

**McLean Community Center
Governing Board Meeting
September 24, 2014**

MINUTES

Board Members Present: Chad Quinn, Chair; Susan Bourgeois, Vice Chair; Jay Howell, Secretary; Craig Richardson, Treasurer; Debbie Sanders; Lathan Turner; Laurelie Wallace; Paul Kohlenberger; and Amanda Whitfield

Board Member(s) Absent: Dennis Findley

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
Bill DuBose, McLean Project for the Arts Board Chair
Donna Goldbranson, Executive Director, Specially Adapted Resource Clubs
Patrick Smaldore, McLean Citizens Association

Mr. Quinn convened the September 24, 2014 meeting of the Governing Board of the McLean Community Center (MCC) at approximately 7:30 p.m.

ADOPT AGENDA

The meeting agenda was unanimously approved.

INTRODUCTIONS AND PUBLIC COMMENT

Introductions

Guests introduced themselves; those signed in are listed above.

McLean Project for the Arts (MPA)

Bill DuBose, MPA Board Chair, gave the organization's monthly report to the MCC Governing Board. An excerpt from the report is on page 8.

APPROVE MINUTES OF AUGUST 20, 2014 MEETING

Minutes of the August 20, 2014 board meeting were approved unanimously.

CHAIR'S REPORT/EXECUTIVE COMMITTEE (Chad Quinn)

Mr. Quinn introduced Donna Goldbranson, Founder and Executive Director of the Specially Adapted Resources Clubs (SPARC). He pointed out that the relationship between SPARC and MCC exemplifies the External Alignment element of MCC's operational three pillars. The three

pillars are Internal Alignment within MCC; External Alignment with Residents and key Stakeholders; and Financial Stewardship, which underlies all of MCC's undertakings.

Ms. Goldbranson talked about the start of SPARC in Fairfax County and the role that MCC plays in providing services in McLean. Her comments included the following points:

- SPARC in Fairfax County started nine or ten years ago through work with Supervisor John Foust to address the needs of severely disabled adults who do not have other organizations to assist them.
- SPARC is a unique day support program for adults with multiple and severe disabilities.
- Favorite activities include cooking, book club, yoga, balloon volleyball, wheelchair relay races, computer lab, art therapy, music therapy and more.
- SPARC activities are based on an Adult Continuing Education concept that states "We should all continue to learn, experience, and explore activities in our neighborhood."
- SPARC in McLean began as a pilot program at the Old Firehouse Teen Center (OFTC) on September 1, 2011.
- MCC provides SPARC with the in-kind-use of space at the OFTC three days a week from 10:00 a.m. to 2:00 p.m. and support from OFTC staff.
- Mr. Sachs was an important part of the process, reaching out to SPARC to see how MCC could help, and connecting SPARC to other organizations in the community.
- SPARC and MCC are truly partners – especially with OFTC and its staff.
- The OFTC staff members are constantly looking at ways to get the SPARC participants involved in other programs – such as bringing in art therapy provided by Sharon Fishel from MPA.
- Under the leadership of Ryan Brooks, MCC's Intergenerational Program Director, OFTC has been helpful in introducing SPARC to local schools as another way of getting support.
- OFTC's location in downtown McLean gives participants opportunities to practice life skills in interacting with the businesses in the neighborhood.
- The McLean SPARC is a model for operating a club in a good setting.
- Great future: SPARC is now on the radar of McLean and Langley High Schools as a place of teens needing the programs provided by SPARC.

Board Members thanked Ms. Goldbranson for bringing SPARC to McLean. They spoke of the importance of MCC's involvement in such a critical program for participants who would have had nowhere else to go in McLean for the services they receive at OFTC.

EXECUTIVE DIRECTOR'S REPORT (George Sachs)

Mr. Sachs gave key highlights of MCC activities during July to September. The written report is below:

Internal Alignment

- When MPAarfest coordinator Amy Swaak received notice from the fire marshal that they needed to submit a fire plan for their event in McLean Central Park, a wave of panic was starting to set in. Three days before the event and they were just hearing about this requirement. Our events staff of Peggy Moore and Nadia Kader quickly pulled together their resources from other event fire plan submittals and helped MPA complete the fire plan requirement for Artfest.
- I just want to make mention of the often unrecognized efforts made by staff to accommodate our patrons and provide the best possible experience they can.
Classes are constantly having to deal with adjustments – moving to another location; instructor no show; equipment malfunctions; reschedule of classes; refunds; etc.
Theatre deals with seating requests; special needs requests; misinformation with ticket purchases, etc.
Teen Center staff makes every effort to accommodate a variety of uses while dealing with the challenging diversity of today’s youth and their special needs consideration.
Facility Rentals consistently challenge staff to meet the needs of demanding requests for specific dates, times, and space requirements.
Time after time I have observed and witnessed these efforts that I can honestly say are living up to our Mission of providing these services as they are **apportioned fairly to all residents**.

