

**McLean Community Center
Public Hearing on Programs FY20 and the
Regular Meeting of the 2018 Governing Board
April 25, 2018**

MINUTES

Board Members Present: Laurelie Wallace, Board Chair; Paul Kohlenberger; Desi Woltman; Merrily Pierce; Jennifer Rossman; Elizabeth John; Alicia Plerhoples; Kat Kehoe; Alex Camus; Caroline Brunner and Julie Waters

Board Members Absent: None

Staff Members Present: George Sachs, Executive Director; Ashok Karra, Comptroller; Robin Walker, Social Media Editor

Members of the Public: Jane Edmondson, Chief of Staff, Office of Supervisor John W. Foust and Debbie Bissen, MPA Director of Communications & Development

CONVENE THE MEETING

Ms. Wallace convened the meeting of the 2018 Governing Board of the McLean Community Center (MCC) on Wednesday, April 25, 2018 at approximately 7:35 p.m.

ADOPT AGENDA FOR THE REGULAR MEETING OF THE GOVERNING BOARD

The meeting agenda was approved unanimously.

PUBLIC COMMENT

General comments were made by Ms. Bissen, MPA Director of Communications & Development. Her comments are as follows (unedited):

- Exhibitions: Open now and coming soon
 - “**Erratic Landscapes: New Works by Artemis Herber**“ opened April 12 and continues through June 3. An Artist Talk will be Sunday, May 20, at 12 noon.
 - Next exhibition will be **Too Much of Too Much: Overstimulated, Overexposed and Overextended**, opening Thursday, June 14
- Education: Class and Camp Update
 - Offering 10 classes for spring with 87 students, in addition to our always popular Open Studio sessions.
 - Registrations are still available for all weeks of our **Art+Storytelling** summer camps, as well as our two teen camps.
- ArtReach: Another wonderful year of reaching out to our community!

- Follow-up visits currently underway with some of the schools who toured the gallery this winter.
- **Second Story** and **SPARC** outreach is busy, including upcoming activities at Second Story's shelter for teens in crisis, and with Culmore & Annandale afterschool centers
- SPARC had two wonderful visits today seeing our new exhibition, and followup art activities are planned.
- Lewinsville & Pimmit Hills Senior Center activities happening in May as part of the Arts Council of Fairfax County's Creative Aging Festival
- Performing Arts:
 - **Art+Improv** performances were a big success. Good turnout for all shows. Hope to collaborate on this again next year!
- Staff Coordination:
 - Looking forward to participating in upcoming McLean Day with an Art+Storytelling hands-on art activity, helping to publicize our upcoming summer camps.
- Other Upcoming Events:
 - Our first **Art+Music** concert last week went great! Looking forward to two more:
 - Thursday, May 10, 7pm, MPA@ChainBridge – **The Dave Kline Band**
 - Saturday, May 12, 4:30-6pm, Palladium Green courtyard – **Sound Impact**
 - Small MPA Ladies event Friday night, thanking some of our Fall Soiree supporters
 - **MPA Spring Benefit** will be the evening of **Thursday, May 31st**, at the beautiful home & gardens of our board member Julie Clemente and her husband Dan.
 - **Watch for our new MPA car magnets out in the community.**

Mr. Sachs reported that he had received a phone call from a resident who was unable to attend the Center's Board meetings due to raising her young children. She asked if the Center had ever considered recording the meetings then posting them online so she could listen to them at her leisure. Mr. Sachs remarked that he would inform the Board of this conversation and that it shall be discussed in detail once we return to the renovated Center with the newly technology updated conference rooms.

APPROVE MINUTES OF March 28, 2018 PUBLIC HEARING ON PROGRAMS FY20 FOLLOWED BY THE REGULAR MEETING OF THE GOVERNING BOARD

The Public Hearing on Programs for FY20 followed by the regular meeting of the 2018 MCC Governing Board minutes were approved unanimously.

CHAIR'S REPORT/EXECUTIVE COMMITTEE –Laurelie Wallace, Chair

Ms. Wallace reviewed the newly revised *Board and Staff Engagement Protocols* for how to handle public inquires/comments, responding to board emails and board members making public statements concerning ongoing business of the board. She stated that these protocols were revised to ensure that board members are in step with the board's goals of transparency to the public and following lines of authority; committee members defer to their committee chair, committee chairs defers to their chairperson of the board and the executive director defers to the chairperson of the board. It was further stated that all Governing Board members are to follow all protocols during their term(s) of service on the Board.

