

**2019-2020 MCC Governing Board  
Regular Meeting  
February 26, 2020**

**MINUTES**

**Board Members Present:** Julie Waters, Board Chair; Alicia Plerhoples; Maria Foderaro-Guertin  
Megan Markwart; Carole Herrick; Carla Post; Raj Mehra; Elizabeth John;  
Suzanne Le Menestrel; Terri Markwart; Xavier Jimenez

**Board Members Absent:** None.

**Staff Members Present:** Ashok Karra, Comptroller; George Sachs, Executive Director; Sabrina  
Anwah, PIO; Vivian Brown (IT); Holly Novak, Exec. Assistant

**Guests:** None.

**CONVENE THE MEETING**

Chair Waters convened a Regular Meeting of the 2019-2020 Governing Board of the McLean Community Center (MCC) on February 26, 2020 at 7:30 p.m.

**ADOPT AGENDA** The Agenda for the meeting was adopted as written.

**PUBLIC COMMENT** No public attended.

**PRE-TEST ‘DIAL-IN’ CAPABILITY FOR PUBLIC HEARING ON FY22 PROGRAMS**

*Ms. Anwah and Ms. Brown demonstrated a technical simulation of dial-in capability for the public using Go-To-Webinar. A new online method (Go-To-Webinar) will be offered for the community to submit their ideas at the Public Hearing on FY22 Programs on March 25. In tonight’s pre-test, some on-site MCC staff called in from their desk phones, cell phones and computer terminals (representing the public) to simulate how the online capability works. **The Board is interested in trying something different to effectively engage the community in an innovative way. As a new effort, our goal is that the process be smooth and flawless for the public.** A 3-minute highlight video featuring MCC events and classes opens the webinar. A webcam displays a live shot of the table configuration and board members sitting in McLean Room. Someone will be designated as Moderator – perhaps Chair Waters, so that Programs & Outreach Committee Chair Markwart can concentrate on program-related aspects of the public feedback. Ms. Novak will type Minutes in the customary manner on 3/25, including verbatim record of all in-person remarks from the public who are present, and written comments submitted in advance. Protocol for managing actual progress of the meeting was discussed and will be further refined by staff. In-person attendees on March 25 will go first, standing at the podium to make their comments. After remarks by all in-person attendees, we will read any written comments that have been submitted, then proceed to accepting online participants one-by-one in the queue.*

*Question: How will people know where to dial-in on the night of March 25?*

All notices and advertisements about the Public Hearing show the Go-To-Webinar ‘Meeting ID’ (the person registers and inputs the Meeting ID; instructions include an 800-number to call for assistance.)

*Question: When people are calling in, are they typing comments... or is it live audio for them to speak?*

As online participants are called on one-by-one in the queue, they may either type or speak their question. When people call in, they are automatically muted until their turn. Online attendees see a welcome message displayed until called upon. The welcome message says: “Thank you for calling in.” and explains that we will

be addressing people in turn. Moderator will say: "Are there any questions on the line? Yes, I have a question from John... (read the question)." We will allow one-way video only (no sharing of the screen). Al at the Welcome Desk dialed-in; he was viewing the demo, he spoke, and he also sent a question via text: "Why don't we have lights in the courtyard?"

Suggestions:

1. Be sure that we have a staff person who can command the technology.
2. Make sure that all board members speak up clearly.
3. The mic being used is in the TV; maybe we can get a wireless mic. If Ms. Waters and Mr. Sachs sit near the TV and speak loudly and clearly, they can express the responding comment sounding clear and professional.
5. Moderating protocol: the main thing is to make sure that we record everyone's comments (by all methods). E-mails will be read aloud and entered into the 3/25 Minutes a public comment.

6. Advertising and public information: Go-To-Webinar instructions are announced on the MCC website.

*Question: Would there also be an e-mail about the Public Hearing meeting to all the people who are past registrants: 'We have a new opportunity to participate in this meeting.'?*

*Clarification by staff: We have the means of doing e-mails through ACTIV but haven't decided how; we would not send it out to everyone (might be considered SPAM).*

*Question: Why is that considered SPAM? They are active participants.*

We are sending to community newsletters (5,000 self-subscribed users). OFC also has an e-mail list. Local newspapers next week will feature an ad with Go-To-Webinar instructions. At the next Programs & Outreach Committee, we will have an information card to hand out to friends and neighbors.

