

**McLean Community Center
Governing Board Meeting
February 22, 2017**

MINUTES

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

Board Members Absent: Sam Gollob, Chad Quinn, and Lathan Turner

Staff Members Present: George Sachs, Executive Director; Ashok Karra, Comptroller; and Ellen Barial, Governing Board Executive Assistant

Guest: Dennis Findley, Former Board Member

JOINT MEETING OF MCC GOVERNING BOARD AND MCLEAN PROJECT FOR THE ARTS

Prior to the MCC Governing Board Meeting, a joint meeting was held with the Board of Directors of the McLean Project for the Arts. The Boards meet annually in recognition of their special partnership to introduce current Board Members and staffs, and to exchange status reports.

FEBRUARY MEETING OF THE MCLEAN COMMUNITY CENTER GOVERNING BOARD

Ms. Wallace convened the February 22, 2017 meeting of the Governing Board of the McLean Community Center (MCC) at approximately 7:43 p.m.

ADOPT AGENDA

The meeting agenda was approved unanimously.

PUBLIC COMMENT

There was no public comment.

APPROVE MINUTES OF THE JANUARY 25, 2017 BOARD MEETING

Minutes of the January 25, 2017 Governing Board meeting were approved unanimously.

CHAIR'S REPORT/EXECUTIVE COMMITTEE (Laurelie Wallace)

In her Chair's Report, Ms. Wallace highlighted a number of items, including:

- Ms. Wallace and other Board Members shared their experiences attending a variety of MCC events, and looked forward upcoming events, including Hot Club San Francisco on February 25, which a number of Board Members planned to attend.
- Liaison to Friends of the MCC Board: Desi Woltman, who attended the January Friends Board meeting in place of Ms. Wallace, and Paul Kohlenberger, who also attended the meeting, gave the following report:
 - One issue discussed was how individuals could pay their membership dues electronically. Currently, Friends has a Webpage that is part of the MCC Website. Any money collected goes through the County, which would not work for Friends. There may be an IT solution.
 - A suggestion was that Friends could fund historical markers especially pertaining to the Old Firehouse.
 - The Friends Board will not meet in February.
- The Executive Committee met to review, edit and sign off on the Pledge prepared by the Elections & Nominations Committee. The Committee also discussed the pending Code of Ethics for Board Members. In addition, the Committee dealt with a personnel issue.

EXECUTIVE DIRECTOR'S REPORT (George Sachs)

Mr. Sachs reviewed his monthly report to the Governing Board and shared recent publicity materials. His reformatted written report is shown below.

Internal Alignment

- Offsite Move:
 - We are on schedule to gain access to our leased spaces on March 1, and have made contact with movers to move the heavy items toward the end of March.
 - The County IT Department is scheduled to begin work on phones and computer data lines on March 1, and will then transfer and hook up phones, computers, and copiers.
 - A building signage meeting is scheduled for the new storefront locations.
 - You may start to notice items like pictures, and furnishings starting to disappear as we begin the removal or storage of items.
- Room Unavailable – But Kudos Anyway!
 - It isn't often that we get positive and thankful responses when we aren't able to accommodate room rental requests, which is why I had to share this one:

To Mr. Davis, "Thank you for your quick response. I've been on the phone with four organizations trying to rent space and you are by far the most responsive. Kudos to you and your team for excellent communications and customer service! I will share your information with my people." Sincerely, (name withheld).
 - FYI this person was replying to Jonathan's follow-up email that listed 12 other rental possibilities for them to look into.
- Kind words from our parent volunteers at the Grades 5 and 6 Grades parties:

Thanks Nikhil, "It was a pleasure to be there to help out. My son and many of his school friends had lots of fun in each of these parties that you organized. That is why my son would rather skip his Friday evening basketball practice to attend the last party. It was so much fun for me to watch them

giggling and dancing and playing so well with each other! Thanks for being such a great manager of these events.

- Sarah Schallern was particularly touched by the comments received from the American Shakespeare Center's surveys from their performance of "Our Town:"

The ASC is a fantastic choice; one of the best play experiences I've ever had; I had high expectations which were met; I have loved "Our Town" for years. What was reinforced by my experience today was the immediacy and emotional impact of a live performance. The cast did an excellent job. My wife and I both fully engaged in the performance. I only wish that my son and his family could have been there.

External Alignment

- MCC is on the MOVE! Notice is out with flyers, postcards, and banners as well as on our Website letting everyone know when we are moving (April 3) and where we will be (McLean Square Shopping Center).
- Call for Candidates is in the local papers, on posters, on flyers, in schools, and on our Website. Please share the information with any interested or supportive residents looking to be an active part of our dynamic community center and all its programs.
- Headline in the County Team Fairfax Insider News: "A Doggone Good Time at the Alden Theatre" Teaming up with the County Animal Shelter, auditions for the part of the dog in the Shakespeare production of "The Two Gentlemen of Verona" were held at the community center. There was quite a variety of dogs to choose from for the part. Tanuki was by far the overall best fit for the part with his fluffy, calm, confident, and chill personality. I am happy to report that all of the shelter dogs brought in for the auditions, including Tanuki, were adopted.

