

**Joint meeting of:
MPA Board of Directors & 2018-2019 MCC Governing Board**

**followed by:
MCC Governing Board Regular Meeting**

February 27, 2019

MINUTES

- MCC Board Members Present:** Paul Kohlenberger, Board Chair; Desi Woltman; Julie Waters; Elizabeth John; Lauren Herzberg; Raj Mehra; Terri Markwart; Kat Kehoe; Carole Herrick
- MCC Board Members Absent:** Megan Markwart; Alicia Plerhoples
- MCC Staff Present:** George Sachs, Executive Director; Ashok Karra, Comptroller; Maggie Shea, General Programs Director; Holly Novak
- MPA Staff and Board:** Lori Carbonneau; Deborah Bissen; many MPA Board members
- Guests:** Glenn Yarborough (Friends of MCC); Jane Edmondson (Supervisor Foust's office); Joan Barclay (Compass); Compass team members

CONVENE JOINT MEETING

Mr. Sachs convened a Joint Meeting of the Governing Board of the McLean Community Center and the Board of Directors of McLean Project for the Arts at 7:12 p.m. in the Community Hall. He welcomed everyone to the newly-renovated facility and gave an opportunity for each person to introduce themselves around the table.

INTRODUCTION OF NEW VENDOR: COMPASS

**a visual presentation was shown; written copies were distributed in advance.*

Ms. Carbonneau introduced Joan Barclay and the Compass consulting group team. Compass is a pro bono consulting group specializing in helping non-profit organizations increase their impact in the local community. Compass will assist MPA in redesigning the ArtFest 2019 event. Their first effort is a benchmarking study to better understand all that ArtFest is to its various stakeholders and how the event can be improved.

ADJOURNMENT

Mr. Sachs thanked Ms. Carbonneau, the MPA staff and Board members, and the MCC Governing Board for their participation tonight as community partners. The joint meeting adjourned at 7:35 p.m.

CONVENE REGULAR MEETING OF MCC GOVERNING BOARD

Mr. Kohlenberger convened the Regular Meeting of the 2018-2019 Governing Board of the McLean Community Center at 7:43 p.m. in the McLean Room.

ADOPT AGENDA

The Agenda for the meeting was adopted by acclamation. Mr. Kohlenberger welcomed Ms. Edmondson from Supervisor Foust's office. On Thurs., February 28, at 7:00 p.m. in MCC Community Hall, Supervisor Foust will hold a public meeting on the FY2020 Proposed Budget for Fairfax County. Everyone is invited to attend.

PUBLIC COMMENT

No public comments were expressed.

APPROVE MINUTES OF JANUARY 23, 2019 GOVERNING BOARD MEETING

Mr. Kohlenberger asked if there were any suggested revisions to the Minutes of the meeting on January 23, 2019. Ms. Woltman made a motion to approve the Minutes as written; it was seconded.

MOTION: That the Minutes of the Governing Board Regular Meeting on January 23, 2019 be approved. **Approved unanimously.**

CHAIR'S REPORT /EXECUTIVE COMMITTEE

The Executive Committee did not meet in February. It will likely meet sometime in March about some emerging topics. CFC will work on name plaques for Hampton and Shelp rooms (to be produced in 4-6 weeks) and then coordinate having a celebration with the honorees before the end of this board year.

EXECUTIVE DIRECTOR'S REPORT *Mr. Sachs submitted a written report of activities and accomplishments. He also distributed several recent news clippings about MCC (media coverage).

Internal Alignment: Interest in rentals is increasing: Business is picking up – we are seeing more people here on the premises and things are starting to get 'crazy.' 162 rental requests in January; 90 were non-local.

Macdonald Scholarship Awards Competition: That Macdonald Scholarship Award is a competition of amazing talent, open to local high school students. Thirty-four (34) applications were received, in all categories: instrumental music; vocal music; theatre; dance. Entrants came from Langley High School, McLean High School, The Potomac School and Basis Independent of McLean. The finals of the competition will be held on Wednesday, March 27, at 8:00 p.m. in Alden Theatre.

