



**Special Called Meeting**  
**First Meeting of 2020-2021 MCC Governing Board**  
**June 17, 2020**  
*(virtual) ZOOM meeting I.D. 96010828518; password: 581038*

**MINUTES**

**All Board Members were Present:** Raj Mehra; Terri Markwart; Maria Foderaro-Guertin; Carla Post; Suzanne Le Menestrel; Carole Herrick; Ivy Chen; Tyler Jensen; Barbara Zamora-Appel; Bill Glikbarg; Melanie Sletten

**Staff Present:** George Sachs, Executive Director; Holly Novak; Catherine Nesbitt

**Guests:** Supervisor John Foust; Patricia Dinkelmeyer (Supervisor Foust's office); Camila Alfonzo Meza (Supervisor Foust's office); Julie Waters; Megan Markwart

**CONVENE MEETING**

The following motion by Ms. Markwart was spoken aloud to convene this meeting electronically:

**Motion for Electronic Meeting**

On 14 April 2020, the Board of Supervisors of Fairfax County issued an emergency ordinance pursuant to VA Code Section 15.2-1413. The ordinance permits county boards, including this board, to conduct fully remote meetings in order to continue the organization's essential services, so long as the following conditions are met: (1) adequate notice is provided to the public and county; (2) the public is given a means to access the remote meeting; and (3) the purpose for the meeting is given in that notice, and that purpose serves to continue our essential services.

I believe those requirements have been satisfied. I therefore move that this board approve that the proposed agenda items are necessary to assure continuity of MCC's services, and that we are unable to meet in person per usual procedures due to the continuing state of emergency.

It is so moved by Mr. Mehra; seconded by Ms. Post. **Approved unanimously.**

Ms. Markwart (representing 2019-2020 Elections & Nominations Committee) thus convened the first meeting of the 2020-2021 Governing Board of the McLean Community Center on June 17, 2020 at 7:32 p.m. using ZOOM meeting technology, which enabled Board members, staff and members of the public to participate virtually.

**ADOPT AGENDA**

Ms. Markwart opened the floor for any requested changes to the proposed and publicly distributed Agenda. No changes were requested; the Agenda was adopted by acclamation.

**PLEDGE CEREMONY TO INSTALL 2020-2021 GOVERNING BOARD**

Supervisor John Foust was introduced. He gave congratulations to all the newly-elected Board members. He then stated the Pledge aloud in its entirety. Then Ms. Markwart conducted an alphabetical roll call for each individual to state their personal affirmation and commitment to the Pledge – by saying, "I Do.": Ivy Chen; Maria Foderaro-Guertin; Bill Glikbarg; Carole Herrick; Tyler Jensen; Suzanne Le Menestrel; Terri Markwart; Raj Mehra; Carla Post; Melanie Sletten; Barbara Zamora-Appel.

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**McLean Community Center**  
**2020-2021 Governing Board Members Annual Pledge**

As an MCC Governing Board Member, I Pledge to:

- Support the mission of the McLean Community Center:  
To provide a sense of community by undertaking programs; assisting community organizations; and furnishing facilities for civic, cultural, educational, recreational and social activities apportioned fairly to all residents of Small District 1A, Dranesville.
- Comply with the Code of Conduct.
- Support the executive director in his/her executive role.
- Respect and support the MOU, Policies, Operations, and Board decisions.
- Conduct myself in a spirit of collegiality and respect for the collective decisions of the Board and subordinate my personal preferences to the best interests of the MCC.
- Honor confidentiality regarding discussions, comments, and deliberations.
- Comply with laws of the Commonwealth of Virginia, including the State and Local Government Conflict of Interests Act as it applies to the Governing Board.
- Exercise the above responsibilities at all times in a reasonable and prudent manner.

Page 1 of 1 156 words Focus 77%

## **ELECTION OF 2020-2021 GOVERNING BOARD CHAIR**

*Ms. Markwart explained the process for electing the Executive Committee of the 2020-2021 Governing Board. The first action is to elect the Chair of the 2020-2021 Governing Board. All board members are eligible for this position, including those newly-elected. **The following people had nominated themselves for Board Chair: Carole Herrick; Raj Mehra; Suzanne Le Menestrel.** The floor was opened for other nominations; individuals were asked to explain why they are interested in running for Chair of the 2020-2021 Governing Board. No one else nominated themselves for the position of Board Chair.*



Voting process: Individual votes for each person being considered for the Board officer positions will be stated aloud and identified by name in the Minutes. The roll call of board members for voting will be in alphabetical order. If the event of a tie, a re-vote will be taken between the two tied candidates; this process will be repeated until a clear winner is established.

