

**McLean Community Center
Governing Board Meeting
April 23, 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; Risa Sanders; Suddy Sriram; and Laurelie Wallace

Board Member(s) Absent: Steve Pardo

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

Guests Signed In: Jane Edmondson, Chief of Staff, Office of Supervisor John Foust
McLean Project for the Arts (MPA): Bill Dubose, Board Chair, and
Derrick Swaak, Board Member and Representative to the MCC Board
Mirna Galliano, Resident and Mother of OFTC Member
Devika Chadha, Resident and Board Candidate
Kevita Chadha, Resident
Deborah Sanders, Resident and Board Candidate
Lathan Turner, Resident and Board Candidate
Ben Dronsick, Department of Public Works and Environmental Services
Greg Lukmire, The Lukmire Partnership

Mr. Quinn convened the meeting of the Governing Board of the McLean Community Center (MCC) at 7:40 p.m.

ADOPT MEETING AGENDA

The Governing Board unanimously adopted the meeting agenda.

INTRODUCTIONS AND PUBLIC COMMENT

Introductions

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

Mirna Galliano

Ms. Galliano, a tax district resident, had asked in advance to address the Governing Board. Ms. Galliano spoke about her son who is autistic, and the challenges faced by her family. She said that her son's participation in Old Firehouse Teen Center (OFTC) activities meets his social development needs. Through his OFTC membership, Ms. Galliano's son has attended the afterschool program and "trip camps." He has made friends and loves all of the OFTC programs such as dances, cooking club, and nature club. Ms. Galliano said that her son is accepted by the

other OFTC kids and gets to feel like one of them. She closed her address to the Governing Board with the following:

The programs, staff, the facility have made a huge difference in providing positive experiences in [her son's] life for which I am extremely grateful.

McLean Project for the Arts

Bill Dubose gave highlights from MPA's monthly report to the MCC Governing Board. Excerpts from the report begin on page 8.

APPROVE MINUTES OF MARCH 26, 2014 MEETING

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

CHAIR'S REPORT (Chad Quinn)

Mr. Quinn said that over the last seven 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 at least one of MCC's three pillars adopted in the 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 in 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.
- March 2014 – Marilyn Baird (Internal, External and Financial Stewardship) for her relationship with MCC through the Joy of Dance, which provides dance classes and programs for MCC.

Financial Stewardship

Mr. Quinn said that a focus of the meeting would be on Financial Stewardship both in his report and the Executive Director's Report, as well as the presentation of the third quarter financial report during the Finance Committee's report.

Mr. Quinn highlighted the Financial Stewardship goals included in the 2013-2014 Annual Plan, and reviewed the goals that had been completed:

- Provide clear, easily digestible, and timely information to residents on FY15 proposed budget and budget planning process, for public hearing and board and committee meetings.
- Publish easily accessible proposed MCC FY 15 Budget and County-approved MCC FY 14 Budget with graphic charts on the website and in e-blasts for better understanding prior to public hearing; extend time between the public hearing and Governing Board vote on the budget to allow for more meaningful input and additional written public comments; and provide financial updates on website throughout the year when there is new information.
- Provide significant training to senior staff about the budgeting process in general, and historical reviews and state-of-the-art budget techniques for their business areas in particular.
- Evaluate the cost of adding another decade of the Center's history on walls outside of Community Hall. (Decision was to fold the project into renovations.)
- Provide regular updates to the Governing Board and general public on MCC's financial picture to "reality" check actuals versus budgeted expenses (ordinary and capital). Quarterly reviews of FY 14 Budget at full board meetings in October, January, and April.

With the completion of the budget review at the April 23 meeting, all Financial Stewardship goals adopted by the Governing Board have been fulfilled.