Question: Last year, we couldn't even get people for all the categories. What do you think made the difference this year?

Ms. Markwart helped to inform the community widely, sending information about Macdonald Scholarship Awards to all performing arts teachers in McLean and at Langley H.S. Ms. Herzberg worked on similar efforts among the McLean High School constituency.

Opinions expressed: That made a huge difference compared to last year. *Mr. Kohlenberger commented:* We didn't have any dance competition in the last couple of years. So thank you!

Question: Why are the Macdonald Scholarship Award finals always held on the same night as the MCC Board meeting?

Every year this happens - and the Board misses out on attending this amazing highlight.

It has always been so, though Mr. Sachs is not aware of the reasons; perhaps: school schedules; judges being scheduled; other factors influencing the decision about the date of the finals. **Mr. Kohlenberger proposed the following schedule change for March 27: Board meeting will start at 7:00 p.m.; Public Hearing on Programs will start at 7:30 p.m.** - which could wrap-up in time to adjourn so everyone may go over to Alden Theatre to see the Macdonald Scholarship finals at 8:00 p.m.

External Alignment: On January 27, "Chocolate Festival" was held at MCC, sponsored by the McLean Rotary Club. It was the first test of a large event held in the newly-renovated facility. It was a grand success, with many noticeable improvements of better movement and traffic flow throughout the building. Estimated attendance: 3000+ people. Evaluation afterward yielded some ideas for improvements for next year. MCC is now equipped to handle large crowds (including many strollers and small children) - a circular interior flow.

The Alden Theatre performance season is in full swing; MCC Performing Arts staff has done a great job. Sell-out Vital Theatre show on Feb. 2 (Wizard of Oz); Feb. 9 - John Eaton; Feb. 23: three sell-out audiences at Okee Dokee Brothers concerts; Feb. 24 – full house for featured speaker: author Walter Mosely.

Two recent teen trips were very successful: day-trip to York, Pennsylvania with skating, arcade games, ice cream at Turkey Hill. Skiing and snowboarding at Canaan Valley, West Virginia was fun. Family Fun Bingo Night on February 15 had 85 participants at The Old Firehouse; it was a lot of fun.

Financial Stewardship: The annual audit by Fairfax County of Accountable Equipment Inventory was deemed 100% accountability. Many thanks to Jennifer Garrett, Technical Director, for maintaining MCC's inventory and keeping track of our equipment. The FY19 Mid-Year Comparison report is included the Finance Committee's Minutes.

ELECTIONS & NOMINATIONS COMMITTEE

The Elections & Nominations Committee met on Feb. 7. Candidate Petition packet pick-up started on January 22 at the MCC Welcome Desk. As of today, 9 Adult candidate packets have been picked up; 5 teens from the McLean High School boundary area and 3 teens from Langley High School boundary area have picked up packets. Candidate packets are due back at MCC by 5:00 p.m. on March 15.

The Candidate Orientation meeting will be held Saturday, March 16 at MCC, from 10:00 to 11:00 a.m. We are trying to streamline the process: publicity photos will be taken, followed by a short presentation on the "Do's and Don'ts" of campaigning and a tour of the MCC facility. Candidates should be able to express why they are running for a seat on the MCC Governing Board (not that they are running for "Mayor of McLean" – or that the *public* thinks they are running for mayor). Absentee Voting process and duration will be explained. Candidates may design their own signage and hand-outs (recommend no more than 300) and may spend whatever they wish on personal campaigning. Ms. Herrick will provide an outline for this orientation event.

Meet-the-Candidates Reception: Friends of MCC and McLean Citizens Association will jointly host a "Meet-the-Candidates" reception on Sunday, April 28 at MCC, from 2:00 to 4:00 p.m. The Elections Committee requests publicity in the local papers about this event, such as photos showing people in attendance, while not focusing on specific candidates. This will give increased visibility to Friends of MCC and MCA.

