

McLean Community Center
2007-2008 GOVERNING BOARD MEETING
May 28, 2008
1234 Ingleside Avenue, McLean VA 22101

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

Board Absent: Jeb Byrne

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

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
New MCC Board members for 2008-09: Lee DiCenso, Jennifer Dunn, Thomas Meyer, Risa Sanders, Lori Wertz
Theater architect (unidentified)

Convened: 7:40 p.m.

Agenda adopted.

Citizen Comment:

- **Nancy Perry** commented on the art exhibit currently being held in the gallery.
- **Jane Edmondson** reported that Dranesville Supervisor Foust and the Fairfax County Park Authority's Representative to the Governing Board Kevin Fay compared the Park Authority's cost estimates for building a gym [at Spring Hill Recreation Center] with figures obtained from the Fairfax County school system for building a similar gym. The Park Authority's estimates were approximately 68% higher. She said there will be further discussions on how to lower the Park Authority's figures. She also reported that on Tuesday, June 3, at 10 a.m., the McLean Revitalization Corporation is formally donating the bus shelter located in front of the Old Firehouse Teen Center to the County. It is the first of four shelters the MRC is constructing through a HUD grant.
- Dunn asked the new 2008-09 MCC Board members to introduce themselves: **Lee DiCenso, Risa Sanders, Lori Wertz** (adults); **Jennifer Dunn, Thomas Meyer** (youth).

Minutes of April 23, 2008, approved.

Chair's Report: Sean Dunn

- Dunn said it has been a difficult year. There have been many discussions about expansion, including public meetings, some of which were challenging. The MCC's Executive Director has moved on. Dunn said he hoped the year coming up will be much easier, for the Board, the staff, and the residents.

Executive Director's Report: Clare Kiley, Acting

- Kiley called attention to the May Executive Director's report in the Board folders. She noted the McLean Community Players' production of "Sylvia" ran for three weekends. The Speaker Series has concluded. MPA has three art shows in progress. The last of the spring Jammin' Juniors concerts in the park was held with 400 people attending. McLean Day had more than 12,000 people. It was very well received, and the staff appreciated the positive comments from the Board. The music education program for students in the MCC's tax district featured Southern Voices. A Cooper School concert was held in the Alden Theatre on May 23, The Millers performed in the Alden Theatre on May 24, and a Camp McLean open house was held on May 25. On May 31 the McLean Family Barbecue will be held and that evening McLean Symphony will perform. Kiley's report also included an update on classes held during the winter session.

Executive Committee: Sean Dunn

- The Committee met on the MCC/MPA Management Agreement. Dunn said that while agreement has been reached in many areas, Kevin Dent found a number of things that needed to be corrected and has been working with Nancy Perry. The Committee did make the following recommendation which was put to the Board for a vote:
 - ***Recommendation:*** *That the Antiques Show not use MPA space in 2008.* Approved by the Board.

Recruitment Committee: Jan Auerbach

- The Committee conducting the search for a new Executive Director has met twice since the last Board meeting, Auerbach reported. She has circulated interview procedures for the Board to review. Earlier, the Committee approved interview questions. Subsequently, new Board member Risa Sanders requested that another question be added; to wit, "Tell us about your experience addressing staff conflict and/or addressing personality/workstyle issues that impeded job performance." Board members expressed the opinion that, given the number of questions already on the list, one should be deleted to allow for the new question.
 - ***Motion:*** *Accept the new question with the understanding that the Recruitment Committee will decide which question to remove.* Approved by the Board.
- The following people will be on the candidate interview panel on Saturday, May 31: Auerbach, Dent, DiCenso, S. Dunn, Feldman, R. Sanders, Shahin, and Page Shelp. The following people will be on the panel on Sunday, June 1: Auerbach, Dent, DiCenso, J. Dunn, S. Dunn, R. Sanders, Shahin, Wertz, and Page Shelp. [Wertz subsequently withdrew.]
- The Recruitment Committee will meet again on Thursday, June 19, at 7:30 p.m., to which all Board members are invited. Staff feedback on the finalists and reference check information will be provided. The Board will vote on the new Executive Director at the June 25 Board meeting.

