

**McLean Community Center
Governing Board Minutes
April 28, 2010 Meeting, 7:30 p.m.**

Members Present: David Sanders, Chair
Kevin Dent, Vice Chair
Sean Dunn, Treasurer
Risa Sanders, Secretary
Susan Bourgeois
Lee DiCenso
Angela Wertz

Members Absent: Drew Clark
Jenni Dunn
Ed Shahin
Lori Wertz

Staff Present: Julie Rasmussen, Executive Director
George Sachs, Acting Executive Director
Clare Kiley, Deputy Director
Hussain Mohammed, Graphics Designer
Ellen Barial, Board Administrative Assistant

Guests Present: Jane Edmondson, Chief of Staff, Office of County Supervisor John W. Foust (Dranesville)
Bobbi Bowman, *The McLean Ear*
Jay Howell, a MCC Board Candidate
Nancy Perry, the McLean Project for the Arts (the MPA)

Board Chair David Sanders called the meeting of the Governing Board of the McLean Community Center (the MCC) to order at 8:15 p.m.

ADOPT AGENDA

On the motion of Risa Sanders, the agenda for the meeting was adopted unanimously.

CITIZEN COMMENTS

The MPA: Ms. Perry referred board members to the MPA's monthly report. She highlighted *The Washington Post* article on the MPA. Ms. Perry also raised issue of the MCC's role in ArtFest. She indicated that the MPA had a proposal to make to the MCC regarding ArtFest.

Mr. Howell indicated that he came to observe the board meeting.

In response to a question from Mr. Sanders, Ms. Edmondson stated that she had no report this month.

APPROVAL OF MINUTES

Ms. DiCenso stated that she wanted to make a change in the Governing Board Program Committee minutes. The title of the proposed Promotion Policy should have been entitled "Promotion Policy Section 1" in Section 4 of the Committee's minutes. In addition, in Section 7 of the Committee's minutes, the report on the Lewinsville Senior Center should have noted that the MCC will have a link on its website that points to the senior programs offered by the MCC.

With the changes to the Program Committee minutes, the Board unanimously adopted the minutes of the March 24, 2010 meeting of the Board of Governors.

BOARD CHAIR'S REPORT (Dave Sanders)

Mr. Sanders indicated that he had received a proposal from Kitty Gonzalez (the MPA Board Chair) regarding the MCC's sponsorship of the ArtFest 2010 program. He indicated that the proposal will be taken up at an Executive Committee meeting to be set for mid-April.

EXECUTIVE DIRECTOR'S REPORT

The following issues were highlighted in the report:

- 1) Staff Reports and Projects: Ms. Rasmussen referred the Board to her written report in the board materials, which among other things, included reports and statistics on the MCC programs, the Performing Arts performances, the Old Firehouse Teen Center (the OFTC) programs, and the use of the MCC facilities.
- 2) Health Fair: Ms. Rasmussen and Mr. Sachs provided information regarding the MCC's first annual Health Fair scheduled at the MCC.
- 3) New Comptroller: Ms. Rasmussen reported on the hiring of Robert Taguding as the MCC's new Comptroller, and gave a brief overview of the extensive experience Mr. Taguding brings to the position. She indicated that Mr. Taguding would begin working the following week.
- 4) 35th Anniversary Logo: Ms. Rasmussen updated the Board on the logo being designed by Mr. Mohammed for the MCC's 35th anniversary.
- 5) The Friends of the MCC: Ms. Rasmussen informed the Board of an invitation to the Board to attend a picnic to be held by the Friends of the McLean Community Center tentatively scheduled for Monday, June 14, 2010.
- 6) Lobby Renovations: Ms. Rasmussen distributed for the Board's review a handout of proposed renovations to the MCC's lobby, which she indicated included suggestions from staff members.

In response to a number of questions from Mr. Dunn and Ms. Sanders, Ms. Rasmussen noted that the lobby proposal will be given to a contractor for a design that incorporates

the proposals from staff members. Ms. Rasmussen indicated that the lobby renovations are in the capital budget. She stated that staff members would get an estimate on the design, and will come back to the Board for review and approval of the design and budget.

Ms. Rasmussen also noted that the costs of renovating the lobby would go to the Finance Committee. She indicated that she did not know the total cost of the project or the timeframe for the project. Ms Rasmussen also pointed out that a Fairfax County architect would be used to design the project, which means that bidding out the project was not required.

EXECUTIVE COMMITTEE REPORT (Dave Sanders, Chair)

No executive committee report.

FINANCE COMMITTEE'S REPORT (Sean Dunn, Chair)

There was no meeting of the Finance Committee in April.

Mr. Dunn reported that he tentatively planned to have a Finance Committee meeting toward the end of April. He asked specifically that Mr. Sanders attend the meeting.