ACTION ITEMS: If Kyle Corwin can send something to us to "Like" and "Forward" – sharable quickly, that would be easy.

Please ask Sarah Schallern Treff to send out to the Alden Theatre e-mail list.

An electronic version (.pdf) of the card is also requested.

*Summary by Mr. Sachs:* Once up-and-running, this tool is a great innovation for MCC's public hearings (Meeting of the Whole; FY Programs), as well potential use for anyone interested in future MCC board meetings.

## CHAIR'S REPORT / EXECUTIVE COMMITTEE

Chair Waters asked everyone to review Minutes of the Governing Board meeting on January 22, 2020, and raise any questions, concerns or suggested edits. Motion to approve the Minutes as written; it was seconded.

**MOTION:** That the Board approve the Minutes of the Governing Board Regular Meeting on January 22, 2020. **Approved unanimously.**

Executive Committee has not met in recent weeks, so there is nothing new to report at this time. Chair Waters thanked everyone for their excellent ongoing work in the respective committees.

## EXECUTIVE DIRECTOR'S REPORT

**Internal alignment:** In cancelling the Garage Sale, we now have a new drive-through recycling/shredding event from 9:00 a.m. to 12 noon on Saturday, April 18 in MCC's upper parking lot. We are advertising and clarifying to the public through social media as well as on the website. Governing Board Election: Candidate packets picked-up so far: 2 adult packets; 2 McLean H.S.; 4 Langley H.S. We hope for some returning candidates. If you know friends and neighbors who would be a good candidate for a position on the board, please urge them to consider. **DUE BACK:** March 13. We thank Megan Markwart for the excellent video – it is very effective, based on the amount of packet pick-ups by Langley H.S. youth! BeFit McLean Health and Wellness Fair – some confusion as to whether MCC was open or not because of various snow cancellations that day; yet we still had 130 attendees. The event was well done and will do even better next year. Community

information on recycling issues is now finalized: on Wednesday, April 22 at 7:00 p.m., a county govt. representative will present “A 2020 Look at Recycling”, followed by Q&A. MCC Board is encouraged to attend this informational session for the public and then adjourn to the regular Board meeting at 7:30 p.m.

**External Alignment:** January 30 MLK Celebration performance by Damien Sneed was very well-received! Everyone loved the venue and the talented performer. 50% of attendees were first-time to Alden Theatre. February in Alden Theatre was very busy: dance; music. Summer Camps registration has been going strong; some sessions are completely full. Sunday, Mar. 1 in Alden Theatre: Nikki Giovanni (renowned poet); Monday, Mar. 2 – all-day trip to Philadelphia Flower Show (full bus = 46 people). Saturday, Mar. 7 – chamber music FREE Concert by Tysons McLean Orchestra String Quartet. Wed., Mar. 11 – Disney’s “Peter Pan” movie. Friday, Mar. 13 – 7:00 p.m. Father-Daughter Enchanted Evening Dance (still some space available). Sunday, Mar. 15 – St. Patrick’s Day Irish musician ensemble; it’s a great performance!

**Financial stewardship:** Mid-year report for all program departments shows 2Q (July – December, in comparison to last year). Last year, July – December 2018, we were not in MCC building; some comparisons are noted. *Question: Is it the same period in the two years (six months)?* Yes.

Comptroller Karra will present renovation final numbers at the March 5 Finance & CFC joint meeting. We have submitted the final budget with narrative to the county. So far, everything seems to be going well. Supervisors will put out to the public the proposed budget and offer public hearings for the respective districts to receive feedback and discussions. \$.03 increase in property taxes is proposed by County Exec. Bryan Hill.

*Question: What was sent out (actuals vs. proposed)?*

We are comparing the two actuals right now because the budget is immaterial when it is in-progress during the year.