Absentee Voting: Duration: 9:00 a.m. on Monday, March 18 through 5:00 p.m. Wednesday, May 15, 2019. This year's elections materials (consistent design for Absentee Voting and in-person McLean Day voting) are color-coordinated for easier understanding by the public and increased voter participation.

**Ms. Novak explained actual samples of the color-coordinated Affidavits and Ballots (with similar-color return envelopes).* Preparations are underway for having sufficient supplies at two locations for Small Tax District 1A residents to pick-up Absentee Ballots: MCC Welcome Desk and The Old Firehouse. As Absentee Ballots arrive back, there will be periodic gathering and confidential documenting of the Affidavits to verify that each Ballot cast is from a voter who properly resides within the tax district boundaries. A running tally of how many Absentee Ballots have been returned will be done frequently - to measure whether there is any 'last-minute' rush, and also monitor whether a shorter Absentee Voting period (initiated this year) causes any negative perception among the public (people feeling disenfranchised because they don't have a long enough time span to vote.)

League of Women Voters: The contract has been mailed to the League of Women Voters of the Fairfax Area for conducting and managing the total vote-counting process of in-person Ballots cast on McLean Day, May 18, as well as all Absentee Ballots. When the voting concludes at McLean Day, someone from MCC Elections Committee will be present to observe throughout the vote counting process. All ballots will be counted at MCC, with results known by the evening of May 18 (or the next day - if there is a 3-vote margin between two candidates – thus triggering a recount). Mr. Sachs confirmed that LWV will use paper copies of the tax district residential database (not computer machines) to verify district residents at the voting tent. Likewise, in-person voting will be on paper ballots – not machines.

Question: I'm curious about the paper ballot – was that something you requested, or is that just the way they (LWV) are doing it now? Maybe has LWV made a concerted effort to change something?

Clarification by staff: No - it has always been paper ballots for the MCC Governing Board elections.

Electing officers of the Governing Board (Executive Committee): The committee spent a lot of time discussing how to vote for Governing Board Executive Committee and whether to change this method. All five newly-elected candidates from last year were taken aback by the current process. They did not know the candidates, felt harassed by phone calls and did not like the ballot results being read aloud. Since it is a secret ballot, you don't attach your name to it (p. 149 of *Robert's Rules of Order*). So, you can have a secret ballot; but **we don't attach our name to it or read the results aloud**. *Roberts Rules* states: "Voting by secret ballot is almost never used in legislative bodies. But in ordinary societies – especially secret ones! it is often used."

Clarification by Mr. Kohlenberger: What is best would be to get an opinion from the Fairfax County attorney. He doesn't believe that MCC legally can have a "secret ballot". It is similar to if you would say "Aye"... and then you would be able to be identified; or as if you raised your hand, and it would be able to be identified by the public. Virginia state law does not allow for a secret ballot. *Robert's Rules of Order* is irrelevant and non-applicable if state law or MCC's MOU contravenes it. The Chair understands that it was extremely uncomfortable for that vote to have been verbally announced [in June 2018]. But that has been the process for as long as he has been on the Governing Board.

Opinions expressed: The Elections Committee did look at the MCC MOU from Fairfax County. The language is very loosely written. We do need to get an opinion from the County attorney on how to do this properly because it is open to interpretation.

The committee further discussed the fact that **new board members could abstain from voting...** or just not attend. We can let them know that they aren't required to vote and may decide to abstain.

Clarification by Mr. Kohlenberger: It's undoubtedly awkward. Obviously, it's a concern to you and others. We are all responsible to abide by the law.

Opinions expressed: This way of not announcing the names after the ballot is taken, and letting new folks know that they can abstain was the suggested compromise that would alleviate some of the awkwardness. But we didn't come to any conclusion.

