

**McLean Community Center
GOVERNING BOARD MEETING
1234 Ingleside Ave., McLean, VA 22101
October 22, 2008; 7:30 p.m.**

Members Present: Jan Auerbach, Chair; Drew Clark, Lee DiCenso, Jenni Dunn,
Thomas Meyer, David Sanders, Risa Sanders, Ed Shahin, Lori Wertz

Members Absent: Kevin Dent, Sean Dunn

Staff Present: Julie Rasmussen, Executive Director; Clare Kiley, Deputy Director;
Carol Pardon, Administrative Assistant

Guests Present: Jane Edmondson, Dranesville Supervisor John Foust's office
Nancy Perry, Karen DuVal, McLean Project for the Arts (MPA)

Convened: 8:33 p.m.

Agenda adopted.

Citizen Comment:

- **Nancy Perry** reported that 4,500 people attended MPA's Artfest held in McLean Central Park. Everything went well: the musical groups were appreciated, as was the food. Overall, artist sales were not as good as last year. Perry thanked the MCC staff for their assistance and support.

Minutes of September 24, 2008, were approved as submitted.

Auerbach appointed Jennifer Dunn as Acting Secretary in the absence of Sean Dunn.

Chair's Report: Jan Auerbach

- **Strategic Planning:** Auerbach commented that the MCC's Strategic Plan is two years old. In addition to reviewing it to assess what has been accomplished and what to delete or modify, there are items that need to be addressed in a Strategic Planning Session. The following agenda items for the session were accepted:
 - 1) Whether active recreation should be considered part of the MCC vision
 - 2) Backup plan for downtown facility – Capital Facilities Committee to take lead (It appears that downtown revitalization will be delayed. More will be known by January.)
 - 3) Another community survey, purpose and content – R. Sanders to chair *ad hoc* committee
 - 4) Update of current strategic plan
 - 5) What do we want the MCC to be in the next 5-10 years (strategic planning not long-range planning)? – Shahin to develop

The tentative date for the session is Saturday, January 31, 2008. There will be an outside facilitator. (In the past it has been Cindy Zook & Associates.) Auerbach asked if it should just be for the Board or to include key staff, as has been done in the past, and MPA. There was general agreement that MPA should be invited. Perry said the MPA Board also was meeting on January 31, so she might only be able to attend part of the session. Clark and Wertz said they favored not having staff present. R. Sanders said that staff sees practica

implications that the Board might not and recommended leaving to Rasmussen which staff members should be invited. Auerbach suggested up to five, and said the staff has acted as resource persons. Clark said Rasmussen should decide. DiCenso said that perhaps staff could attend just part of the session.

- Holiday Party: Auerbach passed around a sheet for Board members to list what they will bring to the holiday party on December 10. Auerbach recommended inviting MCC key staff only.
- Annual Report: Auerbach called attention to a draft Board report to be included in the MCC's *Program Guide*. She asked that Board input be sent to her by Friday, October 24.
- Furlough: Fairfax County Executive Tony Griffin has announced that because of budget problems County Government employees will be furloughed for one day, on January 2. The mandate does not apply to the MCC because it is funded by a separate tax. The Reston Community Center, which also is funded separately, has decided to furlough its staff in support of the County and County staff. The question before the Board was, should the MCC do the same? Rasmussen said the Capital Steps are appearing in the Alden Theatre on January 2, so some staff will be working in the evening. It was the consensus of the Board, because the MCC has its own budget and therefore its fiscal issues are separate from the County's, not to support a furlough for MCC staff. Perry remarked that not having the MCC open could have a negative effect on residents who pay the MCC tax.

Executive Director's Report: Julie Rasmussen

- Activities/Programs: Rasmussen reported on recent and upcoming programs. She will take up with the Program Committee the possibility of holding events on Saturday nights rather than Friday nights at the Old Firehouse Teen Center (OFTC). She said the Community Calendar on the MCC's Web site is being tested by staff this week. The Communications Committee will look at it before letters are sent to community organizations.
- Letter: A letter was received regarding an instructor whom the anonymous letter-writer was concerned would use the class to sell his financial services. Rasmussen noted that all instructors are reminded that they cannot do that, that no other complaints had been received on this instructor, and that the instructor has taught for a long time for Arlington County with good reviews.
- Board Pictures: There is a page in the *Program Guide* that could be used for a group picture of the Board. Because of the difficulty in getting everyone together, photos of individual members will be used.
- Personnel & Administration: There are three vacant positions at the MCC: Youth Director (full-time Merit) Office Manager (full-time Merit), and Art Director (part-time exempt). The MCC is updating time and attendance and cash handling procedures.
- Meetings: The MCC is hosting a Community Budget Dialogue sponsored by the County to be held at the MCC on Wednesday, October 29, at 7:30 p.m. A gymnasium planning meeting with the Park Authority will be held on Friday, October 31, at 9:30 a.m.

Executive Committee: Jan Auerbach, Chair

- Priorities List: Auerbach called attention to the list of priorities requiring staff support that had been distributed to the Board earlier and then further prioritized by the Executive Committee, which ranked the projects in the categories of high priority, medium priority, and low priority. She noted that the next step is for Rasmussen to develop a schedule to prepare staff analyses supporting the high priority items. With the caveat that the development of a marketing strategy will be labor-intensive and therefore might be moved into the high priority category, the following was presented to the Board for a vote:
 - ***Motion: Accept the Board priorities list requiring staff support.*** Approved by the Board.
- New Positions/FTEs Approvals: Auerbach explained that the Board approves Merit positions on the MCC staff but not exempt or temporary staff, which are accounted for by the County in terms of hours rather than positions. The Board should know how many people/hours (full-time equivalents or FTEs) are included in the budget, she said. Often they are allocated in overhead. In response to a potential concern expressed by R. Sanders regarding the level of Board involvement in program staffing, Auerbach said the Executive Committee's recommendation pertains to transparency during budget review, and not to a month-by-month accounting from staff.
 - ***Committee Recommendation: Any new Merit positions or non-Merit-equivalent positions need to come to the Board for approval.*** Approved by the Board.

