

MCC 50th Anniversary Committee

Draft Charter updated 9-15-22

About the 50th Anniversary Committee:

An *ad hoc* committee of the MCC Governing Board composed of Board and community representatives that provides guidance to the Board on the plans for celebrating MCC 50th Anniversary in 2025.

Committee Purpose:

To provide guidance to the Board and feedback to the MCC staff on the strategic direction of the anniversary plans including themes, outreach, marketing, fundraising, sponsorships, and events.

Goals of the 50th Anniversary:

- Engage the McLean community in celebrating the 50th anniversary of the center by providing activities that engage residents of all backgrounds, ages, and abilities.
- Recognize past achievements.
- Increase participation in MCC programs and activities.
- Increase public awareness of MCC.

Guiding Principles:

- We will invest in our shared work
- Take time to listen to other vantage points
- Ensure critical thinking
- Speak up and share thoughts
- Process Matters
- Ensure fiscal responsibility in planning and implementation
- Leave a Trail

Responsibilities:

Chair: Lisa Mariam, MCC Governing Board of Directors

- Calls meetings
- Develops meeting agendas in consultation with MCC ED/staff
- Reports to MCC Board
- Liaison with MCC staff

Members:

- MCC Board (#) and Community Members (#)
- Term –September 2022-December 2025
- Guide the priorities and planning for the Anniversary
- Provide Feedback on works plan, 50th promotion, engagement, and programming
- Identify existing programs to highlight and/or expand for the 50th anniversary.
- Recommends the creation of new programs to honor the anniversary

- Provides representation at 50th programs and events
- help promote programs to their networks
- Conducts periodic review of plan progress and budget for 50th programs and events

MCC Staff: Evan Braff, Acting Executive Director; Sabrina Anwah, Director of Marketing & Communications; Kyle Corwin, Social Media Manager; Aaron Greene, Afterschool Program Manager; Jeffrey Virchow, Performing Arts Assistant; Catherine Nesbitt, Special Events Manager; Matthew Hockensmith, Special Events Assistant Manager; Ashok Karra, Comptroller

- Develop work plan for FY23, 24, 25
- Provide budget for 50th Programs and events
- Take minutes of meetings
- Maintains records of meetings and decisions
- Distribute agendas for meetings
- Record meetings

Meetings:

- Frequency- monthly as needed and mutually agreed
- Schedule: Wednesday evenings or as mutually agreed to provide quorum
- Quorum – a quorum of MCC Board members is required to convene the meeting.

Work plan:

Motion from 9/14/22 meeting: This is a motion to direct the MCC staff to develop a 50th anniversary workplan and preliminary budget. The plan will include a description of recommended events, proposed budget, marketing strategies, and major milestones/timeline. The MCC staff will come back to this committee at the December meeting with a presentation of their proposed recommendations and a final plan at the February meeting.