The next Executive Committee meeting is scheduled for Tuesday, May 1 at 7:30 p.m. at MCC's Admin Offices, 6631 Old Dominion Dr. McLean, Va. The next Governing Board meeting is scheduled for Wednesday, May 23 at 7:30 p.m. MCC's Admin Offices, 6631 Old Dominion Dr. McLean, Va.

EXECUTIVE DIRECTOR'S REPORT - George Sachs, MCC Executive Director

Mr. Sachs read his written report which is unedited and shown below:

Internal Alignment

- Project update – Concrete is poured, walls are going up and windows are going in. The site is getting quite busy with activity both inside and out. Still on schedule for construction completion early fall 2018.
- At the **McLean Community Foundation “Building Community Together”** event on April 12th, the MCC was honored as the **2018 Featured Grantee** for all that the center has done for its place in our community.
- A note was dropped off at the Registration Desk last week – “Dear Katie, Happy Spring! Thanks for all that you do! Your welcoming smile and congenial attitude make it a pleasure to come to “Gentle Yoga.”
- Although we had a small number of participants for the March 24 documentary screening, it was a wonderful way to connect with our patrons. The audience asked a ton of questions about what goes into a production in general. The staff had a great time answering them, and could convey a level of expertise owned by our staff, as well as how much they love what they do and how honored they are in serving our community.

External Alignment

- Our first time offer of **Business Classes for Children** included such classes as “**Young Diplomats;**” “**Bulls & Bears Stock Market Club;**” and “**My First Lemonade Stand**” and they all went well. Kudos to our Instructional Classes Department.
- Youth Events had another great success with an attendance of 249 at **Spring Fest** on March 31st held at St. Luke’s School.
- On April 14th, Special Events Department had the annual **Spring Garage Sale** with 60 sellers and over 1,000 shoppers.
- The Old Firehouse has been real busy this Spring with **Spring Break Trips** the week of March 26th through 30th, and **Teacher Workday Trips** in April to Hershey’s Chocolate World and Kings Dominion.
- The Alden’s Spring Production of “**Snow White Variety Show**” took place in the much smaller scale location of the Old Firehouse. The focus was on development of youth actors. **Parent Feedback:** “My daughter has enjoyed the experience tremendously. She feels a great sense of fulfillment in being a part of a “real” production.”

Financial Stewardship

- Our year to date **3rd Quarter Programs Comparative Report** has been compiled and is included in your Board packets.

ELECTIONS & NOMINATION COMMITTEE (ENC) - Kat Kehoe, Chair

Ms. Kehoe announced the “Call for Nominations of the Board Officers” then explained the responsibilities of each office to the members of the Governing Board. She also read aloud the nominations procedures as revised by her committee and as shown below:

VI. Nomination and Election of Governing Board Officers

A. Nomination of Board Officers

1. The Elections Chair will make a "Call for Nominations of Board Officers" at the April Governing Board meeting. The Elections Chair will explain the responsibilities of each office.
2. Board Members may self-nominate or nominate others. *All nominations will be shared with all Board Members as soon as they are received.*
3. At the May Board meeting, all potential nominees must submit a statement to the Elections Chair declaring their intention to run or that they are considering running for a Board office even if a final decision has not been made. Each statement will include the prospective nominee's qualifications and will be read at the May Board meeting.
4. It is suggested that candidates for the Executive Committee (Board Officers) have at least one year of experience on the MCC Governing Board.
5. The Elections Chair shall ensure that there is a nominee for each office. If there are no nominees for a Board office, the Elections Chair shall canvas all Board Members for nominees.
6. The Elections Chair shall publish a final list of declared or potential nominees the offices they are running for and the responsibilities of that office for the benefit of the newly elected Board Members at least six (6) days before the June Board meeting when the new Executive Board is elected.

In accordance with the MOU, shown below is the list of board elected office positions with an optional fifth position, Parliamentarian, being appointed by the Chairman at the will of the board.