The Elections Committee also discussed the possibility **of whether the old board should elect officers for the new incoming board**, to hopefully make it less cantankerous. A motion was proposed: To have the outgoing board select the Executive Committee at its last meeting. However, during lengthy discussion, it was realized that the new board members could abstain from voting if they wished to. Moreover, it is unfair to exclude any newcomers who may aspire to hold an officer position for the new board year. So that motion failed. **We will keep the current method the way it is, with the proviso that new incoming board members will be informed that they may abstain from this vote, if they wish. In the end, the committee voted to keep the process the same, but not verbally announce WHO voted for WHOM.**

Mr. Kohlenberger summarized: If this is how the Elections Committee would like to approach it in future years, let us make sure it is legal. He will seek the opinion of the Fairfax County attorney and report back to the Board. Mr. Kohlenberger agrees that the current method is awkward; he will find out how it can be adjusted. Mr. Kohlenberger thanked Ms. Herrick and the Elections Committee for their great work this year.

CAPITAL FACILITIES COMMITTEE

Capital Facilities Committee met on Feb. 5 and received a construction update. The 36-page punch list is being worked through gradually. Discussion focused on a 5-year CIP that will carry forward to future boards – where projects could be identified and prioritized with money saved ahead, from year-to-year. A thorough scrubbing of the exterior of the building is suggested. Old windows need to be replaced (stairwell and corner of building). Interior lighting is going to be re-evaluated in response to complaints that it is inadequate; a full-blown lighting study is recommended. Kitchen design is being deferred to the Program Committee.

Colorful logo on front wall -MCC entrance: General opinion is that it doesn't rise to the same artistic level of the other two exterior signs. Minutes from Board meetings of previous years and examination of the contract language showed that the contractor has indeed fulfilled their obligation regarding the existing sign. So, there is no matter of 'recourse'; any different exterior signage will have to be a new capital project.

Welcome Desk: As pretty as it looked on paper, in terms of being functional, this area is not very well-designed for every day work. CFC proposes to have an ergonomic study of the industrial design of this area, as it is now in-use by staff. These are all big-ticket items.

Alden Theatre: Ms. Garrett (Technical Director) re-introduced the wish-list of projects for CIP.

Eventually, Mr. Karra will develop \$\$ numbers for the project list and then these projects can be proposed to the full board to come up with priorities of what we think should happen first.

Question: What about a lot of leaks throughout the building? There are huge leaks in several spots in the building; they are being monitored and remediated as they occur.

NEXT MEETING: The next Capital Facilities Committee meeting is on Tuesday, March 5 at 6:30 p.m.

COMMUNICATIONS COMMITTEE & PROGRAM COMMITTEE

The Communications Committee met jointly with Program Committee on February 11. Sequential public communication about the 2019 Governing Board elections was reviewed in detail. This has gone well, as evidenced by how many Candidate packets have been picked up thus far. The committee also heard some general feedback comments from the public. Then discussion shifted to communication efforts in support of MCC programs. Automatic notifications go out for Alden Theatre; but such notifications are now being requested for reminders about class start dates and other events. We're hoping that if people are registered, they can get an automatic notification "... your class is starting in one week." It should be do-able and Program staff is looking into it. People expect that capability in this day and age.

Kitchen: Feedback from the staff showed that the MCC kitchen IS sufficient to conduct classes and do everything that they currently do. What is necessary is ADA-compliance and some minor re-design of the space to make it a little more amenable to classes, even though it is workable as it is. MCC staff has a contact person who has provided some recommendations – an expert in the culinary instruction industry. They will provide that information to the Board as a "scope of work" - to then go out and request pricing for a design. Then it can be added to the CIP list, and Capital Facilities Committee can decide whether to do it and when.

Community Open House in January 2019 was a grand success. It is being considered to offer this as an annual event. It was a really great idea and brought out a lot of people.

NEXT MEETING: Since all current topics are caught-up and no new business is pending, the scheduled March 4 meeting of Program Committee will be cancelled.

FINANCE COMMITTEE

Finance Committee met on Feb. 5, to review the Mid-Year Financial Report (first 6 months of FY19 actual data). The decision was to accept and forward the complete FY19 Mid-Year Financial Report data, with explanations, to the full Board. It is contained in the Minutes of the Feb. 5 Finance Committee meeting.