EXECUTIVE COMMITTEE REPORT (Chad Quinn, Chair)

Mr. Quinn introduced a motion from the Executive Committee concerning MCC's sponsorship of MPA's 2014 Artfest program. Mr. Quinn noted that Mr. Sachs and Nancy Perry, MPA's Executive Director, had developed a plan under which MCC would provide in-kind and cash sponsorship of Artfest.

MOTION: that the Governing Board approve MCC's in-kind and cash sponsorship plan for McLean Project for the Art's 2014 Artfest in the amount of \$20,000.

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

EXECUTIVE DIRECTOR'S REPORT (George Sachs)

In keeping with the focus on Financial Stewardship, Mr. Sachs discussed the staff's *Financial Accomplishments for FY14*. They included the following:

- Timely presentation of Budgets.
- Implemented Quarterly Financial Review – Presentation to Finance Committee and Board.
- Posted all financial information on the MCC website for transparency.
- Successful completion of P-Card Audit.
- Completed the County Financial Reconciliation Plan for the Center.
- Review of Program Surveys and Performance in November 2013, for the first four months of the Fiscal Year.

- Created a Performance Dashboard for Program Reviews.
- Lowered the approved FY14 budgets for all program areas, moving them in alignment with what had been spent the previous year.
- Established financial goals and reports requiring staff to keep abreast of their spending and to make detailed reports quarterly.
- Projected third quarter estimates for year-end FY 14 are to reduce the deficit from \$710,000 to \$397,000.

Mr. Sachs also reviewed his monthly Executive Director's Report, which is shown below:

Internal Alignment

- Spring Break Trips at the OFTC had 94 participants last week. Survey comments:
 "This was the best trip program I have ever been on."
 "My mom could go to work while I was here"
 Very organized, convenient, lots of fun"
- Brian Stokes Mitchell at Alden April 8 – "It was an incredible event. Congrats. Obviously quality sells, sold out on a Tuesday night. Do more than one like this a year."
- Brian Stokes Mitchell made several observations and comments he shared with the audience:
 His gratefulness to the theatre tech staff for their professionalism and skills; the Alden is truly a gem of a facility in its quality; and the intimacy and closeness with the audience.
- Mr. Sachs announces a "save the date" for Wednesday June 25, 2014 for our Board/Staff Annual Plan retreat session from 6:30 p.m. to 9:00 p.m. at the OFTC.

External Alignment

- The OFTC hosted the second annual Northern VA Table Tennis Club's open tournament on April 12 with 43 participants.
- OFTC also hosted the "Inaugural" Parent Discussion Night on April 8 where about 30 parents of Teens and Tweens from 5th – 12th grades talked about common issues, solutions, successes and failures regarding raising kids in our McLean community. Stakeholders included: Safe Community Coalition; Fairfax City Unified Prevention Coalition; School counselors; and parents.
- With Nancy Perry's input and help with the process, I nominated the MPA for the county's Public Private Partnership Blue Ribbon Partner Award. I think the MCC-MPA partnership exemplifies what this award best represents, and we are hopeful of receiving the recognition.

Financial Stewardship

- Our illustrious comptroller, Ashok Karra, assembled the numbers for our third quarter performance of this fiscal year. This has been one of many of our financial accomplishments this year and is a true example of financial stewardship.

CAPITAL FACILITIES COMMITTEE (Susan Bourgeois, Chair)

Ms. Bourgeois introduced Ben Dronsick of the Department of Public Works and Environmental Services (DPWES) which serves as the project manager for MCC's renovation project, and Greg Lukmire of The Lukmire Partnerships which serves as the architect for the project.

The Governing Board was asked to approve a Memorandum of Understanding (MOU) between MCC and DPWES to formally retain the agency as MCC's project manager. Having the MOU in place allows DPWES to formally retain The Lukmire Partnership as the architectural firm for the renovation project as recommended by Fairfax County's Selection Advisory Committee.

MOTION: that the Governing Board approve the Memorandum of Understanding between MCC and the Department of Public Works and Environmental Services through which DPWES will serve as the project manager for MCC's Ingleside renovations.