Votes for **Carole Herrick** as Board Chair: Ivy Chen; Bill Glikbarg; Carole Herrick; Terri Markwart; Raj Mehra  
Abstention: Melanie Sletten

Votes for **Suzanne Le Menestrel** as Board Chair: Maria Foderaro-Guertin; Tyler Jensen; Suzanne Le Menestrel;  
Abstention: Melanie Sletten Carla Post; Barbara Zamora-Appel

Votes for **Raj Mehra** as Board Chair: None. Abstention: Melanie Sletten

There was a tie, which necessitated voting again between **Carole Herrick** and **Suzanne Le Menestrel**. They each gave additional personal remarks, followed by a few inquiry questions.

Results of second roll call vote:

Votes for **Carole Herrick** as Board Chair: Bill Glikbarg; Carole Herrick; Terri Markwart; Raj Mehra  
Abstention: Melanie Sletten

Votes for **Suzanne Le Menestrel** as Board Chair: Ivy Chen; Maria Foderaro-Guertin; Tyler Jensen; Suzanne  
Abstention: Melanie Sletten Le Menestrel; Carla Post; Barbara Zamora-Appel

**Suzanne Le Menestrel was elected 2020-2021 Governing Board Chair.**

#### **ELECTION OF 2020-2021 GOVERNING BOARD OFFICERS (EXECUTIVE COMMITTEE)**

Duly-elected Board Chair Suzanne Le Menestrel assumed leadership of the meeting and proceeded to conduct the election for other members of the 2020-2021 Executive Committee: Vice-Chair; Secretary; Treasurer. All board members are eligible for these positions, including those newly-elected.

**VICE-CHAIR: Carla Post had nominated herself for Vice-Chair.** The floor was opened for other self-nominations; there were none.

Votes for **Carla Post** as Vice-Chair: Ivy Chen; Maria Foderaro-Guertin; Bill Glikbarg; Carole Herrick; Tyler Jensen; Suzanne Le Menestrel; Terri Markwart; Raj Mehra; Carla Post; Melanie Sletten; Barbara Zamora-Appel

**Carla Post was unanimously elected as Vice-Chair of the 2020-2021 Governing Board.**

**SECRETARY: Maria Foderaro-Guertin had nominated herself for Secretary.** The floor was opened for other self-nominations; there were none.

Votes for **Maria Foderaro-Guertin** as Secretary: Ivy Chen; Maria Foderaro-Guertin; Bill Glikbarg; Carole Herrick; Tyler Jensen; Suzanne Le Menestrel; Terri Markwart; Raj Mehra; Carla Post; Melanie Sletten; Barbara Zamora-Appel

**Maria Foderaro-Guertin was unanimously elected as Secretary of the 2020-2021 Governing Board.**

**TREASURER: NO** self-nominations for position of Treasurer were submitted in advance; the floor was opened for nominations. **Raj Mehra and Barbara Zamora-Appel each nominated themselves.** Each gave a verbal statement. Chair Le Menestrel gave an opportunity to ask questions; there were none.

Votes for **Raj Mehra** as Treasurer: Carole Herrick; Tyler Jensen; Terri Markwart; Carla Post; Raj Mehra  
Abstention: Melanie Sletten

Votes for **Barbara Zamora-Appel** as Treasurer: Ivy Chen; Maria Foderaro-Guertin; Bill Glikbarg; Suzanne  
Abstention: Melanie Sletten Le Menestrel; Barbara Zamora-Appel



The tie vote necessitated a second roll call vote between **Raj Mehra** and **Barbara Zamora-Appel**. The floor was opened for people to ask questions and further express their opinions before a second vote was taken.