Program Committee: Nyka Feldman

Revised Teen Center Rental Policy: At the meeting on May 5 the Committee considered staff-recommended changes to Teen Center rental policies to bring them in line with the MCC's rental policies. In addition, staff recommended deleting the membership requirement for renting the facility. The Committee added the following to the Eligibility section of the

rental form: “The OFTC will be available for rentals for activities for participants in high school and younger.” Feldman explained that the Committee did not want to go the path of having adults rent the facility, but wanted to keep the focus on teens and youth. Auerbach said that in response to her concern that having younger children come to the facility might result in their not wanting to go there when they reach middle school age, staff said that exposing the children earlier to what the facility had to offer could be a good thing, particularly since there were many activities off limits to them until they reached middle school age.

- ***Recommendation: Accept the changes to the OFTC Rental Policy.*** Approved by the Board.

- **Refund Policy:** Feldman explained the MCC’s refund policy for classes during the past two years was that any person who asked for a refund got it no matter what, and as a result the policy was abused. The Committee looked at refund policies from other agencies in Fairfax County and adjacent jurisdictions and came up with a recommendation. The Committee’s language was altered and put to a vote:
 - ***Refund requests received in person by e-mail, mail, or fax at least seven days prior to the class will be processed. Thereafter, refunds will be given only for medical emergencies with a doctor’s certification. Absences and personal scheduling conflicts are not reimbursable.*** Approved by the Board.

- **Booking Policy Exception:** Feldman explained that the MCC has different policies and fees for various categories of facility rentals [e.g., local open groups who meet for free, local private groups/persons who are charged a fee, and private persons/groups residing outside the MCC’s tax district who pay the highest fee]. Some local private groups who ordinarily would pay a fee would like to hold events at the MCC without charge when the events provide a public service to a wider audience. She gave the example of a political group that sponsors a forum for candidates running for public office.
 - ***Recommended Addition to Booking Policies: A waiver of fees for activities by Category 3 organizations that meet the criteria of broad public service or interest to residents of Small Tax District One and demonstrate an effort to attract non-member segments of the community may be granted at the discretion of the MCC Executive Director.*** Approved by the Board.

In Appreciation of Katherine Armstrong

- Armstrong had to leave the meeting early. Shahin expressed his and the Board’s appreciation of Armstrong’s year of service, and the Board applauded her. Dunn presented her with an engraved pewter Jefferson cup.

Capital Facilities Committee: Jan Auerbach

- **Downtown Expansion:** Auerbach explained that last year, public support was sought and obtained for the concept of the MCC expanding downtown, and the Board entered into discussions with the McLean Planning Committee (MPC) about changing the comprehensive plan language to allow the MCC more flexibility in the location and size of the building. This year the area plan review was to take place and the language changed. The MPC held two public meetings in April on the downtown revitalization. No changes to the language were

submitted. Auerbach and Dunn met with Supervisor Foust, who said that not changing the language at this time gave him more flexibility, but that he continued to support the MCC in expanding downtown. Because the downtown is a revitalization district, there are special rules that apply, he said. All the comprehensive plan language, zoning changes, and the site plan can be submitted all at once and at any time. This means that that schedule the Governing Board thought had to be adhered to this year is not an issue. He said it may be several months before the next steps are taken.

- Spring Hill Gym: Auerbach said that when Supervisor Foust is comfortable with Park Authority estimates on building a gym at the Spring Hill Recreation Center, then the MCC can meet with him and the Park Authority to talk about what amount of money would be expected from the MCC and what kind of control the MCC would be able to have over the facility.
- Storm Water Management/Parking Lot: The contractor SWSG and Fairfax County's Ron Tuttle met in May and came to agreement on some outstanding issues concerning storm water management and the parking lot. SWSG has been charged with developing a more detailed cost proposal, and may present some different options depending on the costs involved.

Finance Committee: David Sanders, Chair

- The Committee did not meet because the County did not provide the figures that were requested, Sanders said. The performance metric meetings with the staff have been postponed until there is a new Executive Director and new Board in place. Additionally, the County is requiring the staff to come up with some performance metrics to respond to a County mandate.

Communications & Marketing: Drew Clark, Acting Chair

- New Logo: The Committee met May 8 to confer with Schum & Associates, a McLean-based firm hired to come up with a new MCC logo design and tagline. The Schums welcome thoughts, ideas, documents, and other input about the MCC that would help them in knowing what the MCC is all about, Clark said. Once the Schums have developed some working models they will be working through Sabrina Anwah, MCC Public Information Officer, and Kiley, who will bring them to the Board. The Committee discussed the possibility of having sub-logos of a main umbrella logo.
- Community Calendar: Clark, Auerbach, and Kiley will be meeting on Monday, June 2, to talk about the Community Calendar on the MCC's Web site.

