

McLean Community Center
FINAL MEETING OF THE 2006 - 2007 GOVERNING BOARD
May 23, 2007
1234 Ingleside Ave., McLean, VA 22101

Board Present: Sean Dunn, Board Chair; Katherine Armstrong, Jan Auerbach, Jennifer Bainbridge, Nyka Feldman, Charisse McElroy, Jessie Richardson, Hilary Sanders, Ed Shahin

Board Absent: Edwina Rogers, David Sanders

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

Guests Present: Nancy Perry, McLean Project for the Arts (MPA)
Monte Tayloe, *Fairfax/McLean Times*

- Convened: 7:35 p.m.
- Agenda adopted.
- Citizen Comment: None.
- Minutes of April 25, 2007, approved.

Chair's Report: Sean Dunn

- Auerbach said she went to the MCC-sponsored MacDonald Competition for McLean-area high school students in the arts. She reported that it was well attended. This year there were no contestants in drama, just visual arts, dance, and vocal. Next year there might be separate categories for vocal and instrumental music.
- Dunn reported that he received a thank you to the Board from Frank Opeka for a get-well gift. Opeka, who has been a handyman at the MCC for 32 years, was injured when he fell from a ladder.

Executive Director's Report: Michael Cadwallader

- The executive director's staff report and project report were e-mailed to Board members and a copy placed in their folders.
- Alden Theatre Technical Director Jennifer Garrett won an environmental recycling award from Fairfax County.
- Tee shirts left over from McLean Day are available in a variety of sizes for Board members who want them.

Capital Facilities Committee: Jan Auerbach, Chair

- The McLean Planning Committee met on May 16 and agreed to reopen the plan for revitalizing downtown McLean. Board representatives will meet with them in a week or two. On May 29 Auerbach will make a presentation to the Planning and Zoning Committee of the McLean Citizens' Association for their consideration of the MCC expansion proposal.
- The Committee's Annual Plan has been completed.

- At the May 21st Committee meeting, members went over the categories of information they are requesting staff to develop to justify the specific kinds of space under consideration for expanded facilities. Staff is to come back to Board if there are any problems in gathering the information, which will be provided by late fall.
- Proposed modifications to the MCC's Ingleside facility were also discussed in the meeting. One of the issues is the space downstairs. It would cost approximately \$15,000 to combine conference rooms #1, #2, and the lobby and turn it into a large art space for children, or to make it into a combination art and preschool space. Another proposal is to make room #3 into a separate preschool space. The Committee is referring the issue to the Program Committee.
- The Committee is recommending that the Program Committee look into using part of the Old Firehouse Teen Center for multi-use programming as a pilot. The wording in the lease between Fairfax County and the MCC for use of the Old Firehouse may be flexible enough to allow this during school hours when teens are not present.

Program Committee: Nyka Feldman, Chair

- Fee Differential: The Program and Finance Committees met on May 17. (No minutes provided.) The primary purpose was to discuss the differential between fees charged to residents of the MCC's tax district versus non-residents for classes and tours.
 - Classes: The rule has been that fees for classes should cover 150% of direct costs. Non-resident fees for classes have been approximately 10-15% higher than residents' fees. The issue was originally brought up by Jennifer Bainbridge, who said she wanted to lower residents' fee or keep them at the same level while increasing the differential between what residents and non-residents are charged. The net fee reduction to residents resulting from the Committee recommendation would be approximately 20%. The lowering of fees would result in a revenue decrease of approximately \$182,000 to the MCC. The hope was expressed that lower resident fees will attract more class registrants and thereby help make up for some of the lost revenue. The following was put forward for a vote:
 - ***Committee Recommendation: Fees for classes are to cover 120% of direct costs, and fees for non-residents are to be 35% higher than fees charged for residents.*** Approved by the Board.
 - Trips and Tours: The second fee issue concerned trips and tours. The practice has been to cover 100% of direct costs and to add a surcharge for non-residents. The Committee came up with three levels of surcharges depending on the cost of the trip/tour. McElroy said that Maggie Shea, MCC's Director of Classes and Tours, had expressed some concerns. McElroy suggested getting a fuller picture before deciding. Richardson added that the objective should be to get more people to go on the trips, not fewer. Auerbach said that the tours are a service to older people in McLean, that usually it is the same people taking the trips, and that they offer a high comfort level for them. About 82% of those who take the tours are residents. The MCC is not trying to serve non-residents, she added. Armstrong suggested that if staff finds there are problems with the new fee structure, they be brought to the Board. The following was put forward for a vote:
 - ***Committee Recommendation: The advertised price to non-residents will be \$25 higher than the resident price for trips less than \$250, \$50 higher for trips from \$251 to \$1,000, and \$100 for trips more than \$1,000.*** Approved by the Board.