Results of second roll call vote:

Votes for **Raj Mehra** as Treasurer: Carole Herrick; Tyler Jensen; Terri Markwart; Raj Mehra  
Abstention: Melanie Sletten

Votes for **Barbara Zamora-Appel** as Treasurer: Ivy Chen; Maria Foderaro-Guertin; Bill Glikbarg; Suzanne  
Abstention: Melanie Sletten Le Menestrel; Barbara Zamora-Appel; Carla Post

**Barbara Zamora-Appel was elected as Treasurer of the 2020-2021 Governing Board.**

## **PUBLIC COMMENT**

Julie Waters: She wanted to listen-in to tonight's meeting ... and it is nice to see everyone!

Megan Markwart: She is now officially a member of the public (as of tonight, no longer on MCC Governing Board!) But she does not have anything to say right now.

## **APPROVE MINUTES: May 27, 2020 SPECIAL CALLED MEETING**

The Minutes of the May 27, 2020 Special Called Meeting were distributed in advance for review; no changes were requested. Only 2019-2020 Board members may vote because the new Board members were not present at the May 27, 2020 Board meeting. Ms. Terri Markwart moved to accept the Minutes as written; Ms. Foderaro-Guertin seconded.

**MOTION:** To approve Minutes of the final meeting of the 2019-2020 Governing Board, which was duly convened virtually using ZOOM Meeting technology on May 27, 2020.

**Unanimously approved by all six 2019-2020 Board members.**

## **ENVISIONING STRUCTURE OF 2020-2021 COMMITTEES**

Chair Le Menestrel transitioned the discussion to thinking about the nature of MCC Governing Board committees.

*Clarification by Mr. Sachs:* The Board Chair will make these appointments after receiving the individual preferences submitted by all board members. That information will help guide decisions about who should serve on which committee and who has an interest in chairing each committee. Existing structure (four committees): Elections & Nominations Committee; Finance Committee; Capital Facilities Committee; Programs & Outreach. Generally, everyone serves on two committees.

*Extensive discussion followed about the function, scope, and composition of board committees. Past participants in last year's respective committees were invited to give explanatory background comments.*

Programs & Outreach Committee: Former Chair Markwart explained that she met with Performing Arts Director Sarah Schallern Treff and General Programs Director Maggie Shea to review registration, looking at: 1. dollars (revenue/expenses) and 2. what MCC provides to the community (such as July 4<sup>th</sup> and McLean Day; programming that happens in the building; performances in The Alden Theatre. We work with the calendar that is in place once the Board year starts (a lot is already in place with the new FY21). There is little flexibility of what you can do in this current year; it is more about the future (ideas for classes; special events).

Elections & Nominations Committee: ENC reviewed all materials that the candidates receive; ran the orientation meeting for the candidates; oversaw the vote-counting process (carried out by League of Women Voters of the Fairfax Area). ENC meets monthly starting in January. Past Chair Carole Herrick noted: a recurring difficulty is making sure there are enough candidates to hold a valid election (three adults; two youth). ENC also must keep in-sync with key dates when certain things must happen in the election sequence (i.e. deadlines for candidates; media coverage; public communication).

Capital Facilities Committee: Ms. Post and Mr. Mehra served on CFC. CFC works very closely with Finance (which Mr. Mehra chaired as Treasurer). The focus was on capital expenditures that MCC needed to undertake post-renovation (several projects last year). CFC had to look at the entire budget. Executive Committee: this is comprised of the four officer roles.

*Summary by Chair Le Menestrel:* 1. Is there any desire for discussion about whether to keep the current structure?  
2. Any thoughts about revising in any way, by redefining with some new committees of a different scope?

*Question: I'm a fan of fewer meetings and having them be more informative. Would there be any interest in combining Finance and CFC?*

*Opinions expressed:* Agreed - there is a lot of overlap; in the past, these two committees often met jointly. Often, there is a lot of 're-hashing' of information at the general board meeting of what happened in the committee meetings. The fewer committees we have, the more productive the board meetings are. There is interest in combining Facilities and CFC.

Moreover, membership of both committees tends to overlap quite a bit – so you have the same people discussing almost always the same issues. Ms. Megan Markwart (youth Board member) was on Finance Committee last year; it was very instructional and informative. There are many financial terms and concepts that are instructive for the youth members to learn. For the youth members, combining CFC and Finance Committee might make a lot more sense.

*Opinions expressed:* I have absolutely no problem doing that. Those two seem to be interlaced; I think it's an excellent idea.