Liaison to Friends of the MCC:

- McElroy reported that the Friends are working on electing new members and are conferring with Anwah to develop profiles for a new Web site link.

Election & Nominations Committee: No report given.

Continuing Business:

- CF #1 Renovation: Feldman said the Program Committee discussed supporting changes to conference room #1 downstairs to be child-friendly, particularly for MPA's children's art

classes. The changes include a tiled floor and child-sized furniture. She said the Committee wanted the renovation to be done in time for the summer. Kiley said that shouldn't be a problem.

- Adult Classes at Teen Center: Feldman said MCC's Instructional Director Maggie Shea gave the Committee an extensive list of classes that she is planning to schedule in the Old Firehouse Teen Center, beginning in the fall, when the teens are not there. She also said that at one time there was discussion about holding art classes there, but the facility would not be appropriate without extensive renovation.
- Speed Humps: Clark reported that the County held a meeting with the residents on Ingleside Avenue to discuss traffic calming measures. If a high percentage of the neighborhood indicates that speed humps are desired, the County will install them. Two speed humps are being contemplated. As a County agency, the MCC is not qualified to vote on the measure.
- Election: Shahin remarked that the League of Women Voters did a fine job of running the Governing Board election. Auerbach commented that at times the process did not seem very efficient and the voting lines were very long. Clark said that Board members were present to be available to answer questions. He suggested that next year the Board members have a banner to identify themselves. Wertz suggested that Board members be stationed closer to the Park entrance, in front the Governing Board candidates, who ended up having to answer a lot of questions.
- Senior Citizen Committee: Shahin announced that the MCC and the MPA have presented three successful programs for AARP-McLean members. Next month the programs will be introduced to NARFE, and he is working on plans to take the programs to Vincent Hall. He passed around the final draft mockup of the senior (active adults) brochure. Its purpose is to show what is available of interest to seniors at the MCC.

New Business:

- Recognition of Outgoing Members' Service: Dunn recognized the service of departing Governing Board members Julia Berkson and Nyka Feldman. Auerbach recognized departing member Charisse McElroy. All departing members were presented with engraved, pewter Jefferson cups. Auerbach thanked outgoing chair Sean Dunn on behalf of the Board and herself and presented him with an engraved clock. Each departing member made brief remarks.

Meeting Adjourned: 9:10 p.m.

McLean Community Center
2008-2009 GOVERNING BOARD MEETING
May 28, 2008

Board Present: Jan Auerbach, Lee DiCenso, Drew Clark, Kevin Dent, Jennifer Dunn, Sean Dunn Thomas Meyer, David Sanders, Risa Sanders, Ed Shahin, Lori Wertz

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

Convened: 9:20 p.m.

- Election of Chair: S. Dunn called the meeting to order. The first order of business was election of officers. D. Sanders put forth Jan Auerbach's name as Chair and she said a few words. Being no other nominations, she was elected by acclamation.
- Election of Remaining Officers: Auerbach took over as Chair for the remainder of the meeting. S. Dunn nominated David Sanders for Vice Chair. Being no other nominations, he was elected by acclamation. S. Dunn nominated Kevin Dent as Treasurer. Being no other nominations, he was elected by acclamation. Dent nominated Sean Dunn as Secretary. Being no other nominations, he was elected by acclamation.
- Summer Unavailability and Committee Preference Sheets: Auerbach asked the Board members to fill out and turn in the summer unavailability form in their folders. She asked those who didn't know their vacation schedules yet to get the information to Pardon. She also passed around a sheet for members to indicate which committees they preferred to serve on.
- Upcoming Committee Meetings:
Thursday, June 19, 7:30 p.m.: Recruitment Committee (all Board members invited)
Monday, June 23, 7:30 p.m.: Executive Committee (re: MCC/MPA Agreement)
Tuesday, June 24, 7:30 p.m.: Capital Facilities Committee
[Other Committee meetings will be scheduled when Committee assignments are finalized.]
- New Member Orientation Luncheon Meeting:
Thursday, May 29, noon

Meeting adjourned: 9:36 p.m.

Respectfully submitted,

Sean Dunn, Secretary