

**McLean Community Center  
GOVERNING BOARD MEETING  
1234 Ingleside Ave., McLean, VA 22101  
September 24, 2008; 7:30 p.m.**

**Members Present:** Jan Auerbach, Chair; Kevin Dent, Lee DiCenso, Jenni Dunn, Sean Dunn, David Sanders, Risa Sanders, Ed Shahin

**Members Absent:** Thomas Meyer, Lori Wertz

**Staff Present:** Julie Rasmussen, Executive Director; Clare Kiley, Deputy Director; Vivian Brown, Comptroller; Carol Pardon, Admin. Assistant

**Guests Present:** Wes Callender, representing Supervisor John Foust's office  
Karen DuVal, McLean Project for the Arts (MPA)  
Mike DiCicco, McLean Connection  
Joel Stillman, President, McLean Youth Athletics

Convened: 8:05 p.m.

Agenda was adopted.

**Citizen Comment:**

- Auerbach introduced **Wes Callender**, Chief of Staff for Dranesville Supervisor John Foust, and Mike DiCicco from the McLean Connection newspaper. Karen DuVal announced the MPA is working on Artfest, which will be held at McLean Central Park on Sunday, October 5. MPA is hoping for an attendance of 5,000 people Shahin said there will be a senior pavillion at the event.

Minutes of July 23, 2008, were approved as submitted.

**Chair's Report:** Jan Auerbach

- Library Renovation: Construction on the new Dolley Madison Library is expected to begin in the fall of 2009 and to take about 18 months to complete. There has been no word as to whether the library still wants to use the MCC's upper parking lot for a trailer to house a temporary library during construction.
- MCC/MPA Agreement: Dent announced that he and Dunn are continuing to work on a draft of the revised MCC/MPA Agreement. When they have finished, the draft will be reviewed by MCC staff and then sent to MPA's Nancy Perry by the middle of October.
- Downtown Revitalization: Auerbach reported that the McLean Planning Committee is waiting for a proposal from Dan Montgomery (who owns the Old Dominion Shopping Center where revitalization will take place, including the proposed MCC satellite facility).
- On behalf of the Board Auerbach officially welcomed Julie Rasmussen as MCC's new Executive Director.

### **Executive Director's Report: Julie Rasmussen**

- Programs: Rasmussen reported on attendance at various recent MCC events and on the number of fall classes and class registrants. She called attention to the monthly calendar in the Board folders and distributed the new Alden Theatre brochure.
- Personnel: Sharon Harrison, MCC's Youth and Intergenerational Programs Director, has submitted her resignation. There will be a farewell party for her on October 9 [subsequently changed to October 8]. This position and the vacant office manager position will be advertised. Rasmussen is holding individual meetings with senior management staff, she reported.
- Budget Submission: The deadline for submission of the MCC's FY 2010 Budget has been extended. The budget request is due to the County on October 24.
- County: Rasmussen has been attending various meetings at the County. On September 25 County Workforce Planning will meet at the MCC. Rasmussen also reported on some events in the County. She said that Susan Woodruff has been formally appointed Director of Human Resources. A card of congratulations will be sent by the MCC.
- County Budget Meeting: A community dialog on the FY 2010 budget with County DMB staff will be held on October 29 at the MCC from 7-9:30 p.m.

### **Executive Committee: Jan Auerbach, Chair**

- Auerbach gave kudos to the committee chairs who are getting out their agendas in a timely manner. The goal is to send out materials in advance as well.
- Policy Recommendation from the Committee:
  - *When the committee agenda is sent out, all available committee reports will be sent out at the same time. Where possible, send out the agenda two-three days before the committee meeting. If a committee or Board members wants to add an agenda item, he/she may do so. Added agenda items that need staff support require approval from the Executive Director, who will assess in conjunction with the Committee Chair whether staff can prepare quality material in time for the meeting.* Approved by the Board.

The new policy replaces two policies approved by the Governing Board in 2005.

- Staff Priorities List: Auerbach called attention to a list of staff priorities for Board items, most of which have come from the committees. She asked Board members to let her know if there is something not on the list requiring staff support. The list will be the subject of the next Executive Committee meeting and brought to the October Board meeting, after which MCC staff will develop schedules for the high priority items. Dunn requested that Auerbach which items belong to which committees.
- Auerbach requested that members come to the October Board meeting prepared to recommend a date for a strategic planning session.

- **Budget Request:** Auerbach reported on the Committee's recommendation for staff travel and training (\$32,532) and overhead (\$1,943,938) in the FY 2010 budget. She also said that the Executive Director did not support staff requests for two new merit positions at this time.

