

**McLean Community Center
GOVERNING BOARD MEETING
1234 Ingleside Ave., McLean, VA 22101
June 25, 2008; 7:30 p.m.**

Members Present: Jan Auerbach, Chair; Drew Clark, Lee DiCenso, Jennifer Dunn, Sean Dunn, Risa Sanders, Ed Shahin, Lori Wertz

Members Absent: Kevin Dent, Thomas Meyer, David Sanders

Staff Present: Clare Kiley, Acting Executive Director; Carol Pardon, Admin. Assistant

Guests Present: McLean Project for the Arts: Susie Bissell, Board Chair; Karen DuVal.
MCC staff: Maggie Shea, Instructional Director; Sarah Schallern,
Performing Arts Director

Convened: 7:35 p.m.

Agenda adopted.

Citizen Comment:

- **Susie Bissell**, MPA Board Chair, reported on ArtFest, which was held for the first time last fall in McLean Central Park and is now planned to be held as an annual event. Its purpose is to support visual arts in the community and to serve as MPA's major fundraiser. Bissell said she wanted to thank Dranesville Supervisor John Foust and Kevin Fay, Dranesville's representative to the Fairfax County Park Authority, for facilitating a five year agreement with the Park Authority on the use of McLean Central Park. The Park Authority agreed not to impose fees on sales and the use of the gazebo during the festival. In turn, MPA will donate \$1,500 to the Park Authority for arts programs and give the Park Authority a booth. Auerbach commented that the MPA received a really good deal, since the Park Authority usually imposes a 15% vendor fee. The MCC, which is a Fairfax County agency, does not receive terms like that for its use of Lewinsville Park for McLean Day.

Minutes of May 28, 2008, were adopted.

Chair's Report: Jan Auerbach

- Auerbach referred to the passes in the Board folders. The passes allow Board members to attend certain MCC events for free. She suggested that Board members who want to attend events in the Alden Theatre contact the Executive Director, who will arrange for tickets. She also called attention to the updated Board member list in the folders.
- Auerbach emphasized the need for Board members to attend committee meetings on the FY 2010 budget in July. A quorum is needed at these meetings to take actions on the budget.
- Procedures: Copies of e-mails sent by a Board member to two or more other Board members are also to be sent to Kiley and Pardon. Committee chairs need to get agendas out ahead of time and work with staff to get relevant materials e-mailed along with the agendas. Committee chairs should copy all Board members on these e-mails. Board members are welcome to attend any committee meeting. Committee chairs need to ensure that staff

provides written papers on issues that include background, explanation, options for solution, recommendations, justification, and costs. Auerbach recommended that committees be scheduled on set days so members can plan accordingly. Capital Facilities will meet on the third Monday of the month and Communications will meet on the third Wednesday. Attendance at committee meetings is important because the real work of the Board is done in committee, she said.

- Auerbach requested that cell phones be turned on silencer during meetings.
- Closed Discussions on MCC/MPA Agreement Allowed: County Attorney Michael Long provided a legal opinion that the MCC can meet in closed sessions to discuss strategy about the MCC/MPA Agreement. Key sentence of his opinion: “The agreement now under discussion involves granting a private entity the right to use public property, and the agreement will involve the expenditure of public funds because public funds will be needed to support the shows and programs that MPA proposes to sponsor at the MCC.” He cited 2.2-3711 of the Virginia Code, sections A.3 and A.29.

Executive Director’s Report: Clare Kiley, Acting

- Kiley called attention to the Executive Director’s report in the Board folders. It contains program highlights, announces that there are now flowers in the planters in the front of the building, and reports that sewage pumps are being replaced. Kiley mentioned that there will be a party on Sunday, June 29, for Mary Anne Hampton, who is retiring from the MCC after 33 years. She was the second hire when the MCC opened in 1975.

Executive Committee: Jan Auerbach

- Policies Update: Auerbach reported that the Committee went through Board policies [listed in the Governing Board Handbook under “Additional Policies Approved by the Governing Board]. Reviewed were those flagged as obsolete, not being followed, requiring revision, or needing review by other committees. Some of the obsolete policies will be placed in a separate historical/milestones file. The Board looked at all the Committee’s recommendations and accepted them (see second motion below) except for one. Dunn had a problem with deleting a 2005 policy which, he said, was incorrectly listed as a policy about sending committee reports at the same as committee agendas. The real intent of the policy was for all available committee reports to be sent out at the same time as the Board agenda, he said. His concern centered on committee chairs deciding what documents to distribute or not distribute. Committee chairs were empowered more than necessary, he said, and the staff should be sending everything to the Board. Auerbach, Shahin, and R. Sanders disagreed. Clark said the issue concerned a practice, not a policy. The following motion was offered:
 - ***Motion: Send the issue back to the Executive Committee.*** Approved by the Board (Clark opposed).
 - ***Motion: Accept the recommended policy changes [except the one in dispute].*** Approved by the Board.
- MCC/MPA Agreement: Auerbach reported that Kevin Dent is working with the MPA to resolve outstanding issues on the Management Agreement. She said she will let everybody know when the Executive Committee meets on it.