Governing Board Officers

1. Chairperson *-elected*
2. Vice-Chairperson *-elected*
3. Secretary *-elected*
4. Treasurer *-elected*
5. Parliamentarian and/or Timekeeper *-appointed* by the Chairperson

The ENC Chair shall canvas all Governing Board members to ensure that there is a nominee for each office before the May board meeting. The ENC Chair will notify Governing Board members all "intent to run statement(s)" for board office position(s) as soon as they are received by the Chair.

The ENC Committee decided not to meet in the month of May. The next scheduled meeting of the ENC will take place in June, TBD at MCC's Administrative Office, 6631 Old Dominion Dr. McLean, Va.

CAPITAL FACILITIES COMMITTEE (CFC) - Paul Kohlenberger, Chair

Mr. Kohlenberger updated the Governing Board members on the status of the renovation project. The construction team is about two weeks behind but they plan on making the time up on weekends. Work continues on selecting the furnishings for the lobby, conference rooms and waiting areas for the renovation project. The Old Firehouse landscape estimates are forthcoming and will be discussed at the May meeting of this committee.

The next CFC Committee meeting is scheduled for Tuesday, May 1 at 6:30 p.m. at MCC's Administrative Office, 6631 Old Dominion Dr. McLean, Va.

COMMUNICATIONS COMMITTEE - Jen Rossman, Chair

Ms. Rossman shared their committee's accomplishments with the board members which are as follows:

- Discussion of the status of the signage project at Route 123 and Ingleside Ave.,
- Elections Communication Update,
- McLean Day App Status and Social Media Postings, and
- Website updates for designing a new homepage to be more visual format with an intuitive interface.

The Communication Committee decided not to meet in the month of May. The next meeting is scheduled for June TBD at MCC's Administrative Office, 6631 Old Dominion Dr. McLean, Va.

FINANCE COMMITTEE - Merrily Pierce, Chair

Ms. Pierce presented the 3RD Quarter Program Comparative Report for FY18 to FY17 final results to the Board. It was noted that the numbers on this report are not a fair comparison to the previous year's result since the Center was open at the building on Ingleside Ave. for regular programming all three quarters of FY17 (until March of 2017) and open all three quarter in FY18 but in three different locations around the McLean area.

The Finance Committee decided not to meet in the month of May. The next meeting is scheduled for June TBD at MCC's Administrative Office, 6631 Old Dominion Dr. McLean, Va. No Finance meeting was held on April 3 at the Center.

PROGRAM COMMITTEE - Desi Woltman, Chair

Ms. Woltman shared her committee's progress against their goals over the year:

1. Goal: Update booking policies and room rental rates to reflect current market conditions
Metric: Effectiveness of application of market study results
2. Goal: Ensure MCC operating hours and facility usage best serve the tax district residents
Metric: Positive Community Feedback
3. Develop a plan for a re-opening event of the Center
Metric: degree of comprehensive engagement of all staff resources
4. Improve practical life skills program offerings for teens
Metric: Increase in number of programs and teen participation

Ms. Woltman stated that her committee is very appreciative of the Program staff for a wonderful year of hard work toward reaching those goals -- especially in researching new programs and classes for McLean residents.

The Program Committee decided not to meet in the month of May. The next meeting is scheduled for June TBD at MCC's Administrative Office, 6631 Old Dominion Dr. McLean, Va.

LIAISON TO FRIENDS OF MCC (FOMCC) – Kat Kehoe

Ms. Kehoe met with the FOMCC to discuss the upcoming "Meet the Candidate" reception on Sunday, May 6 at the Old Firehouse from 2-4 p.m. Ms. Hampton said that they are in good shape and refreshments will be served to the candidates and the attendees.

Ms. Kehoe will ask at the next meeting of FOMCC if they would like to sign up for two hour shifts starting at 9:30 a.m. until 5:30 p.m. to be an “Ambassador” for the Candidates during the McLean Day Board Elections. Their main duties would be helping the candidates with lunch or bathroom breaks during the day.

OLD/NEW BUSINESS – Ms. Wallace, Board Chair

No new or old business was reported.

ADJOURNMENT

There being no further business, Ms. Wallace adjourned the meeting at approximately 8:55 p.m.

Respectfully Submitted,

Robin Walker
Acting Executive Assistant to the Governing Board