**Program Committee:** Ed Shahin, Chair

- Shahin commended the staff for their work on the FY 2010 budget request for programs. The Committee approved a total of \$1,709,124 for programs in FY 10.

**Capital Facilities Committee:** David Sanders, Chair

- **Budget:** The Committee met approved \$215,826 for capital projects and \$24,750 for capital equipment in the FY 2010 budget.
  - Dunn brought up the issue of what is considered replacement what is considered new in capital items. For example, are the funds for the stage floor and shop floor for the Alden Theatre coming out of the sinking fund budget for capital replacement? This will have to be clarified. Capital equipment does not come out of the sinking fund or capital project reserves.
- **Spring Hill Gym:** Rasmussen met with representatives from the Fairfax County Park Authority regarding a potential gym at Spring Hill Recreation Center. One of the issues concerned whether the gym would be high school size or collegiate size, which is ten feet longer. It was the Committee's consensus that high school size was adequate.

**Finance Committee:** Kevin Dent, Chair

- ***Committee Recommendation: Adopt the FY 2010 Budget Request [\$10,825,476].***  
Approved by the Board (Dunn opposed).
- Dunn offered a motion to amend the budget request by reducing the contribution to the Capital Project Reserve from \$1M to \$700,000 to maintain a projected \$2M Unreserved Ending Balance. It died for lack of a second.
- **Tax Rate:** Dent explained that the working assumption for the FY 2010 was a tax rate of 2.5 cents per 100 of assessed real estate value, down from 2.6 cents in FY 09. The Committee recommended a further reduction to 2.4 cents in FY 10.
  - ***Committee Recommendation: Reduce the tax rate in FY 2010 to 2.4 cents [per \$100 of assessed real estate value].*** Approved by the Board
- **Palladium:** The Palladium condo is sponsoring a weekly series of 24 community events/performances and is reaching out to the MCC for some direct or indirect support. A meeting will be held on October 16 which will be attended by Rasmussen, Dent, Shahin, Jane Edmondson from Supervisor Foust's office, and Jim Peoples from the McLean Planning Committee. If a formal proposal comes out of the meeting, it will be brought to the Board.

**Communications Committee:** Drew Clark, Chair

- **Logo:** The Committee met September 17 and looked at designs for a new MCC logo prepared by Schum and Associates. It was the consensus of the Committee that the designs hued too closely to the current logo and that they needed improvement. Rasmussen said there is a provision in the contract with Schum for reworking the designs. Rasmussen will run dates by Clark for the next meeting with Schum to see if he can attend.

- Community Calendar: There is no update yet on when Basis will have the community calendar up and running on the MCC's Web site. The date impacts when the letter goes out to community groups inviting them to list their events on the calendar.
- Case Studies: Public Information Officer Sabrina Anwah provided the Committee with examples of events for which marketing strategies were successful and others which resulted in disappointing attendance. It was agreed that marketing efforts need to be customized, targeted marketing done to specific groups, and new technologies utilized as much as possible.
- Communications Audit: The Committee is going to review the 2003 reports done by communications consultant Judy Markoe. Staff will report on what recommendations were implemented and which were not.

**Friends of the MCC:** Lori Wertz

- Wertz came in toward the end of the Governing Board meeting and reported on the Friends' meeting of September 23. New Friends' members were welcomed. Sabrina Anwah is setting up a Web site Friends' link. Disappointment was expressed that the Friends' were not mentioned on page 2 in the Fall issue of the Program Guide. A plaque will be ordered for Betty Thompson who is the 2008 Friend-in-Deed. The next Friends' meeting is October 20.

**Continuing Business:**

- Auerbach reported that Thomas Meyer has missed three consecutive Board meetings, which must be reported to the Clerk of the Board of Supervisors and is possible grounds for dismissal from the Board. She will contact him before the next Board meeting

**New Business:**

- Shahin said he has been collecting art for the senior show at Artfest. He wanted to know if the art works can be shown in the lobby for one week. Rasmussen will check.
- Joel Stillman, President of McLean Youth Athletics, said he was interested in what progress was being made on a gym at Spring Hall and that he appreciates the MCC's efforts.

• Dates for Committee Meetings:

Executive Committee	Tuesday, Oct. 7, 7:30 p.m.
Election Committee	Tuesday, Oct. 7, 8:30 p.m.
Program Committee	Wednesday, Oct. 8, 7:30 p.m. [subsequently changed to Oct. 9]
Communications	Wednesday., Oct. 15, 7:30 p.m.
Capital Facilities	Tuesday, Oct. 21, 7:30 p.m.
Finance Committee	Monday, Oct. 27, 8:00 p.m.

Adjourned: 9:35 p.m.

Respectfully submitted,

Sean Dunn, Secretary