Revenues: In general, MCC's financial position is very strong. 75% of revenue comes from real estate taxes. All of that comes in at the beginning of the year; what has come in has beaten projections by a tiny margin. The other 25% of revenues come from instruction/programs. We are one-half through the year– and are at 70% to 90% of our projections. Gap is \$300K to meet our revenue targets for the year. There are some remediation issues in Alden Theatre, but **generally MCC's revenues feel solid**. From an expense standpoint, Salaries – at 44% of budget (not great – outstanding headcount that MCC was not able to hire-in).

Operating Expenses are at about half of our budget – so totally in line.

Construction costs: **We are still under the \$8M construction projection.** Negotiations of punch list items are continuing in order to determine who is responsible; these things are in the process of getting resolved, with guidance from Fairfax County. Overall, MCC is in a really good position for half the year in. In the end, MCC will not spend more money than was allocated. Regarding insurance claims, the tracking of expenses is proving difficult and convoluted: two different insurance companies are now involved – general insurance of the project; then there is another factor of damages that happened that were unrelated (negligence) that weren't part of the project scope but came into play. On February 25, Mr. McGovern, DPWS, and Mr. Sachs did a final walk-through on the 36-page punch list: cross-checking things that MCC is NOT accepting due to deficiencies - many of which Sorensen-Gross claimed they successfully completed.

Question: Has the county taken control of this project? Do they own it now (design development; construction)?

Clarification by Mr. Sachs: Sorensen-Gross contractor personnel are no longer allowed on-site at MCC; all keys have been turned in. We are trying to coordinate with DPWS who will be coming back to finish things (If a new contractor - how do they get paid? Who is hiring the County vendors? Who is scheduling these people? Who is overseeing them?) Much coordination still needs to happen. We still don't have all the operating manuals for equipment that need to be turned over to us.

Question: What led to the 'cease-and-desist' order for Sorensen-Gross to stop coming here? Was it because you found that what they said they had finished was, in fact, not finished?

NO – it was because time ran out. Sorensen-Gross was given many walk-throughs and lists of punch items, and they weren't honoring the timelines. They are now in default; anything MCC must do to repair.. bring up-to-speed to full satisfaction... is now charged to Sorensen-Gross – against their retainer.

Question: Will incoming contractors be allowed to do work when MCC is open and during operating hours?

Yes – provided it's in an area that is not being used by the public. This takes coordination. We are continually asking for more clarification from the county: Who? When? What? We know everyone at the county-level who are supposed to be responsible for the project. The question is – how is it going to get done?

Question: What about the issue of offering discounts to people who are impacted by the federal government furlough?

There is no "policy;" but there is a procedure in place for any individual who is requesting a discount because of financial hardship. Those requests go to the Executive Director. A written form is filled-out by the person requesting a hardship discount. They must qualify. It is seldom; but we do offer it. Mr. Sachs will inform the board whenever it happens. For the past ten years, Mr. Sachs has not received any such requests; no one has applied or been qualified. In the previous Board meeting, it was clarified that MCC does not single-out 'categories' of people (i.e. furloughed government employees) for discounts. Registration staff are well-aware of the procedure for any individual hardship requests; it is published in the Program Guide.

Opinions expressed: I like the idea that MCC offers this. It's good to know that when these cases come along, there are procedures in place.

LIAISON TO FRIENDS OF THE MCLEAN COMMUNITY CENTER

Friends of MCC held their fund-raising wine and cheese event on Sunday, Feb. 24 in downtown McLean. Mr. Sachs, Ms. Herrick, Mr. Kohlenberger and Ms. Woltman attended, representing MCC Governing Board. Approximately \$250 was raised. Friends of MCC looks forward to the upcoming Candidate "Meet-and-Greet" which they will host jointly with the McLean Citizens Association.

OLD / NEW BUSINESS

Mr. Kohlenberger opened the floor to any items of continuing or new business.

ADJOURNMENT

With no further business being mentioned, Mr. Kohlenberger adjourned the meeting at 8:31 p.m.

Respectfully Submitted, Holly Novak - Executive Assistant to the Governing Board