

McLean Community Center
GOVERNING BOARD MEETING
April 23, 2008
1234 Ingleside Ave., McLean, VA 22101

Board Present: Sean Dunn, Chair; Katherine Armstrong, Jan Auerbach, Drew Clark, Kevin Dent, Nyka Feldman, Ed Shahin

Board Absent: Julia Berkson, Jeb Byrne, Charisse McElroy, David Sanders

Staff Present: Clare Kiley, Acting Executive Director; Carol Pardon, Administrative Assistant Sam Roberts, Sarah Schallern

Guests: Julie Rasmussen, 7810 Carrleigh Parkway, Springfield, 22152
Dranesville Supervisor John Foust's office: Jane Edmondson
McLean Project for the Arts (MPA): Nancy Perry, Karen DuVal
Additional MCC staff: Sam Roberts, Special Events Director;
Sarah Schallern, Performing Arts Director

Convened: 7:33 p.m.

Agenda adopted.

Citizen Comment:

- **Jane Edmondson** reported that she obtained some cost figures from Fairfax County Public Schools regarding a 10,000 sq. ft. gymnasium that is being built at an alternative high school in Pimmit Hills. The budget is \$3.8M, including \$500,000 in site work and \$75,000 for a sound system and other contingencies. The per square footage cost is \$250. The Park Authority has estimated \$350 per square foot for a gym to be built at Spring Hill Recreation Center, plus additional costs for contingencies, for a total of \$7M. She said she spoke to the construction manager of a facility being built for Community and Recreational Services, but that it was difficult to break out costs for the gym portion. Nevertheless, the CRS numbers were much lower than the Park Authority's. The next step is to bring the cost figures to the Park Authority for discussion and explain that those figures are more in line with what is anticipated for a Spring Hill gym.

Minutes of March 26, 2008, approved as read.

Chair's Report: Sean Dunn. No report.

Executive Director's Report: Clare Kiley, Acting

- Kiley referred to the report in the Board packets, which included a listing of events that had been held at the MCC and an update on upgrading the class registration system to Active.net, an internet-based program. In response to a question from Auerbach, she said that camp registration is a little bit ahead of last year. Shahin asked what could be done to improve attendance at Alden Theatre events. Dunn asked Schallern to look into making the HVAC system in the Alden Theatre quieter.

Executive Committee: Sean Dunn, Chair

- MCC/MPA Agreement: Dunn explained that the copies in the Board folders show the changes to the agreement between the MCC and the McLean Project for the Arts that have been discussed and generally agreed to. He said that the County Attorney has seen a couple versions of the draft, but after seeing the latest modifications he may make some additional suggestions. The modifications follow:
 - Section 1.07 – Compliance with Laws: A motion was introduced to include a suggestion by Armstrong to insert federal laws and statutes as well as state and county.
 - ***Motion: Amend the section to read: “The MPA and the MCC shall each comply with all applicable statutes, ordinances, rules, regulations and administrative or judicial decrees from the Federal Government, the Commonwealth of Virginia and the County of Fairfax.”*** Approved by the Board.
 - Section 1.14 – Indemnity: A new clause resulting from County Risk Management review.
 - Section 2.04C - Terms: This language provides for the agreement to be in effect for an initial term of ten years, followed by five, five-year automatic renewals. The Board agreed to this.
 - Section 2.02C – Program Operation: Auerbach wanted some of the language clarified. There was considerable discussion about the wording. Ultimately, Auerbach provided the following language for the section:
 - ***Motion: “Exhibits in the Ramp Gallery shall include at least three exhibits a year (from a total of 6) that will feature Northern Virginia artists, art groups, or students. At least one show of works shall be selected exclusively from McLean artists, and at least one other shall be an annual exhibit of work by McLean schools’ students organized by local art teachers.”*** Approved by the Board.
 - Dent said he had not studied the draft and was not ready to vote on it. Armstrong said she wasn’t in favor of voting on the draft until the County Attorney approved it, and it really was a final document. Dunn said the Board had seen the previous draft with the exception of the changes that were being brought to this meeting. Perry said she had previously offered to go over the document with Board members. The County Attorney has commented on everything except on the latest changes. MPA’s *pro bono* attorney had talked with the County Attorney and gotten a sense of what he would accept. The MPA Executive Committee met the previous evening and approved the draft. She said she wanted to get the document approved before a new MCC Governing Board was in office and the education process would have to begin again. Dunn said the MCC Board could approve the document subject to final approval by the County Attorney.
 - 2.02G – Criminal Background Checks; 2.02H – OSHA Requirements: Dunn called attention to the new wording that had been added by the County.
 - Antique Show: Kiley said that the use of the MPA gallery for the MCC’s Antique Show has been deleted from the current draft. She asked if it was possible to allow the use of the gallery for November 2008 Antique Show, since the new MCC/MPA Agreement hasn’t