*Clarification by Mr. Sachs:* Over the full year, the Finance Committee has the burden in the beginning because of the timeline of the next budget year (FY22) being proposed. We finish out the current board year FY20 on June 30; and on July 1 we start FY21 budget and fiscal year. Concurrently, staff is preparing our projections for the FY22 budget which must be submitted for public hearing in September and then as a final to BOS at end of October. So, there is a bit of a push for the Finance Committee in the very beginning with the budget assembly. CFC plays a role in that because of MCC's capital expenditures as being 'separate'...but part of MCC's overall budget (not the Operating budget, but it is part of the overall budget). CFC oversight continues throughout the year (even more so than Finance). Once the budget is done, by October, Finance Committee doesn't need to meet as often. However, CFC continues through the year because of the ongoing upkeep, facilities projects and conversations about projections for needed improvements and the financing of those issues. That's how those two committees work together; normally, the same people are on those two committees. Last year, we started combining those meetings consecutively on the same night.

*Opinions expressed:* Last year I was on CFC but not Finance. From a lot of discussion of sustainability initiatives in CFC, I know that CFC has more of an 'edict' for improvements/innovations such as sustainability. Though there was significant overlap of their issues, is there any worry or danger that you come up with ideas for moving forward on innovation or sustainability in the one committee that is not supported by the other committee? Because sometimes, when you have the 'accountants' and then you have the 'capital facilities' folks... their viewpoints don't always mesh!

*Opinions expressed:* The facilities ideas usually come from staff. CFC can add or change; but MCC staff have a lot of 'say-so.'

*Opinions expressed:* Well, not this past year, though. The 2019-2020 Board put in a lot of sustainability ideas that didn't go anywhere. Another thing is: if we want to be creative about eliminating some of the overlap and having perhaps a single committee, we need to expand the scope of that committee. It cannot be the same old Finance Committee; it really would need to encompass everything that the CFC was also charged with. An expanded committee with expanded scope will minimize some of the concerns you are mentioning.

*Clarification by Mr. Sachs:* It's really about finances. As CFC projects come up, the connection with Finance Committee is about the money side: funds that need to be reviewed and projected ahead as 'available' to fund later on. A capital project must be over \$5K to even be considered a 'capital improvement.' There is a definite connection between the thoughts going forward and following-up with the financing of those matters.

*Question: Is your concern that, if you combine these two committees, that the Finance side will somehow stop the generation of new capital expenditures? Because they are clearly inter-related: if you have people who work on both sides, they understand the relationship and could make it smoother because they understand the financial constraints along with the desire for new facilities projects (over \$5K). If that's the worry, then maybe you must keep these two committees separate even though they have a lot of the same members.*

*Opinions expressed:* I support keeping them separate; this is such a big part of the budget and relationship with Fairfax Co.

*Summary by Board Chair:* Does anyone want to make a motion about changing the structure of the committees?

*Opinions expressed:* I think we should think about it for a while; this a big change. Two very good points: on the one hand, you can't do Capital Facilities without the budget; but on the other hand, it seems like CFC is a different animal (creativity; planning). Before the Chair makes committee assignments, we should put this out there [option of changing the structure of committees]. This is when we did it last year (combining Communications & Programs Committees).

*Question by Chair Le Menestrel:* Are we going to continue with our current schedule for the board meetings by convening virtually?

*Clarification by Mr. Sachs:* Yes, the plan is to continue with our current schedule. We don't know yet when virtual method will change back to conducting meetings in-person (according to 'phases' of re-opening in Virginia and in Fairfax County). The next Board meeting is July 22 – at 7:30 p.m. if that time is still agreeable to the board. As of now, it appears that we will still be in a 'virtual' requirement for meeting on July 22.

*Summary by Chair Le Menestrel:* We can take the next two weeks to think about it, review all materials and then vote on it next time. Meanwhile, we will collect your preferences for committee assignments, assuming the committees continue as they are right now. Also, indicate your ideas about whether we should combine Finance with CFC.

*Committee Preference form will be re-distributed; each person may expand it to additional pages to propose ideas for envisioning different or new committees. For purposes of familiarity with existing committees, each board member already received the "2019 Annual Plan Summary" which identified the goals and progress that were accomplished by each committee during 2019-2020.*

#### MORE THOUGHTS ABOUT COMMITTEES:

##### \*"Technology" committee

*Question:* Does anyone think we should consider a "Technology" committee? Or "Communications & Technology" as separate from Programs? Do we need to think about some sort of committee to be focused on what we're doing in the next year to year-and-a-half?