*Question: Looking at the very last set of numbers for OFC, I’m curious about comparing FY19 actuals to FY20 actuals – OFC camp revenue drops quite meaningfully; all other categories were fairly stable. Why was that?*

It’s a timing issue of when it’s reported.

*Question: Registrations for camps (285 attendees vs. 234 attendees). What is the reason for drop in attendees?*

The after-school attendees have dropped also (“aging-out” of kids). It’s unclear as to why it is going down; perhaps due to increased competition of activities: schools are offering more options than they have in the past and kids must pick and choose.

*Question: On Earth Day 2020, is there a way to solicit feedback about future sustainability events that people would like to see? Such as a poster-board to write feedback and input? Or, hand out comment cards with the seedling give-away packets?*

*Have the person interacting with the driver of every car ask this question: What sustainability services would you like to see?*

We hadn’t thought about a survey. It’s a drive-through event but we can use iPads to gather feedback (rather than paper cards). It’s a good idea to capture some information from the public in-the-moment.

## PROGRAMS & OUTREACH COMMITTEE

Ms. Anwah introduced Kyle Corwin at the Feb.13 meeting, with collaborative conversation about how to get the word out more effectively about MCC events. There was much discussion about upcoming logistics of Go-To-Webinar. Two members of the public with an interest in sustainability presented comments as well as a helpful list of curated potential vendors. Ms. Le Menestrel and Chair Markwart wish to pursue something like this, perhaps substituting the Craft Show... Antique Show... and BeFit... and to also looking at a sustainability event perhaps for FY21 (smaller-scale). Much of the March 10 discussion focused on emphasizing bringing in Fairfax County resources to address sustainability with the Board and further educating the community.

*Summary by Chair Markwart: **The March 25 Public Hearing on FY22 Programs will also look at re-thinking our priorities.*** This committee has had discussions about budget... the Program Guide... about seeming to be

'locked-in'...and not able to leave room for innovation. MCC has a new social media person and trends change often. Just because the Program Guide is published, we still need greater flexibility to be able to develop new events and have discussions about incoming feedback and evaluation. This is an ongoing topic in Programs & Outreach Committee.

### **CAPITAL FACILITIES COMMITTEE**

CFC met on February 6 to discuss progress and priorities on the CIP [Capital Improvement Project] list.

Roof leakage: There have been ongoing issues with leakage in the roof and ceiling tiles being mired. Professional roofers have been evaluating often; it continues to be a mystery. Broken tiles near the vending machines – yet nothing happened during the next series of rain. Those tiles have been replaced.

*Question: Are there pipes running across upstairs in the ceiling?*

The leakage is all due to rainwater. It is ephemeral; roof drains get clogged and filled with debris. If it rains heavily or too fast, a drain backs up and disperses water around; then the water comes in somewhere else. The problem is 'flat roof syndrome.' We monitor it constantly; there has been no big gushing situation (since July 8, 2019!) Elevator upgrade: (beginning summer 2020) the project will include upgrading the cab interior (which is indeed necessary). The committee rode in the elevator; afterward, all agreed that the interior cab renovation is warranted. It will be an additional \$20K expense on top of the original amount for upgrade and replacement of the machinery and engineering components. Selection of finishes (side wall panels, style of control buttons; ceiling panels) have been chosen. The project is ready to proceed on-schedule.

Other projects on CIP list: 1. More electrical power sources in the lobby areas so people can plug in their laptops; 2. upgrades in Alden Theatre - railings for uneven, dark areas of house floor + lighter-weight existing railings for the orchestra pit. Current cast iron railings weigh 50 lbs. and are not easy to install. They could be replaced with aluminum railings which are much more manageable. Alden Theatre Scene Shop has an upper floor that requires a safety railing; cited by Risk Management that it MUST have a railing installed up there.

Sustainability: Fairfax county has a lot of energy about the concept; but the actual plan isn't yet determined. We want MCC to be in sync with the county. While the county's plan is being formulated, we will move forward with an internal staff "Green Team" and also offer a Sustainability Expo in the near future. Once that happens, we will be able to communicate to the public what MCC is doing.

### **FINANCE COMMITTEE**

There was no Finance Committee meeting in February. NEXT MEETING: Thurs., March 5 at 6:30 p.m.

