



**2024–2025 MCC Governing Board  
Regular Meeting  
February 26, 2025 6:30 p.m.**

**MINUTES**

**Board Members present:** *in-person:* Kristina Groennings, Chair; Katie Gorka; Ron Keesing; Anna Bartosiewicz; Peter Pin; Michael Monroe; Gloria Marrero Chambers; Aaron Stark; Sonya Thott; Kathleen Cooney Porter

*remote:* Doug Jeffery (*1<sup>st</sup> time remote; medical -McLean*)

**MCC Staff present:** Betsy May-Salazar, Executive Director; Jonathan Melendez, Deputy Director; Holly Novak, Executive Assistant; Matthew Hockensmith, Comptroller; Sabrina Anwah, PIO; Jennifer Garrett, Technical Director; Mike Fisher, General Programs Director

**Guests:** Deb Bissen (MPA)

**CONVENE MEETING**

Chair Kristina Groennings convened a Regular Meeting of the Governing Board of the McLean Community Center on February 26, 2025 at 6:35 p.m. It was open to the public attending in-person. No changes to the agenda were requested; it was adopted by acclamation. Announcement was made about the meeting being audio-recorded for purpose of Minutes.

**APPROVE MINUTES**

Minutes of January 29, 2025 Regular Meeting were reviewed. No changes were requested; accepted as written.

**Approved by a vote of eleven:** Kristina Groennings; Katie Gorka; Peter Pin; Doug Jeffery; Michael Monroe; Aaron Stark; Gloria Marrero Chambers; Kathleen Cooney Porter; Sonya Thott; Ron Keesing; Anna Bartosiewicz – all voting “AYE.”

**CHAIR’S REPORT** *\*remarks by Board Chair Kristina Groennings*

The most important priority is to involve your neighbors and friends in our Governing Board election – getting people to run. It’s important that we have a great slate. Many youth that ran last year, which was really encouraging! Hopefully, through the Youth Ambassadors, some great people will choose to run.

“As part of our 50<sup>th</sup> Anniversary, a mural will be unveiled at OFC. This Saturday, March 1, the muralist will lead a community workshop regarding the mural at MCC from 10 a.m. to 1 p.m. It should be great!

Be Visible” – you are encouraged to be present at MCC events coming up. There is lots going on – engage!

**EXECUTIVE DIRECTOR’S REPORT** *\*remarks by Executive Director Betsy May-Salazar – summary of recent MCC events*

\*“Black Opry Revue” was phenomenal! As a consortium that brings together singers/songwriters in country music genre from different states – the rapport they had on stage introducing their songs; talking about their experience in songwriting and the song they were about to perform was truly wonderful! It felt like a conversation with the audience.

\*Chamber music performances have been very well attended. The program this past weekend had 100 tickets sold DAY-OF (the audience more than doubled in size on the day of the performance).

\*Bill Blagg “Magic and Illusion”: 2 sold out public performances; full house for elementary school performance.

\*Instructional Classes are going full-force; every corner of the building is being used.

**Community Mural Workshop Sat.,** March 1 10 a.m. to 12 noon Artist Jeremy Jarvis from Ohio will lead the workshop. This is an opportunity for the artist to gather information that will then inform his mural. The mural will be painted on back exterior wall of OFC in September 2025. The workshop should be a lot of fun for all ages – no art experience necessary.

Promotion: We've promoted it heavily through all local civic groups (MCA, MPA; McLean Revitalization).

Format: The artist will show his preliminary design as chosen by the jury and talk through that design. Then we will focus on specific areas that can be personalized to McLean. Coloring sheets will be available at each table. The entire group will come up with and express specific words that mean something to our community that can be reflected in the mural.

\*Saturday night (March 1) in The Alden: Jazz at Lincoln Center performance "New Orleans Songbook." It will be fantastic, so we recommend getting tickets if still available!