Recruitment Committee: Jan Auerbach, Chair

- Auerbach said she will cover the information in executive session. In response to a question, she said her guess is that the new Executive Director will come on board at the end of July.

Program Committee: Ed Shahin, Chair

- Shahin said that the Committee focused on teens and seniors at its meeting. A report will be put together that addresses issues at the Teen Center, he said. Regarding seniors, he said that a three-part, visual arts series sponsored by MCC and the MPA is ongoing. He has talked to Ann Chase at the Lewinsville Senior Citizens Center and will be speaking to Chesterbrook Residences about bringing the program there. In addition, Sharon Fishel will be closing the loop with Vincent Hall. He was not so successful with NARFE (National Association of Retired Federal Employees), he said, because they already have a busy program schedule. He mentioned that Chase said in the past the MCC sponsored parties/get-togethers for seniors around different occasions throughout the year, including Halloween. Kiley said she would look into it. Regarding getting seniors in retirement residences to Alden Theatre performances, he said that some of the places have transportation while the MCC would have to provide transportation for others. Lewinsville residents can only come during the day. He also reported that the senior brochure is being finalized.

Communications Committee: Drew Clark, Chair

- Community Calendar: The Committee met, with the preponderance of the discussion being about the Community Calendar, Clark reported. The Community Calendar is a place on MCC's Web site where people can see what events of community organizations are happening on a given day. Jonathan Davis is the staff person who is in charge of the calendar and is identifying the organizations and their contact persons. It is anticipated that by the next Committee meeting on July 16, staff will have the names, have incorporated changes recommended by the Committee into the letter that will go out over Auerbach's signature to the community groups, and have prepared a final draft of the form to collect data from the community groups on their events.
- Marketing Concerns: Clark reported that Shahin brought some marketing concerns to the Committee's attention. Shahin is spearheading projects related to seniors and teens. More feedback is needed on marketing Alden Theatre events, Clark said. This will be a priority of the Committee. Kiley is collecting information on the types of marketing that the MCC has employed which she will bring to the July 16th meeting, as well as the report done by a communications consultant a few years ago. Clark said he also hopes to have an update on the development of a new logo.

Capital Facilities: Jan Auerbach in the absence of David Sanders, Committee Chair

- The Committee will continue to meet on the third Monday of the month. The next meeting is July 21.
- Spring Hill Gym: Jane Edmondson from Supervisor John Foust's office attended the Committee meeting and provided a report. The bond that is going to be on the ballot in November 2008 will include \$1.9M to upgrade Spring Hill Recreation Center and expand the parking lot. These are items that were approved in 2004 but were not done, and the money was allocated to other things. Subsequently, the cost has doubled. Supervisor Foust got the

total amount of the bond raised from \$50M to \$65M. The extra \$15M is to be spread among all ten districts, with \$750,000 to be used for a Spring Hill gym.

The Supervisor and the Park Authority met. The Park Authority's cost estimate has been reduced from \$10M to \$7M to \$5.4M, which includes upgrades to HVAC, locker rooms, and rest rooms. Foust thinks that figure is still too high, particularly because the schools have built gyms at lower cost. Traditionally, the Park Authority estimates high to account for contingencies but the actuals have come in less. \$30,000 is being requested for an architect, who will spend 90 to 120 days to develop a more detailed cost proposal for building a gym plus associated support costs at Spring Hill. [The budget allocation request is scheduled to be heard by the Board of Supervisors on June 30.] It is anticipated that the architect's contract may be awarded in mid-July. The architect will talk to the MCC about what is wanted in the gym, probably in August. Kiley is going to get ideas from the MCC staff and forward them to the Board by July 21.

Toward the end of July someone from the Park Authority staff will start the discussion pertaining to the terms of a Memorandum of Agreement with the MCC. The MCC's issues are cost and management/control of the gym facility. Auerbach asked Kiley to send to all of the Board members the last draft of the provisions to include in a Memorandum of Agreement. These provisions will be refined at the July 21 Capital Facilities Committee and taken to the full Board meeting on July 23. Also, Auerbach and Sanders on June 30 are going to meet with Fairfax County Community and Recreation Services staff who have expertise in building gyms and in negotiating agreements with the Park Authority.

- Storm Water Management: The County storm water management expert and contractor SWSG have reached agreement on what storm water management changes to make in the parking lot. The SWSG contract is not ready yet, due to a problem with the paperwork.

