

**McLean Community Center
Governing Board Meeting
September 28, 2016**

MINUTES

Board Members Present: Laurelie Wallace, Chair; Debbie Sanders, Vice-Chair; Quentin Levin, Secretary; Paul Kohlenberger, Treasurer; Sam Gollob; Kat Kehoe; Merrily Pierce; and Desi Woltman

Board Members Absent: Chad Quinn and Jennifer Rossman

Staff Members Present: George Sachs, Executive Director; Ashok Karra, Comptroller; Sarah Schallern, Performing Arts Director; Maggie Shea, General Program Director; Catherine Nesbitt, Special Events Manager; Mike Fisher, OFTC General Manager; Andrew Jennings, Youth Program Manager; and Ellen Barial, Governing Board Executive Assistant

Ms. Wallace convened the September 28, 2016 meeting of the Governing Board of the McLean Community Center (MCC) at approximately 7:30 p.m.

ADOPT AGENDA

The meeting agenda was approved unanimously.

PUBLIC COMMENT

There were no members of the public present.

APPROVE MINUTES OF THE AUGUST 24, 2016 SPECIAL MEETING

Minutes of the August 24, 2016 Special Meeting were approved unanimously.

CHAIR'S REPORT/EXECUTIVE COMMITTEE (Laurelie Wallace)

- The Executive Committee did not meet in September.
- December Holiday Schedule: Since the Friday before and the Monday after Christmas are Fairfax County Holiday, the staff wants to close on that weekend. Board Members agreed.
- Board Members reported on the MCC events they attended since the last board meeting, and shared their impressions of the events.

EXECUTIVE DIRECTOR'S REPORT

All-Program Staff Presentation

Mr. Sachs opened his report to the Governing Board with an All-Programs Presentation by MCC's programming staff, who reported on programs for the fiscal year ending June 30, 2016. One thread woven throughout the presentations was the very positive responses from program participants. The reports used a quantitative and a qualitative review on the specific programs. Evaluations were consistently high including some with 100% "excellent" responses.

The programs presented were instructional, Special Events, Performing Arts, Youth Activities, Camp McLean, and the Old Firehouse Teen Center. Excerpts from each program area are attached. Program information includes the programs presented, attendance, evaluations and resident vs. nonresident participation

Annual Plan

Mr. Sachs reported that the 2016-2017 MCC Annual Plan had been finalized. Laminated copies of the Annual Plan were distributed at the meeting; copies will be sent to community stakeholders.

Written Monthly Report to Governing Board

Mr. Sachs gave his monthly report to the Governing Board on activities taking place at MCC. His September 28 report included the following:

Internal Alignment

- We welcomed new staff member, Danielle Van-Hook, as our Performing Arts Youth Programs Director; she started on September 6.
- Barbara Smoot retired after 20 years as our Registrar and we welcomed our new Registrar, Katie Fadora, who also started on September 6.
- It was witnessed and reported to me how pleasant it was to have a new staff member like Katie respond to a customer that she did not know the answer to the information requested, but would find out and call back. Katie did exactly that and called the customer back with the correct information within minutes. The exchange turned into a positive and pleasant experience for the customer.
- The County is reviewing the final draft of a lease for program and office space during the renovation. The lease would be for 22 months beginning on March 1, 2017 through December 31, 2018.

External Alignment

- A public service notice: Sally Horn volunteered to provide county voter registration information. She contacted us about setting up a table in our lobby to provide non-partisan voter registration information on Wednesdays, September 21 and 28, and Thursdays, October 5 and 13 from 10 a.m. to 2 p.m. and again from 4 p.m. to 8 p.m.
- The McLean 5K Run with the Warriors Board cancelled Mclean 5K race due to concerns about the recent terrorist attacks. The Board decided that it had a responsibility to protect all involved, and

would not have been able to execute a safety plan in just two weeks to increase the needed security.

- The Old Firehouse Block Party & Wheels to Africa and Bands or Bikes Concert was held on August 20.
- Fall classes began the week of September 19.
- Events Held: Garage Sale on September 10; AAUW Annual Book Sale on September 16, 17 and 18; Harvest Happenings on September 24.
- Performing Arts: Jammin' Juniors on Wednesdays at 12:30 p.m. with performances by the Teddy Bear Band on September 14; Yosi & Eugene on September 28; and Alex & the Kaleidoscope Band on October 5. There were two Alden Theatre performances: "A Tangle of Tales" by Gray Seal Puppets on September 17 and the Martha Graham Dance Company on September 24.

Financial Stewardship

Ashok adjusted and refined his presentation of our FY18 proposed budget presented to the public at the Public Hearing on September 12 and for adoption by the Board on September 28.

CAPITAL FACILITIES COMMITTEE (Debbie Sanders, Chair)

Ms. Sanders reported on the most recent CFC meeting held on August 8, 2016.

