

**McLean Community Center
2013-2014 Governing Board
Final Meeting – June 4, 2014
MINUTES**

Board Members Present: Chad Quinn, Chair; 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: Suddy Sriram

Staff Members Present: George Sachs, Executive Director; Ashok Karra, Comptroller; Maggie Shea, General Program Director; Sarah Schallern, Performing Arts Director; Sam Roberts, Special Events Director; Ryan Brookes, Intergenerational Program Director; Andrew Jennings, Youth Special Events Manager; Hussain Mohammed, Graphic Designer; Barbara Smoot, Registrar; Catherine Nesbitt, Staff Member; and Ellen Barial, Executive Assistant

Guests Signed In: Deborah Sanders, New Board Member
Lathan Turner, New Board Member
Amanda Whitfield, New Board Member
Tarun Kamath, New Board Member
Patti Dinkelmeyer, Office of Supervisor John Foust
Subram Sriram and Kanaka Sriram, Parents of Board Member
Suddy Sriram
Patrick Smaldore, MCA

Mr. Quinn convened the June 4, 2014 meeting of the Governing Board of the McLean Community Center (MCC) at approximately 7:30 p.m.

ADOPT MEETING AGENDA

The Governing Board unanimously adopted the meeting agenda.

INTRODUCTIONS AND PUBLIC COMMENT

Members of the audience introduced themselves and explained why they attended the board meeting. Guests who signed in are listed above.

APPROVE MINUTES OF APRIL 23, 2014 MEETING

Minutes of the April 23, 2014 meeting, which had been sent to Board Members earlier, were approved unanimously.

CHAIR'S REPORT/EXECUTIVE COMMITTEE (Chad Quinn)

Recognition of Outgoing Board Members

Board Chair Chad Quinn along with other members of the Governing Board saluted outgoing Board Members:

- Sean A. Dunn who served nine years on the Board;
- Risa E. Sanders who served six years; and
- Steve Pardo and Sudharson (Suddy) Sriram, Youth Board Members, who served one-year terms.

Mr. Quinn led an official ceremony honoring and thanking outgoing Board Members. He highlighted their accomplishments on the board and the legacies they leave behind. Other Board Members shared vignettes about their colleagues. Mr. Quinn introduced the parents of Youth Board Members and formally thanked them for supporting their sons' service on the Governing Board.

Outgoing Board Members all received MCC's traditional Jefferson cups marking their most recent terms on the Governing Board.

EXECUTIVE DIRECTOR'S REPORT

Mr. Sachs reviewed his monthly Executive Director's Report covering April and May 2014. A copy of his written report is shown below:

Performing Arts:

- The Alden Theatre had a total of six performances in May and eight in June.
- Highlights for these two months were: **Music** by Asphalt Orchestra; **Dance** by Christopher K Morgan & Artists; **Kids & Family shows** by Gustafer Yellowgold, Red Riding Hood and Other Stories, and Gray Seal Puppets Barker Bill's Wagtime Revue; **McLean Community Players** performance of "Rumors".

Special Events:

- April 6 – McLean Spring Community Garage Sale and Recycling Event
- April 19 – Sellout crowd for the Fabulous Hubcaps Dance
- April 27 – Be Fit McLean Outdoor Expo held at the OFTC
- April 28 – Sunday Soiree April in Paradise with over 50 dancers
- May 18 – McLean Day overcast, cool temps high 60's, slight rain. There were approximately 10,670 attendees.

Teen Center:

- May 16 – Open House for Rising 7th Graders and New Residents of McLean at the OFTC.

Youth Events:

- May 10 – 5th & 6th Graders’ Cinco de Mayo Party in the MCC Community Hall.

Other:

- May 3 – Delegate Barbara Comstock hosted a community forum on the topic of Human Trafficking with Congressman Frank Wolf and local leaders. There were about 100 attendees in MCC’s Community Hall.
- May 13 – The Concerned Citizens Against Gun Violence Community Forum, which was held in the Alden Theatre, facilitated a panel presentation and discussion on the issue of gun violence. There were about 125 attendees.
- May 15 – McLean Senior Source officially opened at the McLean Community Center with a Ribbon Cutting Ceremony. The Senior Source began business on May 21 and is located in the lobby of the MCC. The free information resource is operated by volunteers from 10 a.m. to 2 p.m. on Tuesdays, Wednesdays, and Thursdays.
- Team Fairfax Insider news publication gave a full-page acknowledgment of MCC as a county agency, stating that MCC is a True Cornerstone of the Community.
- *McLean Connection* – the May 15 issue had a front page Studio Rep photo and headline with inside article.
- MCC Staff News Letter will start in June.

CAPITAL FACILITIES COMMITTEE (Susan Bourgeois)

Ms. Bourgeois reported on the Capital Facilities Committee’s work since the April Governing Board meeting. She said the committee is looking at how to meet our facility needs now and into the future. The Committee has been working with Architect Greg Lukmire and our county project management team to examine how best to meet those needs.