External Alignment

- September/October events: Hazardous waste drop off September 6th; Flea Market September 13th; Jammin’ Juniors at park gazebo September 17th,24th, Oct. 1st; Alden performances September 11,14,27, Oct. 4,11,15,18,19; AAUW book sale September 19th – 21st; Harvest Happenings September 27th; Friends of MCC 50th Celebration September 28th; Safe Community Coalition guest author Dr. Brad Sachs September 30th; McLean 5k Run With the Worriers October 4th; MPAarfest October 5th and coming up October 24th Monster Mash Dance at OFTC; October 25th McLean Symphony opening concert; October 26th MCA Political Debate Comstock/Foust in Alden at 3pm.
- AAUW wrote an email to Joe McGovern and Jonathan Davis thanking them for being so considerate and helpful to the AAUW McLean Branch during its book sale.
- SCC Building Resiliency: Working Towards Authentic Success for Our Youth with Dr. Brad Sachs worked hand in hand with out theater staff and even arranged for a special feed to show the event on a big screen TV in our community hall to an over flow crowd expected in the theatre.
- OFTC received an email thanking them on behalf of the McLean Youth Orchestra for allowing them to use the OFTC Location for their Car Wash fundraiser.

Financial Stewardship

- The FY2014 Performance Dashboard has been updated and is posted on our Web Site.
- Our first quarter numbers were assembled by Comptroller Ashok Karra.

CAPITAL FACILITIES COMMITTEE (Susan Bourgeois, Chair)

Ms. Bourgeois reviewed the recommendations from the Capital Facilities Committee regarding the Ingleside renovations project shown in the motion below. She discussed the following points:

- We are moving from concept to schematics stage.
- The schematics will include:
 - New 1500 sq. ft. fitness
 - Expanded space for staff offices
 - Renovation of the rest of the building
- Some areas will be opened up.
- Way-finding will be improved.
- The renovations will include site work.
- The locations of meeting rooms and the additional required bathrooms may be modified to provide the best flow in the renovated building.
- The work will be done within our budget.
- We will address the roof and HVAC units – as needed.

MOTION: that the Governing Board approve the Option E design for the Ingleside renovations, subject to modifications of bathroom and meeting room locations as discussed.

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

COMMUNICATIONS COMMITTEE (Jay Howell, Chair)

Mr. Howell reported that the Communications Committee did not meet in September, but has a full agenda for its October meeting, including: further review of the new MCC website, a renewed look at the MCC signage project, and discussion of whether changes to the Performance Dashboard are needed.

ELECTIONS & NOMINATIONS COMMITTEE (Paul Kohlenberger, Chair)

Mr. Kohlenberger reported that Committee Members met with Joel Stillman of the McLean Youth Association, Inc. He said that the Committee will look at ways to get information about how to reach candidates out to the public, and report back on the issue.

Mr. Kohlenberger reported that in order to increase absentee voting, the Committee is recommending that absentee voting be allowed to take place at the OFTC in addition to MCC's Ingleside location. He presented the following committee recommendation.

Motion: authorize a second absentee voter location at Old Firehouse Teen Center.

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

FINANCE COMMITTEE MEETING OF THE WHOLE AND PUBLIC HEARING (Craig Richardson, Chair)

Mr. Richardson gave an overview of the FY16 budget planning process, which moved smoothly from staff budget planning, work by individual committees and the Finance Committee at public meetings, and culminating with the Meeting of the Whole and Public Hearing. Mr. Karra gave a clear and detailed presentation of the FY16 Budget Proposal at the Meeting of the Whole and Public Hearing on September 15. The Board gave preliminary approval of the FY16 budget at the conclusion of the Public Hearing.

After review and discussion, the Board took final action on the FY 16 budget as follows:

MOTION: that the Governing Board approve the MCC FY16 Budget presented by staff at the Finance Committee Meeting of the Whole.

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

PROGRAM COMMITTEE (Laurelie Wallace, Chair)

Ms. Wallace reported on the Committee's work in August and September.

- In August, the Committee heard budget proposals from program staff, including Performing Arts, Classes (including Senior Programs), Special Events, OFTC, Youth Events, and Camps.
- In September, the Committee reviewed and discussed the final draft budget proposals to send to the Finance Committee for inclusion in the full MCC budget.
- FY16 Budget: revised figures show increases in some class and program fees – with revenue increasing at an estimated 8.4%; with cost decreasing overall at 0.5%.
- The Committee addressed the request from the McLean Rotary Club for a waiver of its rental fees for its Chocolate Festival in January 2015, which is a fundraiser for Rotary. Under MCC's Fee Waiver Policy, Rotary's event was not eligible for a fee waiver since it was a fundraiser. The Committee was asked by Jan Aueherbach, Present of the McLean Rotary, to change the policy to permit Rotary's fundraiser to qualify for a fee waiver. The Committee will discuss the request at its October meeting.
- Fall registrations: 264 offerings with 18 programs full to-date, and 1646 registrants to-date, of which 1405 are residents.
- Alden theatre box office: A significant part of headliner program attendees in the past have been first time ticket holders.
- Next meeting: October 1 – with time change to 7:30 p.m. (from 6:30).