- been ratified yet. Approximately 20% of the show’s vendors have been accommodated in the gallery, she said. It would cost \$7,000 to \$8,000 to rent a tent to make up for the lost space. Dunn said that Michael Cadwallader had represented to the Board that the staff was okay with losing the gallery space and that the cost of renting a tent was not significant. Special Events Director Sam Roberts said that a tent is not a good option because it must be ten feet away from the building. It has to be heated, have walls, and security. He said the Antique Show is one of the long-standing, pillar events of the MCC, and attracts McLean residents who ordinarily do not come to the MCC. Holding a smaller show would severely compromise its quality and attendance. He said he is not sure that the show manager/promoter with whom the MCC has worked for 20 years would even be willing to continue to put on the show anymore if it was forced to be smaller.

Perry said Cadwallader and the MCC’s Executive Committee had agreed not to have the Antique Show in the gallery, and that she didn’t think it was an outstanding issue. Auerbach said that the Governing Board knew about it. Perry referred to an e-mail Cadwallader sent her, and said that the MPA has already made commitments for the fall. She added that the MPA has been keeping its commitment not to use the gallery for rental events. Dunn said the working assumption since last fall is the gallery will not be available. Dent asked how long the Antiques Show lasts. Roberts said one weekend. Perry said the show leaves the gallery dark for three weeks because of the time needed to take down an exhibit so the antiques can be brought in, a week to put up a new show, and because of Thanksgiving week.

- Agreement Vote: Dunn said the issue before the Board was whether or not to approve the MCC/MPA Agreement recommended by the Executive Committee and incorporating some minor changes from Board members. If the Board approves the Agreement, then the issue of the Antiques Show is settled. If the Agreement is tabled, the issue will go back to the Executive Committee and then to the full Board at the May meeting. Dent commented that it appears the MCC is making some trades—giving up some things and presumably getting some things in exchange—and that he wanted more time to review it carefully. One of the things being given up is access to a successful MCC event. He said he wanted to understand why MPA is being given exclusive use of the space. Clark asked if it was appropriate to hear a five-minute explanation of the history of the Agreement from the MPA’s perspective. Dent said he preferred to hear from those who are looking out for MCC’s interests rather than from the party the MCC is negotiating with. Auerbach said she was disappointed because she felt Dunn had gone out of his way to invite Board members to the meetings on the Agreement, but if Dent felt he needed more time, then she would support tabling the motion. Armstrong said she also supported tabling the motion in deference to a Board member who needed more time.

➤ ***Motion: Table the vote on the MCC/MPA Management Agreement.***
Approved by the Board (Clark and Shahin opposed).

- Policies: Dunn explained that the Executive Committee went over what is included under “Additional Governing Board Policies” in the Governing Board Handbook and recommended deleting those items that are no longer in effect or are procedures rather than policies. Previous actions that are of historic nature will be maintained in a “milestone” file.

- **Recommendation: Accept the set of policy deletions from the Governing Board Handbook.** Approved by the Board.

Election Committee: Katherine Armstrong, Chair

- Armstrong said that the Committee met before the Board meeting to discuss an idea brought up by Clark that Board members be on hand at McLean Day to answer questions. Board members could be positioned near the voting tent, which this year will be manned by the League of Women Voters. The Committee agreed. Armstrong circulated a sheet for Board members to sign up for an hour or more near the voting tent.

Recruitment Committee: Jan Auerbach, Chair

- Auerbach said 89 resumes had been received so far for the Executive Director's position during the first week. The Committee is going through them and rating them highly qualified, qualified, and unqualified. New batches will be received on a weekly basis. She said she anticipated receiving 100-150 more resumes. Interviews will be conducted on May 31 and June 1. In addition to Board members, former Executive Director Page Shelp will serve on the interview panel.

Finance Committee: Report by Kevin Dent, in the absence of Chair David Sanders.

- The Committee met on April 22. The Committee is starting earlier to look at issues that will impact the FY 2010 budget. Potential capital expenditures over the next five years were reviewed. There isn't good information yet on anticipated tax revenues. Any recommended tax cut would probably be slight, if at all, Dent said.