Financial Stewardship

I am proud to share the results of our annual Accountable Equipment Audit performed during the weeks of January 9 through 19. We were once again commended for exceeding county standards with 100% of our inventory accounted for in the submittal by Jennifer Garrett, our designated property manager. (The audit covers items that cost \$5,000 or more.)

ELECTIONS & NOMINATIONS COMMITTEE (Merrily Pierce, Chair)

Ms. Pierce reported on the work of the Elections & Nominations Committee (ENC), which included the following topics.

Proposed Amendments to the Board Elections & Nominations Policies and Procedures

- Appreciation was noted for Board Members who are not on the ENC, but who came to meetings and asked questions about the amendments.
- Amendments made in the first seven pages of the document were administrative items on the elections, most of which began with staff. However, the ENC reviewed every item and made edits.
- The remainder of the amendments dealt with the nomination and election of Board Officers.
- One key amendment adopted by the ENC was an annual Pledge to be taken by all Board Members in a ceremony during the first meeting of the incoming Board.

- The Pledge was sent to the Executive Committee for review. One edit was made to add compliance with the Code of Ethics.
- A Call for Nominations would be made at the April Board meeting.
- Statements of intent to run or consider running for a Board Office would be submitted at the May Board meeting. New Board Members would have a chance to observe prospective Officers.
- A calendar for the 2017 Nominations and Elections of Board Officers was reviewed and provided to Board Members.

During discussion of the proposed amendments and the Pledge, “friendly” amendments were offered and incorporated into the ENC recommendations. Two amendments to the proposed policies were made: a) Board Members can run for more than one office and include that in their statements of intent; and b) Staff can limit overly long lists of contact information by Board Candidates, over the 100-word limit for their Statements. The Pledge was amended to include compliance with the laws of the Commonwealth of Virginia.

With no further discussion, the Governing Board took the following action:

MOTION: that the Governing Board adopt the changes to the Board Elections & Nominations Policies and Procedures as recommended by the Elections & Nominations Committee and as amended at the February 22, 2017 Board meeting.

Decision: The motion passed unanimously.

CAPITAL FACILITIES COMMITTEE (Debbie Sanders, Chair)

Ms. Sanders reported that the Board of Supervisors had approved MCC’s construction contract on February 13. The Capital Facilities Committee will meet on March 2 to have a final chance to review carpeting for the renovation. Ms. Sanders invited all interested Board Members to attend the meeting.

COMMUNICATIONS-PROGRAM COMMITTEES (Laurelie Wallace, Program Chair)

Ms. Wallace reported on the joint meeting of the Communications and Program Committees, as well as the separate portions of the meeting for Communications Committee and Program Committee matters.

Joint Meeting on Groundbreaking Ceremony

The joint meeting focused on the Groundbreaking Ceremony. Mr. Sachs is taking the lead on the event and is working with the Supervisor’s Office to make sure that MCC follows the County’s guidelines. The decisions to-date included the following:

- The event will on March 22, 2017 at 10 a.m. in the courtyard, followed by a reception.
- DPWES will provide a pile of dirt, shovels and hard hats.
- The Supervisor’s office is helping with public sector invitees.
- We are working on invitations for our stakeholders and special guests.
- The press will be invited.

Communications Committee Agenda Items

MCC Signage

On behalf of Chad Quinn, Communications Committee Chair, Ms. Wallace reported that the Communications Committee agreed on a design to repair MCC signage at the intersection of Route 123 and Old Dominion Drive. The design includes MCC's current color logo and repairs the sign.

Board Election Communications

Ms. Wallace also reported on advertising for the Board elections. There have been ads in the local press, flyers delivered to high schools in the area, local organizations, stakeholders and local businesses, posters in the lobbies at MCC and the Old Firehouse, and a Candidates Page on the MCC Website with information for prospective candidates. Committee Members gave additional leads.

Program Committee Agenda Items

Food Truck Vendor Policies

Ms. Wallace reported on revisions to Food Truck Vendor Policies. Program staff will edit initial draft policies on food truck vendors, with the assistance of Committee Member Desi Woltman who has experience in the area. Committee Members and staff will follow up on the issue at the next Program Committee meeting. There will be uniform policies and practices for treating and notifying all food truck vendors interested in participating in MCC events.

Location of Dance Program

Mr. Sachs reported that the parties have agreed on sublease terms for a dance program site. The County wanted to see the underlying lease, but Mr. Sachs expects the sublease will be finalized soon.

FINANCE COMMITTEE (Paul Kohlenberger, Chair)

Mr. Kohlenberger reported that the Finance Committee would meet soon to discuss budget projections. Tax receipts were up by 1%, which Mr. Karra noted amounts to about \$40,000.

OLD/NEW BUSINESS

There was no other old or new business.

There being no further business, Ms. Wallace adjourned the meeting at approximately 9:10 p.m.

Respectfully Submitted,

Quentin Levin, Board Secretary
MCC Governing Board