CAPITAL FACILITIES COMMITTEE (Kevin Dent, Chair)

Facilities Update

Mr. Dent referred the Board to minutes of the Capital Facilities Committee's April 6, 2010 meeting, included in the board materials. Mr. Dent also referred the Board to the facilities update report in the Committee's minutes regarding projects at the Ingleside facility and at the OFTC.

Gymnasium at Spring Hill

Mr. Dent reported that the Capital Facilities Committee recommended that the Board adopt the following motion regarding the proposed gymnasium at Spring Hill:

Motion: that MCC no longer actively engage in negotiations with the Fairfax County Park Authority on a gym at the Spring Hill Recreation Center.

Mr. Dent reported that the Capital Facilities Committee had passed the motion unanimously.

Committee and other board members chronicled the considerable efforts that the MCC had made to engage with the Fairfax County Park Authority (the FCPA) on the Spring Hill gymnasium project, and the continued lack of meaningful response by the FCPA. It was noted by Mr. Dunn, a member of the Committee, that the MCC had done due diligence and acted in good faith in its efforts to reach an agreement with the FCPA.

Ms. Edmondson expressed Supervisor Foust's disappointment that the project had not been able to go forward. Ms. Edmondson asked what the MCC would consider a "meaningful" response from the FCPA.

Board members discussed the efforts they had made to get responses from the FCPA and their reluctance to engage in further efforts with the FCPA. Nonetheless, board members noted that if the FCPA provided a concrete written proposal, the MCC would review it; but, they did not anticipate going in the direction of working with the FCPA. Board members also agreed it did not appear productive to have any further individual meetings, and that if there was to be any further communication, it should be a meeting with the Capitol Facilities Committee and/or the full Board.

The question was called.

Decision: The motion passed unanimously.

Downtown Facility

Mr. Dent reported that Michael Vardell, a developer recommended by Montgomery, asked to attend a meeting of the Capital Facilities Committee. The Committee would consider what role Mr. Vardell might have in preliminary work for the MCC's downtown facility. Mr. Dent noted some concern about Mr. Vardell's ties to Montgomery. Mr. Dent also reported that the Committee would consider what types of help may be available from Fairfax County. No decision was requested or made on this issue.

Mr. Dent reported that the White Paper would be the working document used as the Capital Facilities Committee explored preliminary issues, such as parking. He invited input from the entire Board.

In response to Ms. Perry, Mr. Dent indicated that if groups, like the MPA, were interested in space in the downtown facility, they and any other groups would need to be able to pay for the development of their own spaces.

Mr. Sanders indicated that he would like to engage the public in discussions about what kind of facility should be downtown and how it would be used. He noted that the input should be from various types of groups. While it was noted that there had been focus groups in the past, Mr. Sanders indicated he wanted to refresh that input to get current data.

Ms. Perry indicated that she wanted to make sure that the MPA had not missed an opportunity to participate in the downtown facility, and would put together a proposal. Mr. Dent indicated that if the MPA has a proposal they should go forward with it.

Wood Floors at OFTC:

Mr. Dunn asked staff members about the progress of the wood floor project at the OFTC, and whether the funds for the project would be encumbered by the end of June.

Ms. Rasmussen indicated there would not be a problem even if the specifications had not yet been done.

OFTC Telephone System:

Mr. Sachs noted that the OFTC telephone system was close to installation.

PROGRAM COMMITTEE (Lee DiCenso, Chair)

Ms. DiCenso reported on the Program Committee meeting that took place on Wednesday, May 12, 2010. Minutes of the meeting were included in the Board materials.

Celebrate Virginia:

Board members and Ms. Rasmussen discussed issues related to space and signage for Celebrate Virginia at McLean Day. Mr. Sachs was to follow up with Carol Herrick of Celebrate Virginia to work out placement of Celebrate Virginia at McLean Day; to clarify the identification on their signage; and to address safety and any other related matters.

Committee Recommendations:

Ms. DiCenso reported that the Program Committee had two recommendations for approval by the Board.

Rental Use Policies:

Ms. DiCenso noted that the revised rental use policies had been provided to the Board at its April 28, 2010 meeting, as well as with the committee minutes included in the board materials for the current meeting. The Committee's recommendation was to adopt the change in rates and booking lead times for the Alden Theatre, the OFTC, and the main MCC Ingleside facility. She indicated that the Committee unanimously passed the motion to accept the staff members' recommendations regarding changes to the rental use policies. The Committee put forward the following motion:

Motion: to accept the recommendations of staff regarding the rental use policies.

There was discussion concerning the effect of the changes on local residents and groups, and the overall use of the facilities. Ms. DiCenso noted that the current rates were considerably lower than other venues. Mr. Sachs indicated that comparisons were made to similar venues, including the Reston Community Center. Mr. Dunn expressed concern

about the small differential between the increases for the local and non-local rental fee categories, and whether the rates would be too high for locals.

Decision: There were four votes in favor of the motion. There were two abstentions: Mr. Dunn and Ms Sanders. Ms. Sanders went on record to note that her abstention was to avoid a potential conflict of interest. (In addition, the Chair abstained.) The motion passed on a vote of 4-0.

