

**McLean Community Center
Combined Board Meeting with McLean Project for the Arts and
Regular Meeting of the 2018 Governing Board
February 28, 2018**

MINUTES

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

Board Members Absent: Jennifer Rossman; Alex Camus and Caroline Brunner

Staff Members Present: George Sachs, Executive Director; Ashok Karra, Comptroller; Sarah Schallern, Director of Performing Arts; Robin Walker, Social Media Editor

Guests: Ben Wiles, Office of Supervisor John W. Foust

CONVENE 1st MEETING AT THE MCLEAN PROJECTS FOR THE ARTS' GALLERY

Mr. Sachs gave the status of the Ingleside building renovation to the MPA board members. He reported that the roof is completely covered this week and the heat has been turned on in the building. An estimated date for classes to begin in the newly renovated building is scheduled for January 2019.

Mr. Sachs reported the Winter/Spring Program Guide's classes and summer camps enrollments are up significantly, and McLean Day exhibitor's booths are all sold out. New this year for McLean Day (May 19) is the Friday (May 18) large rides for teenagers. With an extra half day of excitement for McLean families to enjoy in the park, McLean Day 2018 is going to be a blast!

Ms. Sausser MPA's Exhibitions Director spoke about the current exhibit and the background of the artists who created the artwork in the current gallery art show. Next, Ms. Carbonneau MPA's Executive Director gave remarks about their wonderful partnership with MCC and how they are looking forward to participating in McLean Day.

CONVENE 2ND MEETING

Ms. Wallace convened the meeting of the 2018 Governing Board of the MCC on Wednesday, February 28, 2018 at approximately 7:55 p.m.

ADOPT AGENDA

The meeting agenda was approved unanimously.

PUBLIC COMMENT

No public comments were made

APPROVE MINUTES OF JANUARY 24, 2018 REGULAR MEETING OF THE 2017-18 MCC GOVERNING BOARD

The January 24, 2018 Governing Board Regular meeting minutes were approved unanimously.

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

Ms. Wallace asked all board members if they would like to share their experiences from attending MCC events or programs. Both Ms. Woltman and Ms. Pierce had attended The Alden UTP's performance at MPA and said it was fantastic. It was reported that the McLean teenagers who performed were very witty and engaging with their comedy improv sketches. Later, Ms. Wallace reported that she had attended the Friends of the MCC Wine Tasting and had very much enjoyed attending this event.

It was noted that the MCC Governing Board and the Public Hearing for Programs in March are scheduled during Fairfax County School's spring break. It was stated that five board members will be traveling during this time with their families. Because a quorum (six board members) are able to attend this meeting, the March 28 date for both the board meeting and the public hearing will remain on the schedule without change.

The next Executive Committee meeting is scheduled for Monday, March 12 at 7:30 p.m. and is open to all board members. The next Governing Board meeting is scheduled for Wednesday, March 28 at 7:30 p.m. at 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

- Bi-Weekly Construction meetings were held February 13th & 27th. Power to the building has finally been restored and is being turned on in phases and the HCAC units are being serviced and put back into operation. This has allowed us to better assess the damages due to extreme cold. All identified leaks to the sprinkler system have been repaired as well as repairs to domestic water lines and fixtures. The contractor has indicated the project is currently 3 – 4 weeks behind schedule.
- There is a great article in Viva Tysons about the history of the Old Firehouse in McLean.
- One of the families attending Bingo night at the Old Firehouse were so impressed and had such a good time that they donated \$200 in new gift items for the next Bingo night.
- Summer Camp Registrations began February 6th and to date all sessions are either filled or at least half way full. All 8 weeks of the Teen Center Summer Camps are all at least half full.
- Candidate Packets are still available for pick up for anyone interested in running for a seat on the MCC Governing Board.
- Lindsey Hogan had a baby boy on February 20th. Jackson Charles Hogan 7lbs. 8oz.

External Alignment

- On Sunday February 25th, the H. Gordon Randall Outstanding Volunteer Award was presented to Melanie Sanders-Smith for over two years of volunteer services to the MCC. Melanie gave her time and support for our Craft Show, Garage Sales, McLean Day, and July 4th events.

- The Old Firehouse will be hosting the St. Patrick's Day Dance on Friday March 16th from 7-9pm complete with a Mashed Potato Bar, Photo Booth and of course our famous "DJ".
- Our UTP (Unruly Theatre Performers) collaborated with another teen improv group for a night of improv performances at Artspace in Herndon. The event was well received by fans of both groups and there has been an invite to perform again soon.

Financial Stewardship

- We have submitted our FY2018 Third Quarter Review to County DMB reflecting on our current revenue and expenditures as projected through the end of the fiscal year. In summary, our Tax Revenues are projected to be higher by about \$114,000 with Program revenues expected to be lower than budgeted by about \$32,000. Personnel costs look to have a project savings of about \$24,000 and our Operating Expenses are projected to have a savings of about \$241,777. Our total end of year projection would result in a surplus or savings of about \$344,777.

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

Ms. Kehoe reviewed the outcome of the last ENC meeting with the board members. Discussion took place concerning the two proposed motions to update the language in the ENC Policies and Procedures document.

The motions shown below were read to the Governing Boards members and a vote was taken on each motion.

Motion: To adopt the new language of the MCC Governing Board Elections and Nominations Policies and Procedures (last edited on February 22, 2017), specifically, Sections IV - K for too close to call tie vote.

Decision: Motion unanimously passed.

Motion: To adopt the new language of the MCC Governing Board Elections and Nominations Policies and Procedures (last edited on February 22, 2017), specifically, Sections IV - A and B for nomination and election of board officers.

