

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

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

Board Absent: Jeb Byrne, Nyka Feldman

Staff Present: Michael Cadwallader, Executive Director; Clare Kiley, Deputy Director; Carol Pardon, Administrative Assistant

Guests: John Foust, Dranesville Supervisor
Jane Edmondson, Assistant to the Supervisor
Lucy Chatelain, 7208 Van Ness Court, McLean 22101
Risa Sanders, 7850 Westmont Lane, McLean 22102 (Might be interested in running for the Board.)
Anila Gill, McLean High School student
Nancy Perry, Executive Director, McLean Project for the Arts (MPA)

Convened: 7:34 p.m.

Charisse McElroy was appointed Acting Secretary in the absence of Nyka Feldman.

Agenda adopted.

Citizen Comment:

- Perry distributed a handout from the MPA.

Minutes of December 12, 2007, approved.

Chair's Report: Sean Dunn

- Dunn reported that he has received e-mails about the use of MCC's greenspace for skateboarding. The subject was referred to the Program Committee.
- A letter was sent to the MCC about the restrooms not being ADA-compliant. Cadwallader said they were compliant when the facility was built, but do not meet current regulations.
- Dunn reported that he will be overseas from Feb. 11 through March 3. During his absence Auerbach will be Acting Chair.
- The strategic planning session was scheduled for Saturday, Feb. 23, when Dunn will be away. He asked if the meeting should be held on that date or rescheduled. Only six Board members indicated they could come on Feb. 23, and two of the six could not stay for the whole day, making it likely that the meeting will have to be rescheduled. Clark recommended having a firm alternative date before taking Feb. 23 off the schedule.
- Armstrong announced that she is going to resign from the Board due to family commitments. This means there will be four open slots on the Board for the election. McElroy indicated she will not be running again. Dunn indicated he plans to run again.

- At the Dec. 12 meeting, Susan Baumel said she wanted the Oct. 24 Governing Board minutes to be changed to include more of the remarks she made during the Citizen Comment period. The Board decided that since Baumel sent an e-mail containing her remarks, and that her complaints were included in the Dec. 12 minutes, it was sufficient to attach her e-mail to the Oct. 24 minutes as part of the public record.

Executive Director’s Report: Michael Cadwallader

- The Executive Director’s monthly report was included in the Board folders. Cadwallader announced the new MCC Web site is up, and that it is a work in progress. He distributed a printout of the front page and went over some of the details. He requested that any glitches be reported to him.

Remarks from Dranesville Supervisor:

- Dranesville Supervisor John Foust arrived and was introduced. He congratulated the MCC on the Martin Luther King Day celebration. He said he was looking forward to working with the Board to make the MCC facility expansion downtown a part of the revitalization effort, and the sooner the better. Sanders asked him what he thought about a gym at the Spring Hill Recreation Center. Foust replied that it has been on the Master Plan since 1980, but the Park Authority won’t make it happen unless there are partners willing to invest some of their own money. He asked the Governing Board to consider getting behind the effort if it is consistent with the MCC’s mission. He said he understood the Board needed to define what the MCC would get out of it, and that there was a question of control. Conceptually, the gym is a good idea, he said, and is needed by the community. He said he would use his role as Supervisor to bring people together on the effort. Auerbach asked if the Park Authority will contribute to the funding, and would it be in this year’s bond? Foust responded that decisions have to be made in March, so that there may not be time for this year’s bond.
- Auerbach asked Foust about what is happening with the plan for the new Dolley Madison Library. Foust responded he is going to meet with County Executive Tony Griffin about it. As for the location of the Supervisor’s office in the future, he sees three options: an office attached to the new Dolley Madison Library, an office in the new MCC building downtown, or stay in the current location. If the latter, he would have to move out temporarily while the facility is renovated. Returning to the subject of the Spring Hill gym, Shahin remarked that the gym was not opposed by Spring Hill’s neighbors. The problem, he said, is MYA (McLean Youth Association) Basketball, and MYA wants to use the MCC’s contingency fund. Shahin said he wants somebody besides the MCC to take the lead. Foust said the Park Authority does not see the gym as part of their charter and so isn’t going to provide all the funds. A creative approach will be required if the gym is to become a reality.