\*OFC programs are running here at MCC, including Mah Jong. After School Program utilizes several spaces: kitchen is used for cooking club; playing basketball; art club in MPA gallery spaces; viewing films in The Alden. It's been a lot of fun to have that group here and for us to engage with the OFC staff and work together more often. All OFC activities and dances have occurred here, which has been fun!

\*SPARC utilizes MCC spaces three days per week. We are happy to provide this welcoming environment.

**Renovation of OFC is well underway** – demo complete; construction starting and on schedule.

Target to return to OFC space: May 2025. We are using this opportunity to also look at replacing the floor, painting the space, re-doing landscaping. Goal for OFC to reopen as a 'big look' of an overall renovation (not just bathroom ADA renovation).

\*McLean Central Park dedication is rescheduled to Saturday, March 29 at 10 a.m. If you want to attend, please RSVP to FCPA, as was mentioned in the flier we sent to all board members.

\*Dranesville District Arts Roundtable (held today at The Grange in Great Falls): This was the first-ever gathering of various arts groups from the county-side and non-profit and private entities. It was a great opportunity to hear what everyone is doing and understand the full scope of what is available. The purpose was also to advise Arts Fairfax what resources would be desired and helpful. Consensus was about having a single place to find out what's happening (Arts Fairfax has that available and is working on improving it). Executive Director May-Salazar appreciated the opportunity to see the breadth of the arts in Fairfax County and be able to engage with people face-to-face. A follow-up will be a social event with that same group as a way to build a networking opportunity in the arts.

**\*Van replacement:** The two OFC vans were replaced this past year. Traditionally MCC participated in the county's Vehicle Replacement Fund with a monthly amount being contributed for the life of the vans. However, MCC didn't and will likely never meet the county's criteria for vehicle replacement which is based on time and mileage. MCC primarily uses the 2 vans simultaneously for limited mileage to run After School program. This caused a several year delay in getting approval for van replacement. Ultimately vans were replaced using funds in the replacement fund with MCC paying for the difference, in order to get county agreement for van replacement.

When considering continued participation in the vehicle replacement fund it became clear that MCC does not meet the standard to benefit from the fund and it would be better to work with County Budget to create own Vehicle Fund to set aside funds within MCC. Current formula for vehicle replacement fund is a 9% annual escalation, which would be a significant annual contribution. If we were to participate, in 11 years \$300,000 of MCC funds would be set aside.

Negotiation: Executive Director May-Salazar has been in discussions with the county Budget and Vehicle Services since summer 2024 to discuss options regarding participation and flexibility with the rate. It has been determined that MCC vehicle usage does not fit the model and should not participate in the Vehicle Replacement Fund.

Fiscal responsibility: MCC earns interest on MCC funds. Funds transferred to the vehicle replacement funds are part of the County General Fund with interest going back to the General Fund. If MCC sets up own mechanism in capital budget to set aside funds for vehicle replacement those funds will continue to earn interest for MCC.

*Question: How much did the new vans cost?* The new vans cost \$61K each. Vehicle replacement fund participation monthly per vehicle: \$1,100 (i.e. \$25K per year).

New approach: Rather than participate in that fund, MCC will create internal fund as part of our Capital budget. MCC will set a percentage to put in every year (probable calculation 5% escalation of the value each year). Fairfax Co. Budget will help us set it up. MCC can set a goal but will also be in control of it – so, if one year we want to put more or less, we can. Funds will remain part of our Capital funds available. It will be a one-time-per-year allocation at fiscal year-end.

*There was a question about whether maintenance comes out of the county's fund?* No - vehicle maintenance is separate and will continue through the county. We pay for any service and that will continue. We also confirmed with Risk Management that this change will have no impact on vehicle insurance.

**FINANCE COMMITTEE: MID-YEAR FY2025 FINANCIAL UPDATE**      *\*remarks by Comptroller Hockensmith*

Treasurer Kathleen Cooney Porter explained that Finance Committee was unable to convene on February 12 due to bad weather, so Comptroller Matt Hockensmith presented a mid-year FY2025 update in this meeting.