- There are remaining issues in the Committee’s Annual Plan that will need to be taken up by the new Board.

Finance Committee: No report. Chair David Sanders absent.

- Feldman commented that the May 17 meeting was a joint Program/Finance meeting. She said the Finance Committee’s Annual Plan included performance metrics, and that is an ongoing project.

Marketing Committee: Charisse McElroy, Chair

- McElroy said there are outstanding issues remaining in the Communications Annual Plan that will go to the next Board. She said she has talked with Sabrina Anwah, MCC’s Public Information Officer, about a community relations director that was discussed at the strategic planning session.

Liaison to Friends of the MCC:

- Cadwallader gave the Friends’ report. Governing Board members are invited to attend the Friends’ meeting on June 11 (second Monday in June), at which the Friends-in-Deed award will be presented to Bill Stell. The meeting starts at 7:30 p.m. The new Friends’ President will be Joann Berkson.

Election/Nominations Committee: Charisse McElroy, Chair

- McElroy said there was a good voter turnout even though there were only three candidates running for three adult positions. She thanked the tellers who manned the voting tent on McLean Day. She added that the vote counting went very fast. Auerbach thanked Drew Clark for his efforts in getting people to come to the voting tent. Shahin asked about getting the League of Women Voters to run the election, and McElroy said that although it didn’t happen this year, it will be tried next year.

Continuing Business: None.

New Business:

- Outgoing Members’ Recognition: Dunn expressed appreciation to the outgoing Board members who have completed their terms and presented them with engraved Jefferson cups in recognition of their service. They are Jennifer Bainbridge, Katherine Armstrong (who was reelected), Jessie Richardson (McLean High School-area youth representative), and Hilary Sanders (Langley High School-area youth representative). Outgoing member Edwina Rogers was absent. Auerbach presented Dunn with a plaque recognizing his year of service as Board Chair.
- Adjourned: 8:17 p.m.

The meeting of the incoming Board followed.

Respectfully submitted,

Nyka Feldman,
Secretary

McLean Community Center
FIRST MEETING OF THE 2007 - 2008 GOVERNING BOARD
May 23, 2007
1234 Ingleside Ave., McLean, VA 22101

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

Board Absent: Jeb Byrne, David Sanders

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

Guests Present: Nancy Perry, McLean Project for the Arts (MPA)
Monte Tayloe, *Fairfax/McLean Times*

- Convened: 8:20 p.m. by Election/Nominations Chair Charisse McElroy.
- Election of officers: Each office was presented separately with a call for nominations.
 - The only nomination for Board Chair was Sean Dunn. The nomination was approved and he took over the remainder of the meeting. He asked the new Board members to read the Strategic Plan in their Governing Board Handbooks. He also distributed a sheet for members to sign up for their committee preferences and a sheet for members to fill in the dates they will not be available during the summer for meetings. He commented that the Executive Committee might be meeting in a couple of weeks.
 - The only nomination for Vice Chair was Jan Auerbach and was approved. Shahin complimented her for the outstanding job she did in the position over the past year.
 - The only nomination for Treasurer was David Sanders and was approved. He was not present, but had indicated in an e-mail that he would accept the nomination.
 - The only nomination for Secretary was Nyka Feldman and was approved.
- Returning Board members answered questions from new Board members. In response to a question from Clark about the Virginia Freedom of Information Act, Dunn explained that decisions cannot be made via e-mail. As a public entity, the Board is expected to conduct discussions in an open forum. MCC staff present and the MPA's Nancy Perry were introduced.
- Adjourned: 8:51 p.m.

Respectfully submitted,

Nyka Feldman,
Secretary