Capital Facilities: Jan Auerbach, Chair

- **Downtown Rental Space:** The Committee met on April 21. Auerbach had asked Dan Montgomery to look for rental space for a black box theatre in downtown McLean. He recently went to settlement on a property on Emerson Street that had been used for Molly Vick's dance school. The building has 1,662 sq. ft. on the main floor with a high ceiling, but the space would be too small to be an adequate test for a black box. It is an old building that would require a lot of work to bring it up to code, and it is not in a visible location. It could be used for classes and another rehearsal studio but the Committee decided would not be worth the cost of renovation and operation. The Committee also talked about using the Old Firehouse more; for example, as rehearsal space.
 - Dunn said he thought Montgomery might have given the MCC the building to use temporarily rent-free and that turning it down this might be looking a gift horse in the mouth. Feldman asked how much it would cost to renovate the building. Auerbach said an estimate of \$250,000 was given to bring the building up to code, but that figure seemed low. Shahin said if the building was better than the Old Firehouse it might be worth considering, but it is not. Feldman asked Schallern to look at the Old Firehouse from a performing arts perspective. She said she'd also like Maggie Shea to look at it for dance and other classes.
- **Recommendation: Tell Dan Montgomery that the MCC is not interested in renting the Emerson property downtown, but ask him to look for a space in which to put a black box theatre.** Approved by the Board (Dunn opposed).

- Storm Water Management: Auerbach said she spoke with Ron Tuttle, Fairfax County’s storm water management specialist, who spoke with the County permit people and was told that the

MCC could go ahead with desired storm water management improvements under a Minor Site Plan. Yet to be resolved is whether to implement a deep root silva system recommended by Tuttle or to use tree boxes as recommended by SWSG contractors. There also is a difference of opinion as to which place in the parking lot was best to turn some of the impervious concrete into pervious concrete. Kiley will schedule a meeting between the two to resolve the issues before the May Board meeting. The Board has approved \$155,000 to do the work, but it might cost more, Auerbach said.

- Flooding around Building: A landscape contractor said that the river rocks placed outside the building should solve the issue of the building flooding during heavy rains. Shahin requested that SWSG provide an opinion as well.

Program Committee: Nyka Feldman, Chair

- Vance Zavala asked Shahin if the MCC would cosponsor an event held by the Chamber of Commerce in December and give the Chamber use of Community Hall and the kitchen without charge. The subject of the event is issues facing nonprofits. Kiley said that according to Board policy the Chamber is a local private organization and therefore would be charged local private rates, but that the Board can waive the policy.

➤ ***Motion: That the MCC co-sponsor this event with the Chamber of Commerce.***
Approved by the Board.

Communications Committee: Drew Clark, Acting Chair

- Logo: The Committee met on Wednesday, April 16, to discuss the status of the MCC logo and the contract with Schum & Associates to design the logo. It was not decided if the Alden Theatre and the Old Firehouse will have separate logos, he said. Staff was given the flexibility to price the contract for the logo and tagline in accordance with County policy. There will be five rather than three meetings with Schum.
 - Kiley said her understanding was that the contract was to be amended to include a reworked logo for the Alden Theatre. Clark said no, that is too definitive. Schum is to provide an MCC logo and ideas as to whether or not there should be a second logo. Dunn said the contract should only be for an MCC logo and tagline. Kiley is to contact Schum to that effect.

➤ ***Recommendation: Give staff the flexibility to price the contract with Schum & Associates for the MCC logo and tagline, in accordance with County policy.***
Approved by the Board.

- Clark said there was discussion in the Committee about whether brand proliferation—separate logos for the MCC, Alden Theatre, Old Firehouse, etc.—was a good idea. There might be a design element that captures all of them, or perhaps a new MCC logo would work well for all the facilities. These are issues to explore with Schum & Associates. The Board decided not to take up the issue of multiple logos versus a single logo, but to wait until hearing what Schum has to say. The Communications Committee will meet with Schum on May 7.

Liaison to Friends of the MCC:

- Kiley attended the Friends’ meeting, at which their role at McLean Day was discussed. They said they wanted to have a booth at McLean Day. Sam Roberts was able to find them space. The Friends have sponsored successful receptions after select Alden Theatre performances and would like some help in defraying the cost of food. Kiley said she will investigate how that could be done in the theatre budget or support budget. She said she suggested that the Friends run a continuous ad in the Alden Theatre brochure.

Continuing Business:

- Shahin requested that the senior brochure that is in the Public Information Officer’s work cue be done faster.

New Business: None.

Next Meeting Dates:

Board Candidates Orientation:	Wednesday, April 30, 7:30 p.m.
Executive Director Recruitment Committee:	Thursday, May 1, 7:30 p.m. [closed session]
Executive Committee:	Monday, May 5, 7:00 p.m. [cancelled]
Program Committee:	Monday, May 5, 8:00 p.m.
Executive Director Recruitment Committee:	Thursday, May 15, 7:30 p.m. [closed session]
Capital Facilities Committee:	Monday, May 19, 7:30 p.m.
Governing Board Meeting:	Wednesday, May 28, 7:30 p.m.

➤ **Motion: Move into Executive Session.** Approved by the Board.

➤ **Motion: Move into Open Session.** Approved by the Board.

Adjourned: 10:35 p.m.

Respectfully Submitted,

Nyka Feldman
Secretary