Process: The county goes through an exercise each year in Q3 to go through year-end projections as a mid-year review. This is an adjustment opportunity for MCC's budget, and for any county agency. We submit those adjustments to the county; they get voted on in May, and adjustments are made before the fiscal year ends on June 30. This is where we are able to ask for additional funding for expenditures, we believe are going to exceed the budget.

**One of the testaments to our staff, MCC Finance Committee, the Governing Board and our leadership here is: we do a pretty good job of planning.** There are certain things that come up throughout the year (such as emergency Capital expenses). We work through the Capital Facilities and Finance committees if we need to make such mid-year adjustments. **MCC is not making any requests for adjustments.**

McLean Community Center FY25 Budget and Actuals						
	FY25 YTD Actuals (as of 1.3.25)	FY25 Carryover Budget	FY25 Jan - June Projections	FY25 Year End Projection	Variance FY25 Budget to FY25 YE Projections	FY24 YE Actuals
<b>REVENUE</b>						
Real Estate Taxes	6,456,461	6,246,181	0	6,456,461	210,280	6,185,036
Interest	115,554	130,000	0	115,554	(14,446)	209,529
Rentals (MCC, OFC, Alden)	75,510	127,480	50,807	126,317	(1,164)	112,065
Instructional Fees	532,008	498,277	156,381	688,389	190,112	572,568
Special Events	8,825	101,144	92,319	101,144	(0)	111,088
Performing Arts	70,180	129,700	36,996	107,176	(22,524)	103,145
Youth Programs	122,253	110,920	14,530	136,782	25,862	128,810
Teen Center Income	168,693	198,700	83,332	252,024	53,324	177,907
Miscellaneous	(2,860)	1,000		(2,860)	(3,860)	(1,049)
<b>Total Revenue</b>	<b>7,546,622</b>	<b>7,543,402</b>	<b>434,364</b>	<b>7,980,987</b>	<b>437,585</b>	<b>7,599,098</b>
<b>EXPENSES</b>						
Salaries	1,385,341	3,019,309	1,467,409	2,852,750	(166,559)	2,741,917
Benefits	582,563	1,270,549	641,634	1,224,197	(46,352)	1,124,487
<b>Salaries &amp; Benefit</b>	<b>1,967,904</b>	<b>4,289,858</b>	<b>2,109,043</b>	<b>4,076,946</b>	<b>(212,912)</b>	<b>3,866,404</b>
Administration	147,191	178,685	47,760	194,951	16,267	193,265
Public Information	144,676	299,472	129,499	274,175	(25,297)	239,379
Facilities	115,660	333,804	169,777	285,437	(48,367)	286,052
Instructional Programs	325,798	475,686	305,287	631,085	155,399	540,267
Special Events	253,735	666,149	382,059	635,794	(30,356)	378,443
Performing Arts	316,437	909,761	567,000	883,437	(26,324)	599,645
Youth Programs	84,082	116,210	18,358	102,440	(13,770)	85,073
Teen Programs	265,896	416,687	150,791	416,687	0	388,634
Visual Arts (MPA)	0	35,000		0	(35,000)	24,240
<b>Operating Expenses</b>	<b>1,653,476</b>	<b>3,431,454</b>	<b>1,770,531</b>	<b>3,424,007</b>	<b>(7,447)</b>	<b>2,734,997</b>
<b>Total Expenses</b>	<b>3,621,380</b>	<b>7,721,312</b>	<b>3,879,573</b>	<b>7,500,953</b>	<b>(220,359)</b>	<b>6,601,402</b>
<b>NET</b>	<b>3,925,242</b>	<b>(177,910)</b>	<b>(3,445,209)</b>	<b>480,033</b>	<b>657,943</b>	<b>997,696</b>
Capital Projects	664,541	1,772,969	1,701,209	2,365,750	592,781	286,052
50th Anniversary	72,551	276,495	203,944	276,495	0	8,505
Note: 50th Anniversary Expenses are currently reflected in operating and will be isolated at year end						
This Projection is based upon reasonable assumptions, given the current economic conditions; however, it reflects only our best judgement at the present time and constitutes no representation or warrant of what the operating results will, in fact, be.						

