

**McLean Community Center
Final Meeting of the 2014-2015 Governing Board
June 3, 2015**

MINUTES

Board Members Present: Jay Howell, Secretary; Craig Richardson, Treasurer; Dennis Findley; Paul Kohlenberger; Debbie Sanders; Lathan Turner; Laurelie Wallace; and Amanda Whitfield

Board Members Absent: Chad Quinn, Chair; Susan Bourgeois, Vice-Chair; and Tarun Kamath

Staff Members Present: George Sachs, Executive Director; Ashok Karra, Comptroller; Sarah Schallern, Performing Arts Director; Maggie Shea, General Program Director; Evelyn Hill, Performing Arts; Ryan Brookes, Intergenerational Program Director; Catherine Nesbitt, Special Events Manager; Hussain Mohammed, Graphic Designer; Robin Walker, Social Media Editor; Veronica Medina, Administrative Assistant; and Ellen Barial, Executive Assistant

Guests Signed In: Jane Edmondson, Chief of Staff, Office of Supervisor John Foust; Incoming MCC Board Members: Jenna Lebowitz, Merrily Pierce, and Jennifer Rossman; Susan Corrigan, Executive Director, McLean Project for the Arts; Jeannine and Milton Whitfield; Elizabeth Bard; and Bradley Lockhart

Mr. Howell convened the June 3, 2015 meeting of the 2014-2015 Governing Board of the McLean Community Center (MCC) at 7:36 p.m.

ADOPT AGENDA

The meeting agenda was approved unanimously.

INTRODUCTIONS AND PUBLIC COMMENT

Jane Edmondson

Ms. Edmondson reported that, at its June 2, 2015 meeting, the Fairfax County Board of Supervisors approved the appointment of the newly elected and reelected board candidates to the MCC Governing Board.

Susan Corrigan

Ms. Corrigan gave the monthly MPA report to the MCC Governing Board. Excerpts from her report included:

McLean Day Participation

The McLean Project for the Arts participated in McLean Community Center's successful McLean Day. Our very popular tent attracted young people to have their faces painted by local artists, while MPA volunteers and staff described for their parents and guardians the wide variety of art classes for youth and adults, and other arts events available through MPA at the community center.

Art Education Classes

Education through studio art classes taught by experienced artists/educators during winter/spring 2015:

- Classes for Children – 49 offered – 162 students enrolled
- Adult Classes – 25 offered – 113 students
- Open Studio – 6 series – 36 registered for series plus drop-ins.

The 2015 Summer Art Camp

The art camp curriculum has been enhanced this year to include STEAM (Science, Technology, Engineering, Arts, and Mathematics) learning to reinforce Virginia Department of Education Standards of Learning (SOLs). Two hundred fifty children are expected to attend classes this summer. Special scholarships are available for students qualifying for Title I school free and reduced cost meal programs and for young people in the Fairfax County Foster Care program.

APPROVAL OF MINUTES OF APRIL 22, 2015 BOARD MEETING

Minutes of the April 22, 2015 Governing Board minutes were approved unanimously.

CHAIR'S REPORT/EXECUTIVE COMMITTEE (Jay Howell, Board Secretary)

Chad Quinn: Highlights as Board Chair (2013-2015)

Mr. Quinn, who was unable to attend the meeting, asked Mr. Howell to read into the record his report to the Governing Board on the outcomes of his two-year presidency. Highlights included:

- Inaugurating the Annual Planning process in 2013.
- Reaching out to community organizations such as the McLean Citizens Association to strengthen working relationships.
- Reinstating the MCC liaison to the Friends of the McLean Community Center.
- Increasing transparency in MCC operations by establishing more time for public comment in the budget development process, quarterly financial reports at board meetings, and two all-department program reports twice annually at board meetings.

A full copy of Mr. Quinn's report is attached.

Annual Plan Report: 2014-2015

Mr. Howell reported that Governing Board committees and staff fulfilled all 2014-2015 MCC Annual Plan goals. Highlights included:

Internal Alignment

- ✓ Conduct surveys and ask participants how they heard about the MCC event, program, or class that they attended. (*Communications and Program Committees*)
- ✓ Management staff training on new County approved social media networking systems within two months after the county approves the regulations. (*Communications Committee*)

External Alignment

- ✓ Raise awareness of MCC Governing Board election. (*Elections & Nominations Committee*)
- ✓ Continue to extend time between public hearing and board's final vote on budget to allow for more public input. (*Finance Committee*)
- ✓ Track and report on residents' attendance and participation (including residents and nonresidents) in MCC programs at two full Board meetings in fiscal year. (*Program Committee*)

Financial Stewardship

- ✓ Operate generally on a balanced budget. (*Board and Staff*)
- ✓ Provide regular updates to the Governing Board and staff on the MCC budget and budget management (actual versus budgeted expenses and revenue). (*Finance Committee*)
- ✓ Quarter end financial reports on all capital projects. (*Finance Committee*)

A copy of the full report is attached, and is posted to the MCC website.

EXECUTIVE DIRECTOR'S REPORT (George Sachs)

Executive Director George Sachs led staff members in reporting on recent activities at MCC, including a very successful McLean Day festival on May 16.