Decision: The motion passed unanimously.

Ms. Bourgeois said that on April 29 the Capital Facilities Committee (CFC) would begin weekly meetings with Mr. Lukmire and Mr. Dronsick to start the initial design phase. Mr. Lukmire said that initial work would focus on reaffirming and/or revising the program needs for the Ingleside building over the next 20 years. The work will involve looking at the feasibility study done by Shaffer Wilson Sarver and Gray (SWSG) and determining whether it addressed the needs and whether any changes are needed.

Ms. Bourgeois said that a special board meeting in May might be required to bring plans to the full board. She said that the idea is to look at the initial feasibility study as a beginning place, and to reach a point of departure from the study to examine new designs. While the feasibility study gave important information, it did not address all of the issues needed for the renovation project.

Mr. Lukmire will meet with staff, the CFC, and the Board to get everyone's input into the design process and the final designs.

FINANCE COMMITTEE (Craig Richardson, Chair)

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

Mr. Karra reviewed the budget numbers for the quarter ending March 31, highlighting certain areas including:

- Overall, departments met their spending goals except for the Teen Center.
- The overage in that cost center may be made up by underspending in other cost centers.
- While there will still be an overall year-end shortfall, as budgeted for FY14, it will be significantly lower than budgeted. As of the third-quarter end, the deficit had been reduced from \$710,000 to \$397,000.
- The deficit reduction is due to a number of factors including higher than budgeted tax revenue, higher than expected instruction fees, and lower spending in some cost centers.

- Capital projects are on budget.
- The Board of Supervisors has approved MCC's FY15 budget (which begins on July 1).
- Staff planning for the FY16 budget is well underway.

Mr. Richardson pointed out that over the next few years there will be several staff retirements, which will affect personnel costs; this is something that board and staff will need to plan for.

ELECTIONS & NOMINATIONS COMMITTEE (Laurelie Wallace, Chair)

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

- A "Meet and Greet" for residents to meet board candidates was scheduled for the day following the board meeting (April 24) at OFTC.
- Elections & Nominations Committee members hope that the "Meet and Greet" will become an annual event.
- MCC is sponsoring the "Meet and Greet" this year, and will follow up with Friends of the MCC about sponsoring next year's event.
- Absentee voting is well underway, and will end on May 14.
- Voting will take place at McLean Day from 10:30 a.m. to 5:00 p.m.

PROGRAM COMMITTEE (Risa Sanders, Chair)

Dr. Sanders gave the Program Committee report, which included:

Performance Dashboard and Survey Reports

- The program staff will present the second of two Performance Dashboard and survey reports at the June 4 board meeting.
- The reports track the number of programs provided and participants' satisfaction.
- The Performance Dashboard will include the two survey questions that are tracked across all program areas.
- Other survey questions specific to certain program areas will be presented separately.
- Data will be cumulative over the fiscal year.
- Departmental reports will include charts covering each survey question.

McLean Day Overhaul

- Program staff led by General Program Director Maggie Shea and Staff Member Catherine Nesbitt completed a comprehensive plan to overhaul all aspects of the McLean Day celebration for 2015 – although some changes have been made for the May 17 event.
- One goal was to create a plan that anyone could pick up and use as a guide to running McLean Day.
- Ms. Shea and Ms. Nesbitt were highlighted for their leadership of the enormous project.

Other Program Issues

- The staff is continuing to follow up on comments made at the March public hearing on programs, which includes a survey underway to determine current interests in having an aftercare option for MCC's youth camps.
- Mr. Sachs will present a plan for a new Special Events Director's position when the current director retires next year.