## Revenue

Our total overall revenue is \$7.98M; we were expecting \$7.54M, so that additional revenue of \$437K. FY25 Revenue is projected to be \$437,585 higher than the adopted budget. Most comes from two sources:

1. additional increased Real Estate Revenue
2. Instructional Fees.

We have added more classes; we have had more people join throughout this past year. That impacts the bottom line for Operating expenses for instructional fees, but it also brings in more income.

Real Estate taxes: as of 1/3/25 we have already surpassed what we were budgeting. Even though there are six months left in FY2025, the last payment of real estate taxes was in December 2024, so we've collected the majority of our Real Estate taxes. It is an unknown: the county wants us to be conservative and not project additional tax revenue.

Interest: also an unknown – we not projecting additional interest revenue for the rest of the year but midway we are at \$115K. While we likely will receive more [interest], because it is an unknown, we will be conservative and not project additional interest revenue.

Rentals: pretty much in-line with budget even with the fact that OFC is now closed due to renovations. We are losing some of our normal MCC rental income while OFC is under renovation [with their additional usage of MCC spaces].

Instructional fees: \$190K expected additional revenue from original budget – because of added classes and continued success of increased programming. That heightened participation will also be reflected in increased Operating expenses. Overall, other programs are pretty much in-line with what we were expecting.

Special Events: we are projecting flat. Much of the revenue comes from McLean Day which is weather-dependent. If we have a really successful McLean Day with great weather both days, we will likely be above projection. But if it rains both days, revenue will likely be lower.

### **Personnel Expenses**

We're projecting a savings of \$212,912 in Salaries and Benefits due to partial vacancies throughout the year. We are fortunate to have Jonathan Melendez here (he joined us in December) as Deputy Director. That was budgeted for at the beginning of the fiscal year, so half of that is a savings. We are fully staffed right now except for a few positions that we need to hire for. Most of this reflects vacancies throughout the year, not long-term vacancies that we don't expect to fill.

### **Operating Expenses**

FY25 Operating Expenses are expected to be in line with the adopted budget this year. We do plan to spend up to Operating Expenses in all the cost centers. While we will likely have some savings, we are not planning on adjusting any of our programs. We plan on moving forward with all and project to be on budget for Operating Exp.

Instructional expenses will increase by \$155K because of additional instructional classes. This is more than offset by \$190K increase in Instructional Revenue. Increase also reflects SIA program growth – which is the only part of Instructional that we subsidize slightly. Usually whenever we add more classes, add more 'opportunities to learn... to grow'... to play' as expressed as MCC's strategic goals, we are able to also generate more revenue from those offerings.

Everything else is in line with *some* savings or projected to be on budget. There are opportunities in some programs to have additional savings - as they are projections. There are also some costs that will have risen, which will probably result in additional expenses. McLean Day being our biggest community event - as we finalize contracts for that event, we will have a clearer picture of final expenses.

### **Projected Net**

FY2025 balance is expected to be a Net surplus of \$480,033. This surplus will help to offset anticipated costs for the 50<sup>th</sup> Anniversary, currently budgeted out of Reserves.

### **Capital Expenses**

FY2025 Capital Projects are continuing and are expected to be on budget through the fiscal year. All incomplete CIP projects that don't get finished in FY2025 will carry forward to FY2026. OFC ADA renovations and many large expenses for The Alden are underway or completed. We are accomplishing many large projects that have carried over through COVID-19 years, which puts us in a really good place.

### **50<sup>th</sup> Anniversary**

FY2025 Anniversary Expenses are projected to be on budget. These expenses are budgeted to be paid out of our Reserves; however, because we are expecting a \$480K net at the end of the year, we will likely be able to absorb those costs in the 2025 Operating budget – which is great! So far, we have spent \$72K. Right now, even though we are showing that we spent \$72K, that's not *in addition to* what is in our Operating expenses – this \$72K is actually *reflected in* our Operating expenses. These expenses will be isolated at year-end.