Monthly Report

Mr. Sachs' written report is below:

Internal Alignment

- The most notable mention has to be the all-out effort by MCC staff to plan and implement the entire McLean Day event. All hands were "on deck."
- A special thank you to Maggie Shea for working through the vision and developing a plan, and to Catherine Nesbitt for managing and putting together all the logistics and details to make it happen.
- I would like to mention a pilot program in which we sought sponsorships to underwrite some of the costs of McLean Day. I delegated the project to Veronica Medina, who did an outstanding job and represented the MCC in an utmost professional manner.

- Not to be forgotten - one of the most important elements of McLean Day is the election of our Governing Board members, a huge effort lead by Ellen Barial.
- We welcomed back from maternity leave Office Manager Lindsey Hogan, who has settled back into her role without missing a beat.

External Alignment

- Congresswoman Barbara Comstock attended McLean Day and presented a certificate of recognition to MCC honoring the 100th Anniversary of McLean Day.
- I received an email from Joe O’Hara with Washington Fine Properties, LLC, which was a Mclean Day sponsor. Mr. O’Hara wrote: “Thank you and all the staff at the MCC for an outstanding McLean Day. We had tons of traffic at our booth. The event was extremely well organized and we truly appreciated everyone’s assistance before, during, and after the event. The sponsor welcome bag was a very nice touch. We are already looking forward to next year!”
- Our annual Spring Community Garage Sale was held on April 18th with 80 sellers and over 750 lookers and buyers.
- Performing Arts highlights in April included two sellout performances: a dance performance by “Pilobolus” and a kids and family performance of “The Very Hungry Caterpillar.”

Financial Stewardship

Going into the close of FY2015 financials, it is a great relief to know that all of our financial data is current and accurate and that our agency will be able to close out the year on time. I attribute our readiness and accuracy to the leadership and expertise of our comptroller, Ashok Karra, and his hard working staff.

See more information about MCC at: <http://www.mcleancenter.org/>.

Annual Report Letter

Executive Director George Sachs reviewed his Annual Report to Board Executive Committee. He pointed out a number of highlights including:

I remain focused on and consider MCC’s Annual Plan when implementing change. We have reached incredible milestones in a continual effort to improve. Challenges have been conquered by teamwork and positive attitudes. Ideas and discussions have become projects that are crossed off a task list. Questions regarding the Center’s operations and Fairfax County policies have been answered and turned into best practices. We are assured that systems for compiling financial reports and records are transparent at all times. Most importantly, we continue to serve our community with pride in our mission.

During this past year, we welcomed 22,612 attendees to our Alden Theatre; 3,800 participants in our Instructional Classes with an offering of 388 classes; 22,788 attendees at Special Events; and 28,427 participants in 707 facility rentals. There was continuous innovation to capture the interest of our youth, resulting in a 28 percent growth margin at the Old Firehouse Teen Center.

The MCC Renovation Project has received support and approval by our Dranesville District Supervisor John Foust, and we continue to make progress with what is possibly the biggest change to the MCC since its original construction some 40 years ago. More information regarding the MCC Renovation Project will be announced in months to come.

The MCC continues supporting the needs of the community through education, the arts, and other innovations. I would like to extend a heartfelt thank you to those who make all of this happen. MCC would not be the standout organization it is without the tireless dedication of our staff and Board. Their leadership, passion, expertise, and enthusiasm are helping to transform the MCC into “The Hub for McLean’s Community”.

Likewise, we would not be the organization we are today without the support of our partners and friends. Their financial and other support helps us to continue trying new things. Thanks again to all concerned for continuous enthusiasm and commitment to the positive changes and direction of the MCC.

Staff Presentations

Program staff presented a report on the all programs at MCC for the one-year period June 2014-May 2015. Presentations were made for Instruction Programs, Performing Arts, Special Events, Youth Activities, and Old Firehouse Teen Center Programs.

Each department reported on its programs and the evaluations by program participants on the quality of the programs. All program areas Programs received consistently positive responses.

The staff report is on the MCC website under “What’s New.”

RECOGNITION OF OUTGOING BOARD MEMBERS AND SPECIAL GUESTS (George Sachs)

Mr. Sachs reviewed the board service of two outgoing board members: Craig E. Richardson and Amanda Whitfield. Outgoing board members Susan Bourgeois and Tarun Kamath were unable to attend the meeting.

Craig E. Richardson

Mr. Richardson served on the board from 2010 to 2015. In his first term, Mr. Richardson filled the remaining two years of a three-term when a sitting board member stepped down prior to the end of his term. Mr. Richardson was reelected to a full three-year term. During his terms, Mr. Richardson held the follow offices and served on the following committees:

2010 – 2012 Term

- 2010 – 2011: Capital Facilities Committee and Communications Committee
- 2011 – 2012: Board Secretary/Executive Committee; Communications Committee (chair); and Downtown Planning Committee

2012 – 2015 Term

- 2012 – 2013: Board Secretary/Executive Committee; Elections & Nominations Committee (chair); and Downtown Planning Committee
- 2013 – 2014: Board Treasurer/Executive Committee; Finance Committee (chair); and Downtown Planning Committee
- 2014 – 2015: Board Treasurer/Executive Committee; Finance Committee (chair); and Communications Committee

Board and staff members thanked Mr. Richardson for his service on the Board and for his leadership as a board officer and as chair of board committees. Mr. Richardson received the traditional Jefferson cup given to all board members at the end of their terms. Acknowledging his five years on the board and board officer service, Mr. Sachs presented a gift from the staff.

