint meeting of the committees. Committee and staff members have gathered information going back to 2006 regarding board actions and publications on MCC's downtown efforts.

Mr. Howell and Mr. Richardson are working on a framework for a report that will come to the Board at its June meeting. The report will reflect the history and current status of MCC's efforts to date to acquire a location and build a new downtown facility. When completed, the report will form the basis for the MCC Board to make future decisions concerning downtown.

The initial staff estimate of about \$1 million dollars in operating expenses was too low. Committee members thought the current staff estimate of \$3.4 million dollars was too high, since it seemed to be based on the downtown location operating independently with entire new management staff. Staff members will look again at operating estimates and report at the next meeting of the Committees.

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

Mr. Dunn reported that the Communications Committee had made a lot of progress on its annual goals. Highlights are below:

### Completed Goals

- Advertise the FY15 budget materials.
- Publish and post MCC's vision, mission and values statements on the website and posted in the lobbies at MCC and OFTC.
- Develop a Performance Dashboard mechanism (see below).
- Review whether additional newsletters are needed (with committee and staff members deciding that no additional newsletters are needed).
- Reviewed whether to have a MCC blog (with committee and staff members deciding that no further efforts related to a MCC blog would be made at this time).
- Kept abreast of master planning for the McLean Central Park (however, MCC will have to coordinate with FCPA regarding MCC's programs that are usually held in the park).

### Performance Dashboard

The Committee will look at whether there should be any adjustments to the Performance Dashboard after the Program Committee's March meeting where there will be feedback on the staff presentation. This might lead to changes in the Dashboard.

### MCC Website

- Staff members are addressing issues concerning the MCC website, which resulted from the short-comings of the company that upgraded the website two years ago.

- The Content Management System (CMS) is running out of support. Upgrading the CMS is awkward because coding by the previous contractor may not run on a newer version.
- Mr. Sachs does not want to change and redesign the site again so soon; so, we do not want to move to a very different platform.
- Whichever solution we select, there may be costs and time involved.
- It is possible that internal support could be most cost-effective.
- Staff will determine solutions and present recommendations to the Committee, with any expenditures coming before the Governing Board.

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

Mr. Kohlenberger reported on the new Friends of the McLean Community Center website, which as noted by Mr. Sachs is at [www.FriendsMCC.com](http://www.FriendsMCC.com).

Mr. Kohlenberger also reported that nearly half of the Governing Board Members have become members of Friends.

#### **ADJOURN MEETING**

There being no further business, Ms. Bourgeois adjourned the Governing Board meeting at approximately 8:47 p.m.

Respectfully submitted,

Jay Howell, Board Secretary