Promotional Policy Section 1:

Ms. DiCenso brought to the Board's attention a second recommendation from the Program Committee for Board approval. She noted that the Committee had approved the following motion unanimously.

Motion: to accept the Promotion Policy.

Ms. DiCenso referred board members to copies of the proposed policy in the board meeting materials. She noted that the Promotion Policy is intended to use tickets to MCC performances and events, which otherwise would not be used, as a tool to market the MCC and its programs. Ms. DiCenso and Ms. Sanders (also a member of the Program Committee) reiterated that policy is being done for marketing purposes. It was pointed out that there would be an exchange of the MCC tickets for marketing of the MCC by those receiving the tickets.

The Board discussed a number of issues regarding the proposed policy including how and when the decisions would be made, and whether staff members would be inundated with requests. It was indicated that staff members would administer the policy, and thought that making decisions only twice a year would prevent the program from being overwhelming.

An issue arose regarding treatment of independent 501(c)(3) organizations associated with religious schools, such as booster clubs or other separately organized groups, and whether they could apply for tickets under the Promotion Policy. Mr. Dent asked for clarification of the issue. Ms. DiCenso agreed to defer the motion for the Committee's review of the issue.

Survey

Ms. DiCenso reported on the status of the survey to be conducted by Jim Witte at George Mason University. The questions that had been given to Mr. Witte covered all of the MCC's programs and services; however, the questions in the survey pared down by Mr. Witte were too narrowly focused on the possible downtown facility. Mr. Witte was asked to narrow down questions for the MCC's survey so that there were not too many questions for a telephone survey; however, too many valuable questions were lost.

Ms. DiCenso recommended that the questions be re-worked. Ms. DiCenso and Ms. Sanders would re-work the questions and meet with Mr. Witte the following week to get the survey back on track.

There was discussion about how to deal with the downtown facility versus the gymnasium issue in the survey. A number of opinions were voiced. It was noted that there would be questions on that issue in the survey, and that the MCC would determine how best to address the results of the survey.

There were concerns about the timing of the survey. Mr. Dent indicated that it was not realistic to have the survey done in mid-May or early June. Ms. DiCenso noted that doing a survey in the summer would be difficult. Ms. Sanders indicated that she wanted to get the Board's blessing, even if it meant delaying the survey until September.

COMMUNICATIONS COMMITTEE (Drew Clark, Chair)

The minutes of the April 19, 2010 meeting were included in materials for the Governing Board meeting.

In Mr. Clark's absence, Ms. Sanders gave a report on the Communications Committee meeting. The Committee decided to get the view of a third designer to provide input on the exterior signage, and staff members were asked to find the additional designer. The Committee wants to provide the Board with three choices to review.

On behalf of the Communications Committee, Ms. Sanders asked the Board to approve the use of \$7,500 from the \$21,000 to \$27,000 that the Board had already allocated for signage changes. The money would be used for additional design work. Since the money had already been allocated, Mr. Dunn, the Finance Committee Chair, indicated that no motion was required.

Mr. Dunn asked that designs be sent to board members.

ELECTIONS COMMITTEE (Risa Sanders, Chair)

Ms. Sanders indicated that two meetings of the Committee were held in April. Based on recommendations from Mr. Dunn, ideas were generated to promote voting. The Committee agreed to allow candidates to post longer statements on the MCC website. In addition, a series of signs would be designed and placed as residents entered the park that encouraged them to vote.

The Committee met Una White from the League of Women Voters to go over voting procedures.

Ms. Sanders indicated that the MCC was required to keep Ms. Buckland's name on the ballot, although she withdrew as a candidate. The Committee would address the issue by having notices inserted into remaining absentee voting envelopes and adjusting signs used for the election.

LIAISON TO FRIENDS OF THE MCC (Ed Shahin)

No report.

LIAISON TO SENIORS (Ed Shahin)

No report.

CONTINUING BUSINESS

Ms. DiCenso had asked to have copies of the Code of Virginia (sections related to conflict of interests) included in board materials. She wanted all board members to have copies of the Code, and indicated that new board members should also be given copies.

NEW BUSINESS

None

PLAN DATES FOR FUTURE MEETINGS

The following meetings were set or confirmed for May 2010:

- May 3 Finance Committee 7:30 p.m.
- May 5 Capital Facilities Committee 7:30 p.m.
- May 10 Executive Committee 8:30 p.m.
- May 12 Program Committee 7:30 p.m.
- May 17 Communications Committee 6:00 p.m.
- May 26 Full Board Meeting 7:30 p.m.

A motion was made by Mr. Dunn and seconded by Ms. DiCenso to go into executive session to address property negotiations and a personnel matter

EXECUTIVE SESSION

The regular meeting of the Board adjourned at approximately 10:28 p.m.

Respectfully submitted,

Risa E. Sanders
Secretary