Finance Committee: Jan Auerbach in the absence of Kevin Dent, Committee Chair

- Auerbach reported that Dent has not yet set a date for a Finance Committee meeting. If the tax rate is going to be changed and/or the proposed 2010 budget is going to be changed, approval is necessary at the July 23 Board meeting, she said. All of the Committees review and approve their respective portions of the budget, which are then forwarded to the Finance Committee. Dunn said last year the Finance Committee provided the committees with tax rate and budget guidance in July, but the budget was not close to being ready until August, in preparation for the Finance Committee Meeting of the Whole in September. Auerbach said there needs to be a schedule that gives enough time for a thorough discussion of what goes into the budget and enough time for the public to comment.

In response to a question from R. Sanders about giving the new Executive Director input into the budget, Auerbach said there wouldn't be enough time because the budget has to be submitted to Fairfax County on September 30. She said she has asked John Foust for his help in getting the deadline extended, but the Finance Committee has to come up with a schedule and a proposal. Ideally, the MCC's budget would not have to be submitted until late December, but she did not think the County would tolerate that. If there are good reasons, mid-year (third quarter) adjustments can be made before the Board of Supervisors approves the entire County budget [in the spring]. Kiley reported that other County agencies have been

given more time to submit their budgets because they are under a mandated 15% cut. This cut does not apply to the MCC, but perhaps a case can be made to the County to extend the deadline to the MCC as well. She asked if the Board would consider a special meeting in early August in order to give the staff more time to prepare its budget proposals and also allow the new Executive Director to have input. Auerbach asked if it was realistic that a couple of extra weeks was enough time to get the Executive Director involved.

In response to a question from R. Sanders, Auerbach explained that the staff prepares budget proposal spreadsheets by individual programs. The Program Committee usually spends two nights going over these sheets, and even that is rushing it. Kiley said the staff has been given a tentative date of July 11 to have all their program sheets done. They are following County guidance to hold the budgets to no more than a 5% increase across the board, which would keep to the line set for the FY 2008 budget. Significant changes/enhancements to current programs and new programs will be presented separately. She also said staff is requesting the discussions at the Program Committee be less about finance and more about program content and program philosophy. Dunn noted that the Program Committee's recommendations on the budget go to the Finance Committee for approval.

Auerbach said she is more concerned about the Finance Committee deliberating and bringing a proposal about the tax rate. Details about program budgets can be refined/modified throughout the fall, but the public needs to know what the tax rate will be. Dunn said the proposed tax rate is what is used to plan the budget. A final recommended tax rate gets voted on at the September Board meeting. Auerbach said the public shouldn't be presented with a tax rate that is proposed at the budget meeting in early September and then changed later in the month at the Board meeting.

Liaison to Friends of the MCC:

- Kiley reported that on June 9 the Friends presented Betty Thompson with the Friend-in-Deed award. In addition, there also was some discussion about the receptions the Friends have co-sponsored with the Alden Theatre after performances. Kiley also reported that she has e-mailed Joann Berkson for a list of the Friends' 2008-2009 Board of Directors and officers.

Continuing Business: None.

New Business:

- Dunn said he thought previous minutes were going to be put on the Web site. Kiley said that the plan was to archive old minutes by scanning them onto CDs. In response to Clark's request, Auerbach referred the subject to the Communications Committee.
- Dunn said the sound level has gone way up at the Old Firehouse Teen Center's Friday night dances. There used to be a sound meter to ensure that the sound did not get too loud, but the staff did not know about it. Kiley said she was meeting with Deanna Berry about that. Dunn also said that he had a letter of complaint from a citizen about the lyrics of a song that was played. Kiley said that the contract with the DJ specifies that language be vetted for appropriateness. She said she would check with Berry and let Dunn know the outcome.

- Auerbach reported that three cars had zoomed into the back parking lot one evening and stayed there. She told the front desk staff, who called the police, but the police never reported back to the front desk. There is some concern that similar incidents may occur during the summer.

Upcoming Meetings:

Monday, July 7, 7:30 p.m.: Program Committee (continuing business)
 Wednesday, July 16, 7:30 p.m.: Communications Committee
 Monday, July 21, 7:30 p.m.: Capital Facilities Committee
 Wednesday, July 23, 7:30 p.m.: Monthly Board meeting
 Thursday, July 24, 7:30 p.m.: Program Committee (staff presentations on 2010 budget)
 Wednesday, August 6, 7:30 p.m.: Program Committee (continuing business)

- **Motion: Move into Executive Session on a personnel issue.** Approved by the Board.
- **Motion: Move back into Open Session.** Approved by the Board.
- **Motion: Offer the position of Executive Director to the selected candidate.** Approved by the Board.

No official announcement can be made until the offer is formally accepted. Auerbach is meeting with the candidate on Thursday, June 26, to make the offer.

Adjourned: 9:41 p.m.

Respectfully submitted,

Risa Sanders,
 Acting for Sean Dunn, Secretary