- Committee Members learned that the lease agreement on the primary lease space for MCC during the renovation had not yet been signed.
- The teen center bathroom project continues to be a problem. There have been no bidders on the reduced scope projects despite follow-ups by staff.
- Minutes of the February 4, 2016 CFC meeting were revisited without change; all issues raised by Ms. Pierce have been resolved and finalized.
- There was discussion at the August 8 meeting about adding the language below to the minutes of that meeting, which Ms. Sanders agreed to do.

Mr. Kohlenberger, as Board Chair and an ex officio member of the CFC under the MCC MOU with the Board of Supervisors, was allowed to vote on the issue of how the Maffitt meeting room should be used after the renovation. Under Robert's Rules, Mr. Kohlenberger could not be forced to abstain from voting even if another board member thought there was a conflict for him to vote. Under the specific facts presented, the Office of the County Attorney opined that there was no conflict of interest that would prevent Mr. Kohlenberger from voting on how the Maffitt meeting room should be used.
- A recommendation to add Dennis Findley as a public member of the CFC was adopted by Committee Members in order to continue to have regular access to his expertise. (However, the recommendation was subsequently tabled; Mr. Findley will give any input as a member of the public.)

The CFC's next meeting is on Thursday, October 6, 2016 at 6:30 p.m.

COMMUNICATIONS COMMITTEE (Chad Quinn, Chair)

In Mr. Quinn's absence, minutes of the August 21, 2016 Communications Committee meeting, which were included in the board meeting materials, showed the following outcomes:

- By consensus, PIO FY18 Budget sent to Finance Committee to include in consolidated budget.
- Publicity for the FY18 MCC Budget Proposal was in midstream, following the advertising plan in the *Timeline for Preparation of FY 18 MCC Budget*.
- Committee and staff have discussed preliminary plans for informing residents and other members of the public about offsite locations during renovations, which included:
 - Send to the media.
 - Use on all ads and materials.
 - Send to subscribers of our various email lists.
 - Use other signs and visuals.
 - Use the newsletter for program teachers.
 - Those signing up for classes will get information.
 - Do community news listings in the local press.
 - Add to the County's newswire.
 - We will include MPA in our messages to our residents.
- Staff will provide more information on the renovation webpage at the next committee meeting, when new locations should be finalized.
- Committee Members reviewed and discussed three design options for the signage in the McLean Central Park and shared preferences. Mr. Sachs will follow up with signage work group.
- The Committee rescheduled its December committee meeting to Monday, December 12 at 7:30 p.m. in order to avoid conflict with December holidays. (The meeting follows the 6:30 p.m. meeting of the Elections & Nominations Committee.)

The Communications Committee's next meeting is scheduled for October 19 at 6:30 p.m.

ELECTIONS & NOMINATIONS COMMITTEE (Merrily Pierce, Chair)

Ms. Pierce reported on the September 12, 2016 meeting of the Elections & Nominations Committee (ENC). Meeting outcomes included the following:

- Committee Members reviewed the annual ENC meeting dates and prospective agenda items for each meeting.
- Committee Members and other Board Members not on the ENC commented on what worked well during the election process and made recommendations for improvements. Comments from an unsuccessful candidate were also shared. Committee Members and staff will follow up on the comments and recommendations.
- Committee Members reviewed key dates for the 2017 board elections, which begin with the petition process and end on McLean Day.
- Committee and staff reviewed changes made to Board Election Policies and Procedures from 2009 to 2015, and began preliminary discussion of potential changes. Ms. Pierce encouraged Committee Members to come prepared to make any recommendations at the October 11, 2016 ENC meeting.

FINANCE COMMITTEE (Paul Kohlenberger, Chair)

FY18 MCC Budget Proposal

Mr. Kohlenberger reported on the development of the FY18 MCC Budget Proposal, which the Board would be asked to approve at the meeting.

Background for preparation and opportunities for public comment included the following:

- The Finance Committee reviewed the FY16 yearend budget report as a starting point in developing the FY18 MCC Budget Proposal.
- Guidance was provided to other board committees and staff, which included maintaining a tax rate of 2.3 cents per \$100 of assessed real estate values.
- Staff worked with board committees to develop business unit budgets, which were incorporated into a consolidated budget proposal.
- The Finance Committee gave its approval to the FY18 budget proposal at its meeting on August 22, 2016.
- The full Board gave preliminary approval at the Finance Committee Meeting of the Whole on August 24, 2016.
- A Hearing on the FY18 MCC Budget Proposal was held on Monday, September 12, 2016.
- Throughout the process, residents and members of the public had opportunities to comment on and give input to development of the budget proposal.
- An advertising plan, which was a part of the Timeline for Preparation of FY 18 MCC Budget, provided ongoing notice of upcoming meetings.