## Surplus

Current projection shows \$480K in savings will go toward our surplus. Our surplus right now is projected to be \$5.9M at the end of the year. Goal for Reserves is one year's worth of Operating expenses. This figure is between \$5M and one year's worth of Operating expenses. So, we are right in line with where we want to be in terms of our surplus.

### QUESTIONS ABOUT FIESTA DEL SOL:

*What percentage do we get off of the vendors for Fiesta del Sol?*

We do not earn a percentage. Fiesta del Sol is managed by an outside contractor, VIP Impressions, who manages the contracts with vendors.

*Are we having Pikoteo again for Fiesta del Sol?* Pikoteo is not able to provide the food this year. It will be a different vendor.

### QUESTIONS ABOUT PROGRAM PRICING:

*It sounds like the increase of Revenue is primarily from Instructional fees. How do we think about those fees in terms of comparable or similar things? Do we feel like MCC is in line? Cheap? Expensive? How do we think about that?*

We've done an analysis of pricing in recent years. Mike Fisher explained that we have looked at other municipalities such as Arlington. For the most part, MCC is on par. It's hard to see that anecdotally when you are looking at guidebooks from various agencies: class sizes are different; number of classes is different > all of that impacts what the individual user gets charged for their classes. At least with MCC and the rest of Fairfax Co., we are all mostly using the same vendors; therefore, MCC pays out the same amount to these vendors. Our rate is always set at 20% over contract amount (as dictated by the Governing Board) for in-district residents. Out-of-district residents pay another percentage on top of that. Comptroller Hockensmith commented that most of our revenue comes from real estate taxes.

*Related to that point, do we re-evaluate the discount given to residents? If so, how and when is that done? Periodically, do you look at that?* Executive Director May-Salazar explained that we look at it every year: our staff and the Programs & Outreach Committee. We can make it a formal part of what we consider, but we have a pretty reasonable policy. McLean residents get the lowest rate always in what MCC is offering. And then we increase from there on the fee for out-of-district residents. Comptroller Hockensmith pointed out that we always have opportunities for scholarships if it is ever cost-prohibitive for certain families or individuals. We do evaluate and set those provisions as well. *OK – great. Thank you.*

### QUESTIONS ABOUT SPACE USAGE AND RENTAL PRICING:

*Do we ever do an analysis of the utilization rate of the rental spaces? Could we see it at the next meeting?*

Yes – we did such an analysis a short while ago as part our strategic plan process. Joe McGovern (Facilities Manager) who oversees the rentals and Jonathan Davis always look at that. Executive Director May-Salazar pointed out it's fairly complex – we don't have consistent space that's available to rent, so it's not like we can say "We have \_\_\_ this much square footage available every day and we're only at 80% capacity." Because every day is different with our programs and our space needs (all those variables). Sometimes one rental needs three spaces... all those things weigh-into it. There is not a simplistic way to do an analysis. We also have frequent usage by community groups.

*How much are we charging for community groups and others to use these spaces that we have available? Do we think the rates we're charging are keeping people away from using the spaces? Or do you find there is a good match between what we are charging and the spaces getting used a lot?*

Executive Director May-Salazar believes the MCC spaces are getting used a lot. The main local open community groups (MCA) pay \$1. A huge part of the space usage is not a revenue-generator – it's part of MCC's role in the community. Tiered rates are set for in-district vs out-of-district. Mike Fisher commented that if you are here at MCC between 7 a.m. and 10 a.m. on weekdays, our rooms are full. Executive Director May-Salazar commented that more often, the reason someone isn't able to rent is that a space is not available on the day they want it – it is not a factor of the cost.

