

**McLean Community Center**  
**GOVERNING BOARD MEETING**  
**December 12, 2007**  
**1234 Ingleside Ave., McLean, VA 22101**

**Board Present:** Sean Dunn, Chair; Katherine Armstrong, Jan Auerbach, Julia Berkson, Jeb Bryne, Drew Clark, Kevin Dent, Nyka Feldman, Charisse McElroy, David Sanders, Ed Shahin

**Board Absent:** Jeb Byrne, Drew Clark

**Staff Present:** Michael Cadwallader, Executive Director; Clare Kiley, Deputy Director; Sarah Schallern, Performing Arts Director; Carol Pardon, Administrative Assistant

**Guests Present:** Susan Baumel, V.P., McLean Drama Company  
Joann Berkson, President, Friends of the MCC  
Nancy Perry, McLean Project for the Arts (MPA)  
Tommy Thompson, neighbor  
Monte Tayloe, *Fairfax Times*

Convened: 7:38 p.m.

Agenda adopted.

Citizen Comment:

- **Susan Baumel**, Vice President of the McLean Drama Company (MDC), said she wanted the Governing Board minutes of Oct. 24 to be changed to reflect some of her remarks that weren't included. Specifically, she said the minutes did not report her complaint that at a previous committee meeting a large percentage of committee members left the room before she spoke. She said that MDC's President, Rachael Bail, has been in rehab for her back because she had to sit in a chair for two hours waiting for her turn to speak at that meeting. She also objected that the MCC only puts its own events on the home page of its Web site and on posters the front lobby. The events of community organizations are posted on a board in a separate area. She said that if this was a written MCC policy, she'd like to see it. She also said the playwriting contest the MDC is planning on holding at the MCC is being opened up to participants from a wider area.
  - Cadwallader said limiting the home page and front lobby postings to MCC events is a standard operating procedure. If opened up to outside organizations, where does the MCC draw the line? Auerbach noted that the issue goes beyond one group. There are a lot of nonprofits who would like to use the MCC's home page. McElroy and Armstrong said these decisions should be left to staff. The Board appeared to support Feldman's suggestion that MDC's events be publicized in the MCC's electronic newsletter. Regarding Baumel's request to change the Oct. 24 minutes, she agreed to provide her changes in writing.

Minutes of October 24, 2007, were approved as presented.

**Chair's Report: Sean Dunn**

- Parking Issues: Dunn called attention to Cadwallader's memo on parking issues at the MCC when large events are held. He noted that it may be illegal for the MCC to put out no-parking signs in the neighborhood. VDOT controls Ingleside Avenue and only VDOT signs are permitted. When there is no portion of pavement available for parking (such as on most of Ingleside) vehicles can be ticketed and towed unless all four wheels are off the pavement; i.e., parked in the neighbors' yards. Cadwallader is recommending that VDOT be contacted to approve temporary no-parking signs when special events are expected to attract more vehicles than can be accommodated in MCC's parking lots. Dunn asked Board members to send their comments to the Program Committee. Tommy Thompson, one of MCC's neighbors, said he would like the MCC to attempt to get a permit from VDOT based on health and safety; perhaps an annual permit that would allow posting signs when large events are anticipated. The MCC could provide VDOT with the dates of the events.
- MPA Art fest: Nancy Perry asked the Board to affirm Art fest as an annual event. There was some discussion about coming up with an annual date—such as the first Sunday in October—but this could conflict some years with the Columbus Day weekend. Auerbach said that a policy would have to go to the Program Committee first. Perry asked for permission to hold Art fest on Oct. 5, 2008. Dunn said that if the Executive Director said it was okay, Board approval wasn't required.
- Benefactor Signage: Perry distributed a draft design for the list of principal benefactors and benefactors whose names are to be screen printed on the outer lobby wall. Board members expressed general satisfaction with the design. Feldman volunteered to work with Perry to finalize it.

**Executive Director's Report: Michael Cadwallader**

- The Executive Director's monthly report was distributed to the Board. Cadwallader also gave out mouse pads which, along with bookmarks, are being used to advertise on-line registration.
- Auerbach said she'd like to see an MCC organization chart that has every employee on it, not just Merit employees. Cadwallader said there are 160 employees. Dunn said he'd like to see names of people who are more than short-term employees. Cadwallader will provide the names and Pardon will prepare a chart. Cadwallader said the Board will get it by the end of the year.
- Cadwallader introduced Sarah Schallern, MCC's new Performing Arts Director, then left.

**Executive Committee: Sean Dunn, Chair**

- Election Process: The Executive Committee met on Dec. 10. Dunn summarized the Committee's discussion on the role of the Election Committee vs. the Communications Committee. Dunn had maintained that election process issues should be the responsibility of the Communications Committee, but the other Committee members said that all of the election functions belong to the Election Committee. Armstrong, who chairs the Election Committee, reported that she has contacted Ann Kanter about the League of Women Voters running the Governing Board Election. The organization does the elections for the Governing Board of the Reston Community Center. If they do the MCC Governing Board election they

would take over the entire process (except voting by absentee ballot), including counting the votes. The League can't charge fees but does ask for a donation between \$1,000 and \$2,000.

- The Strategic planning session for MCC Board and staff is February 23. Dunn said he may be in England for three to five weeks in the January-February timeframe.
- Tape Recordings: Dunn reintroduced the tabled motion on tape recordings of Governing Board meetings. He called the Board's attention to the Virginia Records Retention and Disposition Schedule (General Schedule No. 19), which advises that recordings used to temporarily document proceedings of meetings be destroyed after the minutes are transcribed and approved.
  - *Destroy the tapes of Governing Board meetings after the minutes are approved.*  
Approved by the Board.