The committee has been meeting on an accelerated basis to reach a preliminary concept design by the end of June. Ms. Bourgeois asked all board members to attend Capital Facilities Committee meetings to get up to speed on the concept plan. The Board will be asked to approve a concept plan at the July board meeting.

Ms. Bourgeois introduced a recommendation from the Capital Facilities Committee to allow current members of the committee to remain in those positions until board committee appointments are made later in June. The purpose of the recommendation was to maintain momentum in the committee’s work. To that end she presented the following motion:

MOTION:

The Capital Facilities Committee (CFC) recommends that the Governing Board permits members of the 2013-2014 CFC to continue in their capacities until committees are appointed for the 2014-2015 board year.

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

FINANCE COMMITTEE (Craig Richardson, Chair)

Mr. Quinn introduced the Finance Committee's work over the past year. One key change was giving residents additional time between the public hearing on MCC's budget, where citizens could comment on the budget in person or in writing, and the board meeting where the board adopted the annual budget.

Mr. Richardson said that one key financial stewardship goal in the Annual Plan was to keep the Board updated on MCC's financial affairs. The staff's quarterly financial reports fulfilled that goal.

ELECTIONS & NOMINATIONS COMMITTEE (Laurelie Wallace, Chair)

Ms. Wallace gave a report on the Governing Board elections that took place on May 17. She highlighted statistics from the elections, including the following:

- There were 899 ballots cast.
- There was a significant increase in voting by youth who live in the McLean High School boundary area – virtually doubling the number of voters over the previous year.
- There were close races for adult positions on the board.

Voting statistics have been posted on the MCC website.

Ms. Wallace introduced recommendations from the Elections & Nominations Committee to formalize the neutrality of members of the committee and MCC staff during board election campaigning. The recommendation also included use of MCC's logo in campaign materials, including websites.

MOTION:

The Elections & Nominations Committee recommends that the Governing Board adopt the following polices:

- **Members of the Elections & Nominations Committee are prohibited from any electioneering activities on behalf of board candidates.**
- **MCC staff members are prohibited from any electioneering activities on behalf of board candidates or providing any MCC proprietary resources to board candidates.**
- **Use of any MCC graphic identity by or on behalf of board candidates is prohibited.**

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

PROGRAM COMMITTEE (Risa Sanders, Chair)

Dr. Sanders introduced the reports from MCC program staff members who presented aggregate annual reports to the Governing Board on the types and number of programs offered, participation rates, and participant feedback.

- General Program Director Maggie Shea, who supervises the following program areas: special events, Old Firehouse Teen Center (OFTC), and classes, gave an in-depth report on the instructional programs offered over the past year including the number of participants and class evaluations. MCC classes cover the entire age range from toddlers to seniors, and include diverse types of classes such as fitness, music, ballet, other types of dancing, photography, and writing. Ms. Shea also discussed trends she noticed, and she takes that into account for planning purposes.
- Special Events Director Sam Roberts gave statistics from the special events, such as McLean Day, Fourth of July, the Holiday Craft Show, and the Jewelry Show. All events draw large crowds. Ratings by participant evaluations have been consistently high.
- Performing Arts Director Sarah Schallern reported on the wide array of performing arts programs. These included Jammin' Juniors, McLean Kids, Studio Rep productions, classes, Sunday Summer Concerts in the Park, Speaker and Education programs such as Insider Knowledge, Concerts at the Alden, Classic films, community arts productions by McLean Community Players, the James C. Macdonald Performing Arts Scholarship Awards, and rentals by outside groups for which MCC staff provide technical support. Ms. Schallern said she was glad for the opportunity to report at board meetings to show how staff collects and manages data.
- Andrew Jennings, Youth Special Manager, reported on youth activities through May 2014. Programs included Harvest Happenings, Haunted Gingerbread Workshop, Monster Mash (5th – 6th grade dance), Children's Flea Market, Snowball (5th – 6th grade party), Family Fun Bingo, Island Sensations (5th – 6th grade party), and Springfest. Mr. Carter said that staff is continually looking at new ways to gather information and evaluate programs to maintain quality.
- Ryan Brookes, Intergenerational Program Director, reported on OFTC programs and MCC camps. Teen Center programs include After School, Block Party, Friday Night Activities, the Teen Council, and rentals. Summer camps include Camp McLean, Break Trips, and OFTC Summer Camp. Feedback from those responding to OFTC and camp surveys show a 100% satisfaction rate; however, staff will continue to work on ways to get more responses.

Dr. Sanders thanked staff for their hard work on the reports. With respect to the number of surveys returned, Dr. Sanders noted that if people were unhappy we would be hearing that. She also said that MCC staff members are very attentive to participant needs.

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

Mr. Quinn introduced the Downtown Report prepared jointly by the Board's Downtown Planning Committee and the Finance Committee. The committees were tasked with preparing a definitive report recommending how MCC should proceed regarding a new downtown facility.

