

**McLean Community Center
Governing Board Meeting
May 24, 2017**

MINUTES

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

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

Guests: Jane Edmondson, Chief of Staff, Office of Supervisor John Foust; Mike Scott, McLean Community Players; and Daniele Paul

Ms. Wallace convened the May 24, 2017 meeting of the Governing Board of the McLean Community Center (MCC) at approximately 7:27 p.m.

ADOPT AGENDA

The meeting agenda was approved unanimously.

PUBLIC COMMENT

There was no public comment.

APPROVE MINUTES OF THE APRIL 26, 2017 BOARD MEETING

Minutes of the April 26, 2017 Governing Board meeting were approved unanimously.

CHAIR'S REPORT/EXECUTIVE COMMITTEE (Laurelie Wallace)

Ms. Wallace reported on McLean Day, with input from other Board Members and Mr. Sachs. There was agreement that the McLean Day celebration had been successful with a "hats off to all involved." Other Board Member comments included:

- There was a diverse attendance.
- Staff was well-informed.
- Staff and volunteers provided knowledgeable, helpful assistance.
- Board Candidates were good ambassadors for MCC in their interactions with potential voters and their sense of comradery.
- There was a steady flow of voters throughout the day.

- Changes made this year worked well: umbrella tables for Candidates instead of tents and layout changes that made for a better flow. It was noted that tents might be necessary in the future if there is significant rainfall predicted for McLean Day.
- The food was good, although one Board Member thought it was too expensive. Another thought there was not enough food for children. Others thought some lines were too long.

Ms. Wallace also reported on the May 17 Executive Committee meeting:

Code of Conduct

- Committee Members reviewed and discussed a new draft Code of Conduct prepared by Mr. Kohlenberger.
- The name of the document had been changed from Code of Ethics.
- With the changes, there was a consensus among Committee Members that the Code of Conduct, as revised at the meeting, should go to the Governing Board for action at its May 24 meeting.
- Since changes had been made to the draft previously provided to the full Board, Ms. Wallace was to send the revised draft to Board Members and ask for any feedback by noon on Monday, May 22.
- If needed, the Executive Committee could meet prior to the May 24 Board meeting to address comments.
- It was pointed out that minor changes to Board Member Pledge would be needed to correspond to the Code of Conduct. (Subsequent to the Executive Committee, action on the Code was moved to the June 7 Board meeting.)

Downtown Revitalization

Mr. Kohlenberger reported on an upcoming meeting of the McLean Planning Committee to address the revitalization plans under discussion for downtown McLean, and how they might affect the Old Firehouse Teen Center. The meeting was scheduled for Tuesday, May 23. Committee Members acknowledged that it was important for Board Members to attend, and for the Board to remain cognizant of future developments.

Executive Committee Goals

Ms. Wallace led the review of the Executive Committee's annual goals:

- MCC Board Members are active participants in MCC life.
- Board members continue to be ambassadors for MCC.
- Achieve surplus operations budget to ensure sufficient reserves for future needs.

Committee Members agreed that the goals have been achieved during the current Board year and should continue for the upcoming year.

EXECUTIVE DIRECTOR'S REPORT (George Sachs)

Mr. Sachs gave his monthly Executive Director's report to the Governing Board. Mr. Sachs reported that the first progress meeting with contractors since work began on the Ingleside project had taken place on May 23, 2017. The meeting focused on scheduling of upcoming tasks.

Mr. Sachs' written Board Report is shown below:

Internal Alignment

- Tell us what you think comment cards: "It's SO BIG! I didn't expect that. Great Space. Good luck."
"This new & temporary space is wonderful! We have here a feeling of *community* & interaction with everyone that I never experienced at Ingleside space. Here it is alive and really brings & gives meaning to the word Community Space. Please, reproduce that exquisite sense in our next new space."
- McLean Day! Wow what a great day it was. The weather was our friend and the people came. We estimate over 10,000 in attendance. I couldn't prouder of the event staff lead by Catherine Nesbitt and the entire MCC staff who were all assigned a duty and place at the event. This one day monster of an event could not happen without such dedication and team work. It was nice to see everyone dry and not covered in mud as at this year's event. A huge ovation to all staff and our infinite appreciation for our volunteers on the success of this 2017 McLean Day!

External Alignment

- In April, the Old Firehouse hosted our very own Unruly Theatre Performers for an Improv Comedy Night that drew the interest from a little over 30 participates.
- The Teen Center also provided week long Spring Break Trips while school was out.
- Events put on the annual Garage Sale on April 22nd with 738 attending.
- Our McLean Traveler series took a bus load to Fredericksburg Garden Day on April 25.
- Jammin' Juniors started May 3 with continued concerts in the park on May 10 and 24. Despite our move, we are having great turnouts with over 200 participants enjoying the free entertainment on Wednesday's at 12:30 p.m. at the Gazebo in McLean Central Park.
- On May 5, the Old Firehouse hosted the 5th & 6th Grade Glow Party with a sell-out crowd of over 200 glowing kids.

Financial Stewardship

- Ashok and his finance staff have kept us on target and able to track all financial transactions with the utmost accuracy and timeliness. All our leases are paid on time and are current, which can be a challenge working through our county systems.
- Finance staff have already attended training sessions on the County's process for closing the current fiscal year on June 30, and have started internal preparations.
- Once we have final numbers, staff can complete their preparations for the FY 2019 budget, which we will assemble in August.

COMMUNICATIONS COMMITTEE (Chad Quinn, Chair)

Mr. Quinn reported on the May 23 Communications Committee meeting:

- Committee Members reviewed the extensive print, social media, online and newsletter campaigns done by staff to publicize MCC's offsite office and program locations, the renovation, and the Board Elections.