LIAISON TO FRIENDS OF THE MCC (Paul Kohlenberger)

Mr. Kohlenberger presented a proposed resolution from the MCC Governing Board to the Friends of the McLean Community Center in recognition of its 50th Anniversary. The Board approved the following resolution unanimously:

RESOLUTION IN HONOR OF THE 50th ANNIVERSARY OF
FRIENDS OF THE MCLEAN COMMUNITY CENTER

WHEREAS, at the encouragement of the McLean Citizens Association, McLean Community Center, Inc. (MCC, Inc.) was incorporated as a non-stock, non-profit corporation on June 30, 1964; and

WHEREAS, its eleven incorporators were Robert A. Alden, the Honorable Robert T. Andrews, Virginia P. Bailey, Robert W. Burns, Dorothea V. Carper, Thera Grefe, Wade N. Hansborough, Robert F. Plott, C.E. Reid, Jr., Laurence A. Short and Elizabeth C. Squire; and

WHEREAS, the By-Laws of MCC, Inc., adopted in November 1964, committed the organization to conducting classes “in various educational and literary fields”, supporting the performing arts, and “constructing and operating a community center available to all civic adult and youth organizations and activities”; and

WHEREAS, in 1966 MCC, Inc. donated money to help the McLean Citizens Association purchase 1.06 acres on Ingleside Avenue, across from the incipient Dolley Madison Library; and

WHEREAS, in February 1969 MCC, Inc., with a large grant from the Woman’s Club of McLean, purchased an additional 1.18 acres on Oak Ridge Avenue, giving the community over 2 acres of land for construction of a center; and
WHEREAS, on April 30, 1970, the Board of MCC, Inc. voted against renovation of the old Franklin Sherman School for use as a community center, and voted instead for the construction of a new community center at its present site; and

WHEREAS, the Fairfax County Board of Supervisors, created a sanitary district, known as Small District One of Dranesville District, on August 5, 1970, “for the purpose of acquiring, constructing, maintaining or operating... a community center;” and

WHEREAS, in a September 22, 1970 referendum on issuance of \$800,000 in community center bonds, tax district voters approved the project by a margin of 55% to 45%; and

WHEREAS, MCC, Inc. efforts helped to secure local elections – and, thus, local control – for the McLean Community Center’s Governing Board, as enshrined in the Memorandum of Understanding with the Board of Supervisors, dated September 29, 1971; and

WHEREAS, of the nine adult members of the inaugural Governing Board in 1971, eight had been directors of MCC, Inc.; and

WHEREAS, in 1977, McLean Community Center, Inc., having served as an advisory body since 1971, changed its name to Friends of the McLean Community Center (Friends of MCC), and, in 1981, changed its by-laws to become a general membership organization open to all in the greater McLean community; and

WHEREAS, Friends of MCC led the campaign in 1985 for a bond issuance for facility

expansion, which attracted over 60% support; and

WHEREAS, Friends of MCC spearheaded a fundraising drive to add a balcony to the Center's Alden Theatre; and

WHEREAS, in the 1990's, Friends of MCC donations furnished the Center's commercial kitchen, and installed acoustical panels in meeting rooms; and

WHEREAS, in recent years, Friends of MCC has installed lighting to the upper parking lot, purchased an information kiosk, underwritten a large display of historic photographs in honor of McLean's Centennial and commissioned a portrait of MCC visionary Robert Ames Alden, which adorns the lobby;

THEREFORE, BE IT RESOLVED by the Governing Board of the McLean Community Center, that Friends of the McLean Community Center is hereby commended for its fifty years of advocating for, advising and supporting the facilities and operations of the McLean Community Center, to the benefit of all the citizens of the greater McLean community.

NEW OR OLD BUSINESS

There was no new or old business.

CLOSING REMARKS AND ADJOURN MEETING

- An October meetings calendar is in meeting materials.
- The next board meeting is on October 22; there will be a FY15 quarterly budget report.
- Mr. Quinn adjourned the meeting at approximately 9:00 p.m.

Respectfully Submitted,

Jay Howell, Secretary
MCC Governing Board

SEPTEMBER NEWS FROM MPA

MPA Executive Director: Nationwide search is underway to find MPA's next Executive Director. Search Committee has narrowed down applicants to seven finalists.

MPAartfest: Sunday, October 5, 2014 in McLean Central Park.

Exhibitions:

Through October 24, 2014

- Emerson Gallery: Voyage of Discovery: Michele Banks, Jessica Beels and Ellyn Weiss
- Atrium Gallery: alienweeds: Works by Patterson Clark
- Ramp Gallery: Intimate Feasts: Paintings by Sally Kauffman

ArtReach:

Total Participants in September: 99 Participants: 65 students, 6 adults, 28 seniors

In-Gallery Tours ArtReach Tours Scheduled for September/October 2014

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| • Sept 23 | 11:00 | Churchill Road SAAC students | 20 Students/ 2 Adults |
| • October 15 | 10:30 | Sparc-Solutions | 15 Adults |
| • October 16 | 10:30 | Lewinsville Senior Group #1 | 8 Seniors |
| • Oct 21 or 23 | 10:30 | Lewinsville Senior Group #2 | 8 Seniors |
| • October 22 | 10:30 | St Stephen's and St Agnes School | 75 Students/10 adults |