Craig Richardson

Mr. Richardson said that a downtown facility has been under discussion since 2001. A lot of research has taken place including three surveys. The directive for the year was to make a determination on what MCC should do downtown. The Downtown Report fulfills that directive. He noted that board members had received a copy of the report in their pre-read materials.

Mr. Richardson said that the recommendation was not to proceed with a downtown facility for MCC at this time. He said, when a downtown project is brought up again, there will be a lot of information available to future governing boards so that they will not have to redo work already done.

Mr. Richardson also said that it was good to have public members on the Downtown Planning Committee, who provided wonderful input.

The Governing Board decided to use the reserve, which had been slated for downtown, to renovate the Ingleside building.

Jay Howell

Mr. Howell commended Mr. Richardson. He said that, although committee members participated in drafting the report, Mr. Richardson took the lead in preparing the document.

Mr. Howell said that public members of the Downtown Planning Committee, Bill Sudow (who represented the McLean Revitalization Corporation) and Ann Seaman (who represented the McLean Planning Committee,) had made significant input to the Downtown Planning Committee and in preparing the report.

Mr. Howell said that he is a proponent of a new MCC downtown building, and that the report keeps an open door. He said that, with the work at Ingleside and limited resources, MCC cannot do both projects at once. Mr. Howell said that he believes that there will be a new MCC downtown facility at some point in the future.

The Committees made the following recommendation:

MOTION:

The Downtown Planning Committee and the Finance Committee recommend that the Governing Board defer the pursuit of a downtown facility until such time as the Ingleside renovation project is underway, the human and financial resources are better equipped to handle the planning of a downtown satellite facility, the demand, a revalidation study has been completed to determine the need and demand, and the potential for a multi-partner downtown revitalization effort is more fully explored.

Decision: The motion passed unanimously.

COMMUNICATIONS COMMITTEE (Sean Dunn, Chair)

Mr. Quinn said that the Communications Committee, under Mr. Dunn's experienced leadership, had a productive year. Among other things, the Committee designed the Performance Dashboard report format and examined how well MCC is communicating with residents.

Mr. Dunn said the committee had not met since the last board meeting, having fulfilled its goals for the year. In addition to the Performance Dashboard and a review of the tools MCC uses to communicate with residents, the Committee played a role in publicizing materials related to MCC's annual budget.

LIAISON TO FRIENDS OF THE MCC (Paul Kohlenberger)

Mr. Kohlenberger reported on recent activities of the Friends of the McLean Community Center:

- Friends voted to provide additional money to complete MCC's registration kiosk.
- Information will be provided about Friends' upcoming 50th anniversary.

MCLEAN PROJECT FOR THE ARTS REPORT TO MCC GOVERNING BOARD

Excerpts from the written MPA June report to the MCC Board are shown below:

News

- **Thanks to Sarah Schallern and The Alden for partnering with MPA** to bring The Phillips Collection's Dr. Susan Behrends Frank, the curator of *Made in the USA* at 7:00 pm in The Alden theatre. Dr. Frank will give a presentation on *Made in the USA, American Masters from The Phillips Collection, 1850-1970*, currently on exhibit at The Phillips Collection from March 1 – August 31, 2014. There will be a reception for members prior to the talk in the DuVal Studio.

- **MPA was awarded the Fairfax County Public Schools (FCPS) Blue Ribbon Community Partner Award** (its highest award for non-profit partners) for our work with the FCPS schools! We were presented the award by Janie Strauss, Dansville School Board Member; Karen Garza, Superintendent of Schools; Ed Long, County Executive; Jay Garant, FCPS Community Partner office and Patti Stevens, Fairfax County Office of Public Private Partnership. Thanks to George Sachs and Chad Quinn who attended and accepted the award alongside MPA.
- **MPA Spring Benefit** was held at the home of Michelle and Chris Olson on Thursday, May 15. This year's co-chairs were Sylvia Garfinkle and Laura Miller. We raised more than \$160,000 toward our operating budget of \$750,000. Attendance: **330**
- **MPA has been accepted for inclusion in the Catalogue for Philanthropy: Greater Washington** as "one of the best" community-based non-profit organizations in our region! We are so honored to be one of 78 organizations selected from over 200 candidates! This will help increase MPA's visibility, acquire new donor relationships and resources, and help us build our overall organizational excellence through participation in development opportunities such as the upcoming CFP Best Practices Workshop in September.

ArtReach

- Workshops with **Lewinsville Senior Center, James Lee Senior Center and SPARC.**
- Workshops with **Langley High School Art Club and Langley High School Special Education**
- **Artist residency at Longfellow Middle School** throughout April and May
- ArtReach hosted a **Family Day** in the Emerson Gallery
- **Total Participants: 153**

NEW BUSINESS

MCC's Graphic Designer, Hussain Mohammed, gave a video presentation highlighting MCC activities during the 2013-2014 board year.

ADJOURN MEETING.

There being no further business, Mr. Quinn adjourned the meeting at approximately 9:30 p.m.

Respectfully Submitted,

Jay Howell, Secretary
MCC Governing Board