*Opinions expressed:* Whomever chairs the committee would need to be flexible and willing to pivot and adapt. **All of us need to be able to be open-minded. Because there is no "normal" or... 'this is the way we used to do it.' Nothing should preclude us from trying new things... because that's not how MCC is going to function over the next 18 months.**

ACTION ITEM: People can share their ideas about whether we need a new "Technology" committee...  
or if that can be part of the current committees.

##### \*split the Agenda (two different sets of topics)

*Clarification by Mr. Sachs:* We may need to try to combine some committees to have fewer meetings, with more board members on those actual committee rosters. But don't forget - you can also split the Agendas for those meetings: discussing budget and finance matters first, followed by a separate Agenda item directing some discussion of things specific to Capital Facilities. All committees can function this way (such as Programs & Outreach): part of the Agenda being a program matter, and the other part will be about social media (communications) topic. It is one committee, but the Agenda will drive the nature and sequence of conversations – rather than trying to split-up into smaller committees with specific smaller tasks.

##### \*ad hoc "Standing Committee" (short-term committee on a defined topic)

*Opinions expressed:* It could be a "Special Programs Committee" that would basically encompass anything new that doesn't necessarily require one particular committee for a long period of time. For instance, COVID-19 may stay with us; or it could evolve into something else. While we are dealing with that, people need to get involved to deal with whatever MCC is facing at-hand (called a "Special Projects Committee").

*Opinions expressed:* Under *Robert's Rules of Order*, Chair Le Menestrel could appoint a Standing Committee and it wouldn't require any changes to the By-Laws. You could have a "COVID-19" or a "2020-2021 Committee" just for that and it doesn't have to carry on any further.

##### \*availing technology as a new method for offering programs at MCC

*Question:* Regarding thinking outside the box: Ms. Foderaro-Guertin has information about technology programs that FCPS is using which have implications for MCC. Should we have some type of structured conversation about how to employ technology for MCC programs?

*Comment by Chair Le Menestrel:* I like the idea of having a special "Standing Committee" that would be nimble in adjusting to the current pandemic and shut-down, i.e. the reduced ability to do different types of programs. It would liaison with Programs Committee and CFC. But that would involve an extra meeting for people. So how do people feel about having a "Standing Committee"? *Opinions expressed:* I like that idea.

##### \*using MCC facility in new ways to help students with Fall 2020 start of school

*Opinions expressed:* With FCPS' three options for resuming school, Justice H.S. pyramid students will be first in getting back into the buildings (supporting equity in education). Dranesville District has the benefit of MCC (an amazing facility). Parents want to work. **If students aren't able to go into the school buildings, is there something MCC could do for our kids, overseen by an ad hoc committee? We have this very unique opportunity to help our community.**

Under the One Fairfax plan, our Dranesville kids will actually be the last ones to get back into FCPS school buildings.



*Opinions expressed:* That is a great point. In the school board virtual meeting this week, FCPS specifically called-out community centers and other neighborhood facilities: One Fairfax is reaching out to those facilities to help with re-entering schools. I don't know if they have reached out to MCC yet. It was specifically mentioned by several school board members as a way to involve the entire community in the process of going back to school. I don't know what it would look like, but I'm passionate about education, students' mental health, and what's going on right now with parents trying to work at home and kids being stuck at home with nothing to do. I will show up and be willing to volunteer to help our kids. **We've got the ideal facility [MCC building] and we have a unique opportunity to help our community.**

*Opinions expressed:* We've had these existing committees for a long time. In light of the fact that we are in a very different world right now, we need to re-think: 1. number of committees and 2. respective mission of the committees. I think we can keep the same committees and maybe combine them; but re-think their mission and scope in light of COVID-19.

\*defining "sub-committees" (within committees)

*Opinions expressed:* Has anyone considered the possibility of "sub-committees?" That might be another approach.

*Clarification by Chair Le Menestrel:* Yes – that's an option... within Programs & Outreach Committee, have a couple of different sub-committees, such as one specifically focused on COVID-19.