Mr. Kohlenberger noted that staff members did a good job in maintaining 70% of the programs while keeping 60% of the income for FY18 when MCC would be operating from offsite locations.

Board Action

Since Board Members had been given multiple presentations on the budget proposal, no further review was requested. With that, Mr. Kohlenberger called the question, and the Board took the following action:

MOTION: that the Governing Board approve the draft MCC FY18 Budget Proposal, which was preliminarily approved by the Board at the Finance Committee Meeting of the Whole on August 24, 2016, and presented at the Public Hearing on September 12, 2016, and direct staff to submit the board-approved budget proposal to Fairfax County on or before September 30, 2016.

Decision: The motion passed unanimously, with two abstentions.

[Mr. Kohlenberger abstained due to a perceived conflict of interest due to his role with the Greater McLean Chamber of Commerce.]

Deadline for MCC's Budget Submission to the County OMB

Background: While the Board of Supervisors does not vote on the countywide budget until April each year, budget submissions are staggered to prevent overwhelming OMB. MCC's designated submission date has been September 30, which leaves only a short period to develop budget proposals. Mr. Sachs reported that OMB has agreed to allow MCC an additional month to submit its annual budget submission; the new deadline is October 31. Before finalizing the change, Mr. Sachs checked with Board Members to get their consent. The Board, by consensus, approved the new deadline for submitting MCC's annual budget proposals to OMB.

Board Member Availability for Budget Work in August

Ms. Sanders pointed out that Board Members need to be here in August in order to get the budget done. The issue will be put on the agenda for the next Finance Committee meeting; it will then come to the Board.

PROGRAM COMMITTEE (Laurelie Wallace, Chair)

Ms. Wallace reported on the September 19 meeting of the Program Committee. Two primary issues included the following:

Room Rental Rates at Offsite Locations

The Program Committee made recommendations on rental rates when MCC is offsite during the renovation. The Committee’s motion below was intended to engender discussion on how MCC should set rental rates when it is paying for its offsite locations, and how much it should charge when spaces are not being used by MCC for its programs and meetings.

Ms. Wallace tabled the motion so that it could be considered by the Finance Committee and other board committees. The rates included in the motion below are the Program Committee’s initial proposal on rental rates; it will revisit the issue after input from other committees and staff.

Motion: that the Program Committee recommend to the Board as a whole and any committees with jurisdiction that the McLean Community Center charge the following rates for local-open, local-private, and non-local groups:

Hourly Rate by Room Size	Local-Open	Local-Private	Non-Local
Rooms 1+4: (320 sq. ft.)	\$10	\$20	\$40
Rooms 2+3: (560 sq. ft.)	\$15	\$30	\$60
Conference: (700 sq. ft.)	\$20	\$40	\$80

Action: Motion tabled.

Discussion of Extending Teen Center Membership to High School

Ms. Wallace reported on the Staff’s question on whether to permit all students in grades 7 to 12 to become Old Firehouse Members. Usage of the teen center in the lease agreement with the County is primarily for high school students; however, other uses are permitted as long as they do not interfere with the primary purpose. While the teen center was originally frequented by older students, it more recently has become frequented by younger students (7-8 graders).

Currently, the board policy permits “special needs” students to apply for waivers to maintain their memberships through grade 12.

There was in-depth discussion among Board Members and staff that, among other issues, included the following:

- No “special programming” is offered for “special needs” students; they have to be able to participate in established teen center activities.

- There was concern about the teen center being viewed as a “special needs” program.
- Only a few special needs students are members; the program is not advertised as such.
- Board Members noted the positive experience, for all involved, that the participation of “special needs” students can bring.
- An 11th grade sibling of a 7th grader might want to accompany their sibling on a Firehouse trip was also discussed.
- Several Committee Members voiced concern about the idea of mixing “seniors” with younger teenagers.
- Ms. Shea, in response, explained that Teen Center Staff are trained to deal with older children and that the desire of “seniors” to join younger students on field trips is not ubiquitous.
- Ms. Shea also explained that the Firehouse has a clear “Code of Conduct” that allows staff to dismiss any student who causes a problem.
- The potential for older students working as “assistant staff” was discussed as a potential way to positively engage older teens.
- Older teens could also mentor younger teens.

Ms. Wallace pointed out that staff will provide more details on a proposed plan at upcoming Program Committee meetings.

LIAISON TO THE FRIENDS OF THE MCC (Lathan Turner)

Mr. Turner was away when the Friends Board held its first meeting following a summer break. The Friends Board is still deciding on how it might fundraise for a segment of the renovation.

NEW OR OLD BUSINESS

There was no new or old business.

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

Respectfully Submitted,

Quentin Levin, Secretary
MCC Governing Board