Executive Director’s Report, Continued

- Benefactors’ Wall: Perry said that Nyka Feldman was working with the MPA to determine how to present the names of MCC benefactors on the donor wall in the MCC’s outer lobby. A new option was suggested: that the names be “floated” against a colored background, like at the Phillips Gallery, rather than screen printed on the wall. The new idea would require another mockup. It was the consensus of the Board to go ahead with the new option, even though it will take longer. Dunn said to put something up that says something is going to happen soon. The project is to be completed by the end of May.

- Attention was called to a two-page organization chart of the MCC showing lines of authority for both merit and principal exempt employees.
- Cadwallader reported that the Alden Theatre was completely filled for the MLK Day event. The program, which included the Richmond Boys' Choir, Step Afrika, and a keynote speaker, was very well received. Auerbach was the MC.
- Auerbach noted that the McLean Community Players' "Red, Hot and Cole" performance was really good.
- Auerbach said that she didn't get the Winter-Spring *Program Guide* until the Friday of the week that class registration started. McElroy said she didn't get her copy until Thursday or Friday as well, and Shahin said he got a call from a senior citizen asking why it hadn't been delivered. Cadwallader said an additional two weeks had been built into the schedule but that there was slippage all along the line, particularly at the post office. He said the schedule may have to be backed up even further. Perry said the MPA is having problems with the post office as well. McElroy suggested getting the publication out in December rather than January.
- Auerbach said the MCC's Web site developer had not gotten in touch with her. She had wanted to see the community calendar portion before it was finalized. Cadwallader said the Web site is a work in progress. Dunn asked Cadwallader to make sure the Web site developer contacts Auerbach.
- Armstrong and Shahin said they were impressed with the presentation by Teen Center Director Deanna Berry at the Program Committee. Auerbach said she wanted to see more statistics and trends-oriented information in the staff presentations so that budget and program perspectives can be married up.

Executive Committee: Sean Dunn, Chair

- MPA Management Agreement: Two issues are still outstanding in the MCC/MPA negotiations over a revised management agreement: liquidated damages and insurance.
- Policies: Dunn asked Pardon for a progress report on her review of Board policies [contained in the Governing Board Handbook under "Other Policies of the Governing Board"]. Pardon said except for a couple of items that need additional research, her review is essentially complete. She has marked policies to be kept, deleted, or reviewed by the Board. Many of the policies that require further review and discussion were originally recommendations from the Program Committee, she said. The policy review will be a subject for the next Executive Committee meeting.

Election Committee: Katherine Armstrong, Chair

- Armstrong reported that she has been in touch with Una White from the League of Women Voters. The League runs many elections for organizations, including the Governing Board election at the Reston Community Center. The League would need to be in control of the ballots and would want to know about how the MCC handles absentee ballots. The League charges the Reston Community Center \$4,000 for elections at multiple sites over a few weeks. The MCC election could cost around \$1,000 for two shifts of tellers, with two people at each shift. The charge would be considered a donation. Dunn asked if the MCC, as a

government agency, can make donations. Clark asked why turn the election over to the League. Armstrong and McElroy, who was Election Chair last year, said it is difficult to get poll workers on McLean Day. The Board had wanted to involve the League last year, but it was too late in the process. McElroy said that the MOU requires three tellers at all times. Armstrong said in that case, the League might charge more. Clark asked if other people could be hired as tellers instead. McElroy said a decision of whether or not to involve the League would have to be made by the February Board meeting. She added that another reason for hiring the League was to pursue having more than one voting location.

- Dunn said that it was time to find people to run for the Board.