\*comparing how other community centers organize their committees

*Question:* Do we receive input from other community centers about the structure of their board committees? Reston Community Center has many board committees. I'm wondering if we've received any input from Vienna Community Center or anywhere else?

*Clarification by Mr. Sachs:* Not about their boards and committee structure; but I am in touch with directors of other community centers regarding Operations aspects (the directors communicate routinely). There has been little change in their board and committee structures from year-to-year. But nowadays, with the ever-changing public environment, changing the structure of committees is perhaps being considered elsewhere. Or, maybe they are just managing things differently. That's interesting and I can certainly look into that.

**ACTION ITEM:** Everyone will fill out the Committee Preferences form and write their thoughts about the current structure, to be reviewed with Mr. Sachs in the coming weeks. A vote about committee structure will be taken on July 22.

## **2020-2021 BOARD MEETING CALENDAR**

The next Regular Meeting on July 22 is likely virtual. Resuming face-to-face meetings will depend on: 1. re-opening 'phases,' as defined by Fairfax County; 2. the ability to accommodate our board members by maintaining social distancing. There is interest in continuing to use ZOOM to convene MCC Board meetings in the foreseeable future. General preference is to keep the start time at 7:30 p.m., trying not to run past 9:00 p.m.

## **OTHER BUSINESS MATTERS** \*Such discussion is permitted in the context of COVID-19 emergency.

### Resuming rentals:

MCC will be opening-up for rental opportunities again to the public, but with many restrictions (physical set-up; social distancing). For groups that have met here in the past it's not going to be the same norms. A group of 25 people that would usually be in Maffitt now won't be able to fit in that room. They must meet in the Community Hall to maintain the required social distancing set-up. It is going to be quite interesting getting back to those kinds of services to the community.

### Public Hearing on FY22 Programs:

*Question:* This public hearing was cancelled in March because of COVID-19 restrictions. It seems like this would be a really important time to get public comment about the kinds of things that they would like to be doing. Is there a way to hold it virtually NOW?

*Clarification by Mr. Sachs:* There is a public survey right now on SurveyMonkey (it's been up for quite a while) to get thoughts from the community about where they are on the issue of re-opening: What are they looking forward to? For what are they interested in coming back to MCC? It has been very helpful in our planning process.

**ACTION ITEM:** Public Hearing on FY22 Programs has not yet been re-scheduled. We can consider and decide whether to re-engage with the community virtually now as an opportunity for people to weigh-in.



**Awareness of current needs in the community:**

*Opinions expressed:* With regard to the situation with schools and seniors in our community (for the next 18 months), **we really must be open and willing to do things that MCC has never attempted doing before. I think we have a unique opportunity to be incredibly important to the citizens of our community and what MCC can provide to them.** Before our next board meeting, I would ask for people to be open and listen to your neighbors to find out: What’s the need?

**Community Conversations:**

*Question:* *That’s a great point. And I’d also like to ask: We had talked about (when Alden Theatre was going to be under construction) doing some “Community Conversations: one was on racism. MCC did advertise the Fairfax County Library ZOOM sessions that took place last week. But I’m wondering if that programming [Community Conversations] is “on hold”? Is the staff still working on this, in the event that we CAN host such things – with a small amount of public participation at first, virtually?*

*Clarification by Mr. Sachs:* Sarah Schallern Treff has looked ahead at this idea (TEDTalk concept). There is still much uncertainty about gathering in public spaces; so, it will have to be a virtual setting of some kind. MCC staff is looking at this.

**Mailing to Dranesville District households:**

*Clarification by Mr. Sachs:* A mailer (postcard) is going out to all Dranesville tax district residents (no Program Guide in Summer 2020; and likely no formal Fall Program Guide). We wanted to get something out for awareness – that MCC is still here and this is what we have going on for Summer 2020. The offerings are a lot less than what we initially had, but here are things that MCC IS offering for the summer (some are virtual interactions). We are messaging out to the community: how to find out what MCC has going on, and when. It will be distributed on July 1 to all households in the tax district.

**ADJOURNMENT**

Chair Le Menestrel welcomed the new board members: Congratulations! We look forward to working with you!

There being no further business, Chair Le Menestrel adjourned the meeting at 9:12 p.m.

Respectfully submitted – Holly Novak, Executive Assistant to the Governing Board