- The signage repair and maintenance will be completed just before the reopening of the Community Center.
- Mr. Sachs has recommended that instead of creating focus groups, a low-key approach be taken, such as using MCC's presence downtown to attract comments from more community members through surveys, particularly those who did not previously utilize the Ingleside location. The Communications Committee Members supported that recommendation.
- Advertising for absentee voting was a challenge this year, with the smallest number of absentee voters in recent years. With the Ingleside location's temporary closure for renovations, we lost a sense of connection.
- Committee Members and staff reviewed the Committee's goals for the year and determined that all goals had been completed. The focus group goal was deemed completed because the Committee had considered utilizing focus groups, but pivoted away from them and opted for a different method of obtaining residents' input.

CAPITAL FACILITIES COMMITTEE (Debbie Sanders, Chair)

Ms. Sanders gave the Capital Facilities Committee (CFC) report. The CFC did not have an official meeting in May (there was no quorum for a scheduled meeting). Ms. Sanders said the changes in location and date had been confusing.

Ms. Sanders reviewed the CFC goals for the year noting that they were all met. As noted by Mr. Sachs, Ms. Sanders said the first construction progress meeting took place on May 23.

ELECTIONS & NOMINATIONS COMMITTEE (Merrily Pierce, Chair)

Ms. Pierce reported on the May 22 meeting of the Elections & Nominations Committee (ENC):

Absentee Voting

Board Members and staff discussed the desire to simplify the absentee voting process. MCC's absentee voting materials contain both a request to vote absentee and the absentee ballot so that residents can take care of both steps in one process. It was noted that online absentee voting had been examined about five years ago, but was deemed infeasible due to cost and security concerns. Board Members and staff agreed that it was a good time to revisit the possibility of online absentee voting and recommended that next year's ENC do so.

Election Day and Night Process

The ENC and staff debriefed on voting on McLean Day, as well as steps that take place after voting ends. A number of recommendations were made to help McLean Day voting flow more easily. One recommendation was that when a recount is necessary due to a tie or virtual tie, the recount would take place on the evening of the election at MCC in the presence of an ENC Member. Furthermore, MCC needs to establish a process to determine the winner when there is an actual tie at the end of a recount. It was also suggested that all volunteers who serve as tellers should be better trained on the specifics of the MCC's elections, especially the guidelines pertaining to teen voting. These issues and others formed the list of recommendations made for next year's ENC.

Statements of Intent to Run for Board Offices

Staff notified all Members of the 2017-2018 Governing Board Members of the requirement to provide a notice of intent on May 24, either at the Board meeting that evening or by email to elections staff. It was noted that the statements should include qualifications.

Pledge Ceremony Details

Ms. Pierce described how the Pledge Ceremony for the incoming Board would take place. Supervisor Foust would be asked to lead Board Members in taking the Pledge. Each Member of the 2017-2018 Board would sign the Pledge and, at a later date, receive a copy of the signed Pledge. Board Members' families would be invited.

Review Completion of Annual Goals

Committee Members and staff reviewed the ENC goals for 2016-2017 and determined that all goals had been completed.

FINANCE COMMITTEE (Paul Kohlenberger, Chair)

Mr. Kohlenberger gave the Finance Committee report, noting that the Committee had not met in May. He reported the following items:

- While revenue is down for the year, expenses are also down.
- There will be an operating surplus for the year of approximately \$700,000.
- We will have year-end budget projections in the third week of July for preparation of the FY19 budget.
- MCC's new budget submission deadline is October 31 (rather than September 30).

PROGRAM COMMITTEE (Laurelie Wallace, Chair)

Ms. Wallace reported on the May 17 Program Committee meeting:

Review of Program Goals

Committee Members and staff reviewed the 2016-2017 Committee goals shown below:

- Achieve right balance around communications on the programming issues. (Completed for year and Ongoing.)
- Continue to track and report on program participation (resident vs. nonresident rates and satisfaction/recommend rates). (Completed for the year and Ongoing.)
- Review and update booking policies and room rental rates. (Completed for the Alden.)
- Develop and implement internal metrics for programs' financial and programmatic viability. (Completed for the year and Ongoing)

Issues for Next Year's Committee

Committee Members and staff discussed issues that next year's Program Committee would need to address:

- Booking Policies for the renovated Center: priorities and fair pricing.
- Stronger marketing of programs.
- Operating hours: Why not open earlier and offer early morning programs?
- Does it make economic sense to hold spaces on the weekend for potential rentals that may or may not materialize or schedule programs during that time, which generate significantly more revenue?
- Continue to look at program offerings in the McLean Square area to determine what to offer that does not compete with existing programs.

LIAISON TO FRIENDS OF THE MCC (Laurelie Wallace)

Ms. Wallace reported that the Friends of the MCC Board was scheduled to hold its annual meeting on Tuesday, June 5, where the "Friend Indeed Award" would be presented.

Board Members suggested that we should follow up with all Board Candidates to encourage them to join Friends. It was further recommended that Friends be asked to provide all Candidates a complimentary one-year membership. Ms. Wallace will contact the Friends Board Chair about the recommendation.

Following the annual meeting, the Friends Board will take a summer break and resume meeting monthly in September.

OLD/NEW BUSINESS

There was no other old or new business.

There being no further business, Ms. Wallace adjourned the meeting at approximately 8:50 p.m.

Respectfully Submitted,
Quentin Levin, Secretary
MCC Governing Board