**Capital Facilities Committee:** Jan Auerbach, Chair

- Meeting with New Supervisor: Auerbach reported that she and Dunn met with Dranesville Supervisor-Elect John Foust and suggested that he consider moving the Supervisor's office to the new MCC facility downtown when it is built. Faust told them that he personally is not interested in moving the office to the new Dolley Madison Library, but that he will get public opinion first. Dunn and Auerbach told Foust the MCC Governing Board is advocating that the County provide the funds for a gymnasium at Spring Hill Recreation Center. He said he would get back to them about this. Jane Edmondson will be his staff contact for housing and community issues, including MCC's issues. Shahin expressed the opinion that the rest of the Governing Board should meet with the Supervisor, not just Dunn and Auerbach.
- Meeting with SWSG: The Capital Facilities Committee, four of MCC's neighbors, and two representatives from the McLean Citizens Association met with contractor SWSG on Nov. 12 about SWSG's report on MCC's parking lot and storm water management issues. Auerbach said that SWSG had assumed the MCC was concerned about overflow parking while the primary concern really was safety. The Committee approved repainting parking space lines but not narrowing them, and putting stop signs and reflectors at the pedestrian crosswalk.

Regarding storm water management, SWSG concluded the MCC was in compliance with all County regulations. Waivers granted in 1988 when the MCC's Ingleside facility was expanded remain in effect unless and until there is significant new development. (The waivers were not reopened when the DuVal Studio was built, but that was an exception.) Replacing the concrete culvert that runs behind the building with dry ponds or swales could trigger the loss of previous waivers. The MCA representatives favored practices that keep more of MCC's storm water on its own property. (MCC's property represents only one percent of the acreage that feeds into Dead Run.) One of the approaches the Committee liked was using tree boxes in the parking lot to collect water and remove phosphorus. Auerbach subsequently met with Ron Tuttle, Fairfax County's storm water management expert. He expressed enthusiasm about trying some innovative approaches to storm water management at the MCC site and offered to work with County's permit people. SWSG is preparing a final report that will be discussed at the next Capital Facilities Committee meeting.

**Program Committee:** Nyka Feldman, Chair

- Feldman reported that the Program Committee met and discussed the overnight trips that are run by a contractor but advertised through the MCC. Concerns were expressed about liability

and a recommendation was approved, but Feldman withdrew it because, she said, the Committee hadn't been working with completely accurate information. The subject will be taken up again at the next meeting on Tues., Dec. 18. Other issues discussed at the meeting included Cadwallader's realignment of the Youth and Teen programs, and Alden Theatre utilization data. Shahin reported that he is working with Sharon Harrison on reaching McLean seniors. He said they have to go out to the seniors rather than expect them to come to the MCC. Perry said MPA's Sharon Fishel who is also interested in senior outreach, would like to collaborate with them.

**Communications Committee:** Charisse McElroy, Chair. No report.

**Liaison to Friends of the MCC:** Charisse McElroy

- McElroy introduced Joann Berkson, President of the Friends. Berkson announced that they are supporting the Chris Norman concert on Sunday, Dec. 16, with discount tickets to members of the Friends. They also will hold a reception after the performance.

**Finance Committee:** David Sanders, Chair

- Sanders reported that the Finance Committee met and discussed bringing some sense to accounting issues. There are differences between County and MCC budget formats, particularly regarding capital reserve accounts. The Committee's objective is to make the accounting as accurate and understandable as possible. Dunn and Dent have been heavily involved in this, he said.
- A recommendation was developed at the meeting regarding emergency expenditures that the Committee appeared to reach consensus on, but which will be discussed further: "In emergency situations, the Executive Director is authorized to expend funds to meet the emergency and will obtain Board approval at the next Board meeting. For expenditures over \$10,000 the Executive Director should notify the Finance Committee prior to his action."
- Sanders said he met with senior MCC staff on developing meaningful, useful measures of results and inputs (performance metrics) for doing their jobs better. After staff members come up with ideas, he will talk to each of them individually. He expects to do this the second week in January. The results will be taken to the strategic planning session in February.

**Continuing Business:**

- Dunn asked if Board members are happy with the way the meetings are being run. There was general agreement expressed that the members liked relaxed style of the meetings, but that they went on too long. They expressed a preference for shorter meetings even if people have to be cut off. Feldman said the length depends on the subject matter. Auerbach said she didn't think the public should be commenting after the Citizen Comment period is over. There was general consensus that if there be a topic that generated heated discussions, time limits would be imposed on individual speakers.

**New Business:**

- Julia Berkson asked the Board for a donation to help fund the McLean High School all-night graduation party. Expenses, which were \$50,000 last year, are increasing by \$8,000, mostly because of the cost of bus transportation. Auerbach said that it is illegal for government agencies to donate money. There may be some other options, such as taking out an ad in a

brochure. Kiley suggested that McLean High School representatives set up a booth in the MCC's lobby when there is a performance in the Alden Theatre.

**Committee Meeting Dates:**

Capital Facilities Committee: Mon., Dec. 17, 7:30 p.m.

Program Committee: Tues., Dec. 18, 7:30 p.m.

Executive Committee: Wed., Jan. 9, 7:30 p.m.

Capital Facilities Committee: Mon., Jan. 28, 7:30 p.m.

**Executive Session:**

➤ **Motion: Move into executive session on personnel.** Approved by the Board.

➤ **Motion: Move back into open session.** Approved by the Board.

Adjourned: 10:20 p.m.

Respectfully submitted,

Nyka Feldman,  
Secretary