Decision: Motion unanimously passed.

The next ENC Committee meeting is scheduled for Tuesday, March 20, at 6:30 p.m. at MCC's Administrative Office, 6631 Old Dominion Dr. McLean, Va.

CAPITAL FACILITIES COMMITTEE (CFC) - Paul Kohlenberger, Chair

Mr. McGovern updated the CFC on the renovation project which included a report of issues from DPWES along with a breakdown of the requested change orders.

At the committee's request, staff examined furnishing options for the lobby, conference rooms and waiting areas for the renovation project. Executive Director George Sachs reviewed the options for these items on the sample boards which were shown during the meeting to committee members. Staff noted that all pieces of furniture (tables, chairs, and benches) must be movable to create open spaces during the Center's shows and special events. CFC members asked MCC staff for an additional quote for the lighting in the parking lot.

An in-depth discussion took place where two options for addressing the Old Firehouse lease agreement with Fairfax County was reviewed. It was suggested that a ten year lease with Fairfax County is possible providing MCC improves the building with screens for the dumpsters, build a back patio and install new plants to the front and back walkways of the building. Another discussion took place where a possible second story could be added to the building. With additional programmable space, the Old Firehouse Staff would offer more rentals opportunities and classes.

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

COMMUNICATIONS COMMITTEE - Jen Rossman, Chair

In Ms. Rossman's absence, Ms. Wallace discussed the progress being made for the McLean Day App. Basically, the App will have a McLean Day map, shuttle bus locations, photo sharing, missing child alerts, social media sharing and performance schedules for the stages.

The MCC Renovation website page was recently updated to include the most recent news of the project. Also, last week's e-newsletter included a section on the renovation project. This update was also placed in the Community Partner E-newsletter for the February issue.

The "Coming Soon" banner, which will be placed along the Ingleside section of the renovation project, will soon be printed with the following phrases:

**Building for Our Future --- Improving the Center for You!
See Renovation Updates at www.mcleancenter.org**

The next Communications Committee meeting is scheduled for Monday, March 12 at 6:30 p.m. at MCC's Administrative Office, 6631 Old Dominion Dr. McLean, Va.

FINANCE COMMITTEE - Merrily Pierce, Chair

Mr. Karra reviewed the Budget Fund Statement with the committee members. All numbers discussed were as of 12/31/17. Real Estate plus interest numbers were higher than expected per the County estimates. Below are some general observations from Mr. Karra's review:

- MCC is performing well in class registrations for the first half of FY19 even though we are not in our Ingleside facility.
- In FY18, we did not host the Craft, Better Than Bling and Antique shows which lower our expenses due to not having to pay for the advertising of these shows.
- Old Firehouse General Manager Mike Fisher has increased campers registration fees for both Camp McLean and the After-School Program registrations because we were priced under the market. Adding extra buses has helped with increased registrations for Old Firehouse events.
- MCC's 3rd Quarter finances look positive for revenues and we have the numbers by the next meeting of the Finance Committee.
- Public Information Office expenses have come down because the program guide's costs have been reduced.

The next Finance Committee meeting is scheduled for Tuesday, March 6 at 7:30 p.m. at MCC's Administrative Office, 6631 Old Dominion Dr. McLean, Va.

PROGRAM COMMITTEE - Desi Woltman, Chair

An in-depth discussion took place about local theater rental rates vs. Alden's proposed new rental rates. After reviewing the pros and cons of increasing Alden's rates, the Governing Board members voted on the motion to adopt the recommended increases as proposed by Staff. Five board members voted to pass this motion and two board members (Mr. Kohlenberger and Ms. Pierce) voted to abstain. *Motion passed*

Motion: To adopt the proposed recommended new rental rates for The Alden Theatre's Categories 1, 2, 3 and 5 in two phrases. The first rate increase for all Categories is effective on July 1, 2018 and the second rate increase is on July 1, 2019 (per attachment).

Decision: 5 passed, 2 abstentions

Ms. Schallern gave a background summary of the McLean Community Players (MCP) agreement with The Alden concerning their special arrangement to use the theater. Because there are no longer multiple community theatre companies competing for Alden Theatre space and the primary purpose of the LOA was to guarantee MCP four, three-weekend productions each season, it is recommended that renewing the letter of agreement is unnecessary. Furthermore, it will free up marketing resources that were to be provided to MCP by MCP at no charge as agreed to in the LOA.

After a round table discussion, committee members decided not to put forth a motion concerning the MCP LOA (Letter of Agreement) for further discussion.

Motion: It is recommended that The Alden Theatre will not renew its Letter of Agreement with the McLean Community Players.

Decision: No second, Motion failed to be called for a vote.

The next Program Committee meeting is scheduled for Tuesday, March 20 at 7:30 p.m. at MCC's Administrative Office, 6631 Old Dominion Dr. McLean, Va.

LIAISON TO FRIENDS OF MCC – Kat Kehoe

Ms. Kehoe mentioned the next meeting of Friends of MCC is Monday, March 12 at 7:30 p.m. at the MPA Gallery located on Chain Bridge Rd.

OLD/NEW BUSINESS – Ms. Wallace, Board Chair

Ms. Wallace reminded the board members to please attend the Public Hearing on Programs which will occur on March 28 at 7:30 p.m. at the MCC Admin Offices followed by the regular Governing Board meeting.

ADJOURNMENT

There being no further business, Ms. Wallace adjourned the meeting at approximately 9:58 p.m.

Respectfully Submitted,

Robin Walker
Acting Executive Assistant to the Governing Board