Three-tiered system: Tier 1 = (first priority) MCC classes and programs; Tier 2 = (second priority) local open community groups; Tier 3 = (final priority) people in the community and outside. From a space and rental cost perspective, MCC is very affordable. One of the finest assets is that MCC is present in this community. To rent a conference room in a hotel would be a ridiculous \$\$ amount compared to what we offer here, in addition to a food/beverage \$\$ minimum. We do track on a monthly basis how many inquiries come in vs. how many have been booked. But it doesn't delve into the reason: Why did you not rent?

*Can people rent through the website? Or do they have to come in-person? Are the fees available on the website?*

The rental fees are available on the website. We are building out a new webpage to improve information. You can't go online and book an area because we have too many configurations of space. And we must clarify whether the requestor is in-district or out-of-district. But people don't have to come in: they can do an inquiry online and they will receive a phone call back; it's all discussed. Many people do choose to come in to view the space and see if it works for their purpose. We don't have an issue of lack of awareness – there are many groups and individuals who know that this space is available to be rented. And they fully utilize it. We are not 'under-utilizing' the space.

#### **2025 ELECTION PROCESS – OPTIONS FOR BOARD MEMBER INVOLVEMENT**      *\*remarks by ENC Chair Katie Gorka*

Everyone please keep in mind: Candidate packets can be picked up at MCC and must be submitted by March 17 at 5 p.m. Please reach out to people to let them know about the opportunity. So far, 3 adult candidate packets have been picked up; 2 youth for Langley; 1 for McLean. Please tell your friends and family about the opportunity. We hope to have more interested candidates.

Our big push is that we really need Board members' help with McLean Day and the lead-up. This is a big lift – workwise to get all this done. It includes helping with the League of Women Voters advance work [validation of residential computer printouts of Absentee Voting]. If you feel comfortable committing to a time slot tonight, please do so. And if you don't, there will be many opportunities ahead.

>> A list of open slots of dates/times for board members to assist with logistical tasks of the election was circulated.

There was a request to share the sign-up sheet online. Ms. Novak will send it out in coming weeks.

#### **OLD /NEW BUSINESS**

Chair Groennings opened the floor for any topics of old or new business. Nothing was mentioned as a further topic of discussion for this evening.

#### **UPDATE – MCLEAN PROJECT FOR THE ARTS**      *\*remarks by Deb Bissen*

MPA closed the Winter Show on Saturday; there was a great turnout for that show; two great artist talks.

Coming up next are two FCPS shows: McLean H.S. and Langley H.S. pyramids – March 4; March 26 Those shows are very popular. MPA will have receptions for both shows for the families, and also some additional hours for the gallery to be open on Sundays. Hopefully, this will accommodate lots of people.

New art classes starting in March and April – photography class (basics in composition; no experience necessary); plein air outdoor painting; "found art" (artist collects unusual items from thrift shops and creates collage art).

MPA Summer Camp registration is open. They appreciate working with Sabrina and the PIO team for promotion of the summer art camps.

MPA is also trying to promote the MCC's Community Mural Workshop with artist Jeremy Jarvis on Saturday, March 1.

Kingsley Commons – MPA's ArtReach Director connected with them again. She is excited to be setting up a program every Monday afternoon to work with the kids there and do art activities. It's a great part of Fairfax County offerings that could use some help; MPA is excited to be a part of that, and perhaps to expand further to some other centers.

It is great to have SPARC in the MCC building! It's been a lot easier for them to participate. Sharon Fischel has been spending some time with them for art activities!

#### **PUBLIC COMMENT**

**In-person comments:** Chair Groennings opened an opportunity for the public to express remarks. Anyone wishing to speak was asked to introduce themselves and state aloud their residential address to verify they are a Small District 1A-Dranesville resident. Anyone having requested in advance to speak was pre-verified as being a Small District 1A-Dranesville resident. Each person was allotted three minutes to speak.

**No public attendees present requested to speak.**

**Written comments:** **No written comments were submitted in advance, nor during this meeting.**

**ADJOURNMENT**

With all business matters concluded, Chair Groennings thanked everyone for attending and adjourned the meeting at 7:19 p.m.

Respectfully submitted, Holly Novak - Executive Assistant

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