Program Committee: Ed Shahin, Chair

- Shahin reported that at the October 9 Program Committee the McLean Community Players gave a nice presentation about their 2007-2008 season in the Alden Theatre. He said the MCP wants to have a Toys for Tots drive in the MCC lobby in conjunction with their production of A Christmas Carol, and that this was referred to Rasmussen. He also reported that the staff had handled a couple of letters from citizens. The situation with the Friday night dances at the Old Firehouse Teen Center will be discussed at future meetings.
- OFTC Board Policies that had been updated by revision or deletion by the Program Committee were presented for a vote:
 - ***Approve Board Policies on the Old Firehouse Teen Center.*** Approved by the Board (R. Sanders opposed).
- Non-Profit Forum: Auerbach reported that the Chamber of Commerce forum on non-profits held at the MCC was attended by approximately 50 people and was excellent. The keynote speaker was Public Policy Professor Stephen Fuller from George Mason University. Shahin said that he is going to recommend that in the future the Executive Director be given the authority to waive fees to deserving organizations for events such as these. Auerbach said she has referred the issue to the Program Committee.

Capital Facilities Committee: David Sanders, Chair

- Smokers' Balcony: A report by SWSG Contractors was distributed. D. Sanders explained that water leaks below the smokers' balcony, damaging the masonry wall beneath the balcony and the steel exit doors. The drain was built improperly so that water slides around and under the building. The recommended fix is to turn the balcony into a roof, replace the doors, and repair the drain. SWSG presented two options. Option #1 is to make the balcony

into a flat roof [\$53,073 estimated cost], and option #2 is to take out the balcony and convert the area to a sloped metal canopy [\$60,548 estimated cost]. In response to a question from Meyer if both options would be equally effective, Sanders said yes. The Committee decided on Option #1 because rain pelting down on the slanted metal roof in Option #2 could disturb performances in the Alden Theatre, and because bricks to match the current façade probably would not be available.

➤ ***Recommendation: Approve Option 1 for balcony re-roofing [estimated cost of \$53,073].***
Approved by the Board.

- **Gym Meeting:** Jane Edmondson commented that at the October 31 meeting on the Spring Hill gym, the architect will have some design sketches.

Finance Committee: No report

Communications Committee: Drew Clark, Chair

- **Logo:** Clark said that Schum & Associates received feedback on their initial logo designs and will come back with five new designs. If finished by the Communications Committee meeting on November 19, they will be presented, and all Board members are encouraged to come and see them. Rasmussen said the second round of logos is within the confines of the current contract.
- **Community Calendar:** Clark said that the staff will do some follow-through on the Community Calendar for the MCC's Web site before the November 19 Committee meeting.

Liaison to Friends of the MCC: Lori Wertz

- Rasmusson was introduced to the Friends at their meeting. They are planning receptions in conjunction with Alden Theatre performances on November 1 and November 15. They are still looking for sponsorships for their receptions.

Continuing Business:

- **Spring Hill Gym:** R. Sanders said she preferred negotiating a memorandum of understanding with the Park Authority on a Spring Hill gym after cost and design issues were ironed out. D. Sanders said he didn't think it hurt the process to move concurrently. Cost is a potential deal-breaker, but so are management/control issues in the MOU. Although we have to be careful about rushing forward, exploring all the issues in tandem may get us to resolution faster, he said. Auerbach said the issues are largely independent; we might not agree on management irrespective of cost. R. Sanders perhaps one would ultimately influence the other and recommended a sequential approach. Auerbach said that the Board has taken a position to proceed concurrently, so there would have to be a motion to change that direction. She said details can be discussed further in a Capital Facilities Committee meeting.

New Business:

- **Holiday Signage:** Shahin said the Chamber of Commerce is asking the MCC to pay for one line on the MCC's signage advertising a holiday parade on December 6. The cost would be \$120. Discussion followed. It was pointed out that although it would not specifically be identified with Christmas, it could be seen as semi-religious. Also, it would displace some

advertising for MCC events. Shahin said the Program Committee was going to take up the issue of authorizing the Executive Director to make decisions like this in the future.

➤ ***Motion: Approve \$120 for one-line on MCC's signage to advertise the Chamber of Commerce's holiday parade.*** Approved by the Board. (Tied 4-4 with Auerbach breaking the tie by voting in favor.)

- **Palladium Events:** Shahin said that the Palladium is doing 24 events a year and wants the MCC to join them. He said he is meeting with the Palladium Executive Committee on November 3 and invited Rasmussen and Jane Edmondson to attend. Auerbach referred the issue to the Program Committee.

- **Dates for Committee Meetings:**

Program Committee: Wednesday, Nov. 12, 7:30 p.m.

Capital Facilities Committee: Tuesday, Nov. 18, 7:30 p.m.

Communications Committee: Wednesday, Nov. 19, 7:30 p.m.

Executive Committee: TBD: Tentatively Nov. 10 or Nov. 17

Finance Committee: TBD

Adjourned: 9:24 p.m.

Respectfully submitted,

Jennifer Dunn,
Acting Secretary