### **ELECTIONS & NOMINATIONS COMMITTEE**

ENC meets monthly now that the Governing Board election process has begun. Candidate packets continue to be available at MCC Welcome Desk. We are actively advertising about the election in every possible outlet.

Public Interest cards – are in circulation as a recruitment tool in conversations with residents. Please give one to folks who may be interested in serving on the board. Beatriz Helguero and Betty Ende [public participants at 2/13 Programs & Outreach Committee meeting] have been approached and encouraged to run for the MCC Board since they indicated significant interest.

Meet-the-Candidates reception: At their Feb. 10 meeting, Ms. Herrick presented to Friends of MCC ENC's request to consider linking a meet-the-candidates occasion with another on-site event at MCC (to gain more public traction). After discussion, Friends decided to continue with its customary approach of a candidate reception without linking it to another event. "Meet-the-Candidates" reception will be held on Sunday, April 26 from 2:00 to 4:00 p.m. at MCC. Over many years, this has traditionally been a special event sponsored by

Friends. It's an opportunity for the candidates to introduce themselves to the community and share why they are running for the MCC Governing Board. It's also a wise realization for the candidates that the Friends organization exists to support MCC in tangible ways, including increasing public awareness in the community and fund-raising for key projects. In the event that a candidate doesn't win the election, we hope to steer that person's enthusiasm and future interest in MCC toward getting involved with the Friends of McLean Community Center. **Friends is hoping that all MCC Board members will attend the April 26 'Meet-the-Candidates' reception.**

ACTION ITEM: *Suggestion by CFC Chair John:* If we can get the Alden Theatre balcony plaque done by the time of Candidate Meet-and-Greet, it would be a great opportunity for a photo. It would be excellent timing to have the plaque ready for that occasion!

ACTION ITEM: **Amendment to Minutes was requested by Chair Plerhoples:**  
p. 2 – strike the phrase: “If people can't follow these instructions, they should not be voting.”

**This amendment was made to the Minutes; so revised & sent to Chair Plerhoples on 2/28.**

Candidate Orientation – Saturday, March 14 (2:00-4:00 p.m.) All Board members are invited and encouraged to attend. Chair Plerhoples is preparing a PowerPoint presentation. Tips for youth and adult candidates will be covered, to provide clarity on what they should be doing, respectively.

### LIAISON TO FRIENDS OF MCC

Historical marker at OFC – today the support pole was installed; the placard will be attached next week. Catherine Nesbitt attended Feb. 10 Friends meeting, having just had an initial discussion with Chain Bridge Cellars about possibly hosting a wine event (“Uncorked”) co-sponsored with Friends, held at MCC. Various vendors of wine will be offered; it could be a very nice event. Chain Bridge Cellars cannot sell bottles on-site but can take orders. October 25 is the target date (Sunday afternoon). Goal = 1,000 attendees (seems unlikely; may be over-shadowed by election/political events). Similar “Uncorked” event in 2011 brought in fewer than 300 persons. Admission is \$20-\$25 per person; Friends would check IDs to make certain those attending were over the age of 21. Ticket sales would cover the cost of the event to Chain Bridge Cellars; everything left over would go to Friends of MCC. *Question: Would there be food?* Some food will be offered.

### OLD / NEW BUSINESS

Ms. Le Menestrel was approached by someone in the community inquiring about the procedure if a class is cancelled: whether there is an automated notification that it's going to be re-scheduled... or money refunded.

*Clarification by Mr. Sachs:* We have handled such situations by a standard process: if there is a cancellation of a class, we contact each registrant to explain when the date is set for a future make-up session. If, for some reason, a make-up date can't be offered by the vendor instructor, then a refund will be issued.

*Question: Is there a process by which people are notified?*

Yes – phone calls; e-mails; text messages (all accomplished timely by the MCC Registrar).

Nothing else was mentioned as a topic for discussion this evening.

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### ADJOURNMENT

There being no further business, Chair Waters adjourned the meeting at 8:33 p.m.

Respectfully Submitted, Holly Novak - Executive Assistant to the Governing Board