Amanda Whitfield

Ms. Whitfield served a one-year term as a youth board member. During that time, she served on the Program Committee, Elections & Nominations Committee, and Communications Committee. Board and staff members thanked Ms. Whitfield for her board service, noting her work on board committees where she willingly shared views and suggestions, sometimes leading other committee members to adopt her approach on issues.

Everyone wished Ms. Whitfield well as she starts her college career in the fall. She received the traditional Jefferson cup marking the end of her one-year term. Ms. Whitfield was encouraged to consider returning the board as an adult board member.

CAPITAL FACILITIES COMMITTEE (Susan Bourgeois, Chair)

Dennis Findley filled in for Ms. Bourgeois and updated board members on the renovation of MCC's Ingleside facility:

- A round of public comment meetings and individual meetings with the McLean Citizens Association concluded on May 27.
- The renovation and expansion project is at the Design Development Phase when formal Value Engineering takes place.
- In the Value Engineering process, DPWES will look at drawings and plans to see if there are savings to reach the lowest possible cost that will allow for necessary quality.
- Capital Facilities Committee members and MCC staff are reviewing potential interior design schemes.

COMMUNICATIONS COMMITTEE (Jay Howell, Chair)

Mr. Howell referred board members to the Communications Committee minutes in the meeting materials. Highlights from the report and minutes included:

- McLean Day: The communications staff provided all signage and banners for McLean Day, including those for sponsors.
- Signage in McLean Central Park: Initial work is underway to replace MCC's primary sign in McLean Central Park through a Fairfax County Park Authority (FCPA) signs committee composed of representatives of FCPA, MCC and the Dolley Madison Library. Mr. Sachs is a MCC representative on the committee.

Architect Greg Lukmire has been asked to review another architect's designs commissioned by MCC several years ago, and to look at how they could be revised for the main, shared signage in the park.

- Annual Goals: The Communications Committee completed all of its goals for 2014-2015.

ELECTIONS & NOMINATIONS COMMITTEE (Paul Kohlenberger, Chair)

Mr. Kohlenberger reported that it was a good year for the Elections & Nominations Committee. He highlighted the following:

- The Old Firehouse Teen Center (OFTC) was added as a second site to pick up and return absentee ballot packages.
- The petition packets were made more robust.
- Reduced print advertising cost by 20%, using smaller targeted ads. Smaller ads allowed us to run more ads.
- Adult voting was the fourth highest ever. Youth voting was the highest ever, up by 38%.
- Recommendations to next year's committee:
 - Adding language to youth affirmation of residency forms to emphasize the seriousness of providing inaccurate information, or making false statements on the forms.
 - Individual tents for all board candidates, with their names, were nice. However, next year's committee should consider the cost of the tents and signage, in coordination with Program Committee.
 - Continuing to allow candidate signage at McLean Day, in proximity to voting areas and entrances.
 - Review media pricing in election advertising.
 - Keep use of OFTC as a second site for picking up and returning absentee ballot applications and ballots.
 - Asking Friends of MCC to sponsor a "Meet the Candidates" reception again, perhaps in conjunction with the McLean Citizens Association.

FINANCE COMMITTEE (Craig Richardson, Chair)

As outgoing board treasurer and chair of the Finance Committee, Mr. Richardson recommended that MCC take a longer range look at what will happen after the capital reserve fund has been spent down due to the renovation project. He also said that MCC would be in good stead with Ashok Karra managing MCC's budget.

PROGRAM COMMITTEE (Laurelie Wallace, Chair)

Ms. Wallace gave the Program Committee report, highlighting a number of areas:

- McLean Day was a great success with its upgraded presentation. There was a lot of positive feedback from residents.
- Staff did an excellent job on the annual programs report.
- The performance dashboard will be presented at the July board meeting.
- Public hearing comments were addressed at the last Program Committee meeting, and appropriate responses were determined.
- Fourth of July plans are underway, including looking at ways to get the word out about the change in location.
- The Program Committee completed all of its goals for the year.

LIAISON TO FRIENDS OF THE MCC (Paul Kohlenberger)

Mr. Kohlenberger reported that:

- The Friends of the McLean Community Center will hold its annual meeting on June 8.
- Friends Board Member Mary Ann Hampton will receive the "Friends in Deed" award.

Board members and guests were encouraged to join Friends.

NEW OR OLD BUSINESS

Hussain Mohammed, MCC's Graphic Designer, presented a year-in-review video highlighting the 2014-2015 board year.

There being no further business, Mr. Howell adjourned the meeting at 9:05 p.m.

Respectfully Submitted,

Laurelie Wallace, Secretary
Governing Board
McLean Community Center