DOWNTOWN PLANNING COMMITTEE (Jay Howell, Chair)

FINANCE COMMITTEE (Craig Richardson, Chair)

Mr. Richardson and Mr. Howell reported on the status of the Downtown Report, which will be presented to the Governing Board at its June 4 meeting. They noted the following:

- A framework for the report has been developed, which committee members are using to prepare report segments.
- The report will include an executive summary, which will contain recommendations from the two committees on how MCC should precede downtown.
- Mr. Karra has updated annual operating costs for a new downtown facility, which are estimated at approximately \$1 million.
- Estimated operating costs were based on the approved uses adopted by the Governing Board on July 25, 2012 and the blocking designs provided to the Board by Greg Lukmire on December 12, 2012.
- Committee and staff members are continuing to review financing options for a downtown facility.
- The report is scheduled to be completed by May 28, and provided to the full board before the June 4 meeting.

COMMUNICATIONS COMMITTEE (Sean Dunn, Chair)

Mr. Dunn gave the Communications Committee report, which included the following:

Performance Dashboard

- Committee and staff members discussed whether there was a need to change the format of the initial Performance Dashboard, and concluded that no changes were needed at that time.
- The Performance Dashboard will include only the two questions that track across all program areas.

Facebook

- Committee and staff members continued earlier discussions on how MCC could gain more "Friends" on Facebook.
- Mr. Pardo volunteered to share ideas with staff.
- Staff will continue working on Facebook issues in the coming year.

Website

- Mr. Sachs reported on the decision made regarding updating the content management system on the MCC website.
- Rather than starting over, staff decided to work with a company that specializes in the software currently used for the site.
- The software will be brought up-to-date, and the consultants will provide 45 hours of local support at a cost of \$5,000. This rate compared to a \$26,000 estimate for changing to new software and remote consulting.

LIAISON TO FRIENDS OF THE MCC (Paul Kohlenberger)

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

- There was interest in Friends sponsoring the 2014 “Meet and Greet” for MCC board candidates; however, there was not enough time for the Friends Board to vote on the issue.
- The Friends Board voted to provide free “Friends” pens to residents after they voted in the upcoming board elections.
- It was reported that additional funding was needed for the MCC registration kiosk sponsored by Friends. Mr. Sachs and Mr. Kohlenberger will follow up on the issue.

MCLEAN PROJECT FOR THE ARTS (Bill DuBose, MPA Board Chair)

Excerpts from the April MPA monthly report are shown below:

Internal Alignment

- Thanks to George Sachs for nominating MPA as Fairfax County Blue Ribbon Partner for providing about \$1 million in capital improvements to MCC and more than \$6 million in program expenses for the visual arts program for the community since 1990.
- Thanks to Sarah Schallern and The Alden for partnering with MPA to bring The Phillips Collection to The Alden on June 4 for a slide lecture on *Made in the USA* exhibition.
- The April 17 reception in honor of former BOS Supervisor Lilla Richards was in appreciation of her work 25 years ago to spearhead agreements passed by Fairfax County BOS and MCC Gov. Board to establish a permanent home for MPA at MCC. There were 75 attendees.

Financial Stewardship

- On April 10, MPA Chair Bill DuBose testified before the BOS in support of the Arts Council of Fairfax County (ACFC) budget proposal to restore lost funding for the grants program to arts organizations such as MPA and to increase grant pool for arts education. MPA’s annual grants from ACFC have dropped 40-60% since 2008.
- Spring Benefit Invitations were mailed to 1,000 recipients. Spring Benefit scheduled for May 15 at Holly Hill, the home of Michelle and Chris Olson.

External Alignment

- Nancy Perry attended the Virginia Museum of Fine Arts Statewide Partners conference in Richmond on April 10.
- With the help of grants from ACFC and Virginia Commission for the Arts, MPA launched a new website, which is smart phone and tablet friendly. The new website is up but we are still adding content.

NEW BUSINESS

There was no new business.

ADJOURN MEETING.

There being no further business, Mr. Quinn adjourned the meeting at approximately 9:25 p.m.

Respectfully Submitted,

Jay Howell, Secretary
MCC Governing Board