Capital Facilities Committee: Jan Auerbach, Chair

- Storm Water Management/Parking Lot: Auerbach called attention to the December minutes of the Capital Facilities Committee in the Board folders. She said there were some differing opinions from SWSG, the contractor hired to do the review of MCC's storm water management and parking lot ingress and egress issues, and Ron Tuttle, the county's storm water management expert. After all the issues are settled, she will bring a package of all of the Capital Facilities Committee's recommendations to the Governing Board.
- Space Utilization Report: Auerbach said that Cadwallader submitted his report on expansion-related, space utilization issues. Committee members recommended extensive changes to the report.
- Downstairs Modifications: Cadwallader's estimate to modify rooms 1 and 2 downstairs was \$20,000. A design contractor brought in estimated it would cost \$85,000 to modify the rooms. In addition, it would cost \$30,000 to bring the downstairs restrooms into compliance with ADA regulations.
- Renting a facility of about 5,000 sq. ft. downtown is still an option being explored, she said.
- Board Discussion on Spring Hill Gym:
 - Sanders asked if the Board could move forward in discussions about a gym at Spring Hill. Could the Board discuss participating financially? Auerbach said the Board had voted not to pursue contributing to funding the gym at Spring Hill as long the expansion downtown remained a viable option. She said the Board had wanted the Park Authority to pay all the costs for the gym, but there is a new Dranesville Supervisor now, and he has said that is not going to happen. Dunn said if the Board wanted to change its vote, the issue would have to go back to the Capital Facilities Committee first. Clark said a change in the Board's decision would be premature. Such a decision goes to the core of MCC's mission and should be discussed at the strategic planning meeting. The Board's priority is to build a downtown facility.
 - Dent said he opposes overturning the original motion at this juncture, but it is okay to talk about the gym. Auerbach agreed. We owe it to the new Supervisor to discuss it, she said. MCC's use of the gym would not necessarily mean that the MCC is getting into recreation. Some of MCC's traditional programs could be held there. Shahin expressed concern that some might assume the MCC is prepared to finance things for other parties. He said that if the plans for downtown go up in smoke and the Board decides to contribute to the building of the gym they will have to be prepared to fight for control. He

added that the subject was a legitimate one for the strategic planning session. Sanders, who had opposed the Board's motion, said the Supervisor is looking for our cooperation. He said he wants to move forward. At least agree to participate with others in having the discussion, he said. Fear of opening up a discussion doesn't serve our best interests. He offered the following motion:

- ***Motion: Repeal the Board's prior action [to not pursue contributing to funding the gym at Spring Hill while expansion downtown remains a viable option].***
Motion defeated (2 in favor 5 opposed).

Communications Committee: Charisse McElroy, Chair

- No report. The Committee will have a meeting in the next couple of weeks.

Finance Committee: David Sanders, Chair

- Sanders reported that he is working with the staff to develop performance metrics that ultimately can be presented to the Board. He wants to meet with all of the senior staff by the end of the month.

Program Committee:

- **Overflow Parking:** Auerbach gave a report in the absence of Committee Chair, Nyka Feldman. She said neighbor Tommy Thompson commented that cars parking along Ingleside happens about one or two times a year. It is not a pressing problem otherwise. The feeling Auerbach expressed in the Program Committee meeting was that it was not necessary to aggravate patrons by requiring satellite parking; rather, steps should be taken to ensure there is no need for overflow parking in the first place. Cadwallader is pursuing getting no-parking signs from VDOT, although hopefully they won't be needed, she said. Armstrong added that staff can't put up no-parking signs without VDOT's permission.
- Consensus had been reached in the Program Committee which Dunn turned into a motion that he presented to the Board:
 - ***In general, the Community Center should not book multiple events that will create overflow parking on the same day. When such a situation is anticipated, it should come before the Program Committee. The Committee will decide whether or not to take the issue to the Board.*** Approved by the Board.

Liaison to Friends of the MCC: Charisse McElroy

- McElroy said she didn't attend the Friends' meeting, adding that the Friends are always looking for suggestions for how to support the MCC, she said.

Continuing Business:

- Shahin reported that he, Sharon Harrison, and the MPA's Sharon Fishel have formed the Senior Citizen Committee. Presentations will be made to the AARP in March, April, and May. Shahin will be doing the front work to take information about MCC's programs to senior citizens' groups.

New Business: None.

Committee Meeting Dates:

Capital Facilities Committee: Monday, Jan. 28, 7:30 p.m. Topics: SWSG report on the downstairs conference rooms and the Spring Hill gym.
Monday, Feb. 18, 7:30 p.m. [Subsequently changed to 6 p.m.]
Topic: Space utilization report.
Monday, Feb. 25, 7:30 p.m. Topic: Resolution of storm water management and parking lot issues.

Finance Committee: Wednesday, Jan. 30, 7 – 8 p.m.

Election Committee: Wednesday, Jan. 30, 8 p.m.

Communications Committee: Tuesday, Feb. 5, 7:30 p.m. [Subsequently cancelled.]

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

Meeting adjourned: 9:43 p.m.

Respectfully submitted,

Charisse McElroy,
Acting Secretary for Nyka Feldman