

**McLean Community Center**  
**GOVERNING BOARD MEETING**  
**October 24, 2007**  
**1234 Ingleside Ave., 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:** Michael Cadwallader, Executive Director; Clare Kiley, Deputy Director; Carol Pardon, Administrative Assistant

**Guests Present:** Potomac School: Perry Swope and Dave DeJesus  
Neighbors: Cheryl Patten, Maria Thompson, Tommy Thompson  
McLean Drama Company: Susan Baumel  
McLean Project for the Arts (MPA): Nancy Perry

Convened: 7:30 p.m.

Agenda revised to move the Program Committee report to the top.

Minutes of September 26, 2007, were approved.

**Program Committee:** Nyka Feldman, Chair

- Citizen Comment and the Committee report were merged. Feldman introduced a Committee recommendation on the Potomac School use of the MCC as a shuttle stop. It was postponed as the second item of discussion.
- **Susan Baumel** of the McLean Drama Company (MDC) said that her mother, Rachael Bail, MDC's President, could not be present because it was a health hazard for her. She said at the last meeting [Program Committee meeting of October 17] they waited two hours to speak and request a waiver, only to be told that the McLean Community Players (MCP) was the only community theatre group being given multiple weekends in the Alden Theatre. She said the MDC had not been informed of this. Dunn said that he met with Baumel before the agreement with the McLean Community Players was signed, that a letter advising MDC about the agreement was sent on October 6, 2006, and that at the October 2006 Board meeting she was given the minutes of the September 2006 Board meeting which contained the Board resolution approving the agreement.

Baumel said the attendance at MDC performances were up. It was always clear to them that improved attendance figures would allow them to ask for a waiver and give them a fair chance to get another weekend to perform in the theatre. They had been misled for a year, she charged. Both Feldman and Dunn said that the waiver the group originally asked for stemmed from the group's concern over the loss of priority status because they had not met the attendance requirements. The waiver was about retaining priority booking status for the Alden Theatre, not about getting multiple weekends to perform. They were two separate issues. All the other community theatre groups understood about the discussions with the McLean Community Players. Baumel retorted that they have not been dealt with fairly or

clearly. She said she wanted to see the contract with the McLean Community Players. Kiley was asked to get her a copy.

- **Potomac School Shuttle Stop and Ingleside Traffic:** There was back and forth discussion between the neighbors and the Board on the Potomac School's use of the MCC's upper parking lot as one of its shuttle stops and other traffic issues. **Tommy Thompson** said that traffic on Ingleside is already more than the road is sized to handle. Why does the MCC permit additional traffic [Potomac School busses and additional cars when parents pick up their children] when there is already a problem? Why add to the traffic and safety concerns that already exist? **Cheryl Patten** said she was speaking not just for herself but as President of the Beverly Manor Homeowners Association. She said 25 or 30 more cars is a big deal to them. Until the past 18 months the neighbors have had a collegial relationship with the MCC, but of late the relationship has become more adversarial, she said. She brought up examples of traffic and parking problems associated with the MCC's Slavic Festival—garages being blocked, people walking across lawns, etc. On the other hand, the MPA consulted with the neighbors and planned ahead for the art fest in McLean Central Park. **Maria Thompson** said holding art fest on a Sunday when there was less traffic was a good idea. Regarding the Slavic Festival, Dunn said the MCC did not anticipate that so many people would attend and was caught off guard. T. Thompson said it wasn't just that event, but that there has been an ongoing problem for over a year.

Regarding the Potomac School's use of the MCC's parking lot, M. Thompson expressed concern that other schools or organizations might ask to do something similar. Isn't a precedent being set? Sanders and Dunn said that the Potomac School's location presents a unique situation. McElroy, who disclosed that she uses the shuttle stop for her child, said she thinks it's a community service and called attention to the letter from Bari Levingston, who is also a tax district resident and uses the shuttle stop. There was some discussion as to whether or not a Governing Board member who has a child at Potomac School should recuse him/herself from voting on the issue. T. Thompson said it was a conflict of interest, Dent said it gave an appearance of impropriety. Dunn said it was up to individual conscience. McElroy said she had been completely up front and was planning to vote.

Currently, about 25 cars come into the MCC lot to pick up students. Auerbach said that there is a recommended cap of two busses, but that the busses are not full. **Perry Swope** from the Potomac School said that there are 43 families representing 60 students registered to use the busses that drop off at the MCC, but that not all these students actually ride the busses. Auerbach noted that since each bus accommodates 35, the potential for growth is only 10 more students.

- ***Recommendation:*** *That the MCC amend the agreement with the Potomac School to limit the use of MCC's parking lot for shuttle service to afternoons only and limit the number of busses to two; to require Potomac School to conduct periodic spot checks, and, within the next school year, limit in general the students using the shuttle service to those who live in the MCC's tax district. In addition, the Potomac School is encouraged to meet with the MCC's neighbors. This agreement will be reevaluated no later than April 2009.*

Approved (two abstentions).

- Feldman announced that Program Committee is planning to hold every other meeting at the Old Firehouse Teen Center.

### **Chair's Report: Sean Dunn, Chair**

- In answer to Dunn's question, Cadwallader said that dates of the Governing Board meetings are now posted on the MCC's Web site.

### **Executive Director's Report: Michael Cadwallader**

- Class Enrollment: Cadwallader asked for any questions on his written Executive Director's Report in the Board folders. Auerbach commented on the figures for class enrollment. She said she thought it was good to offer more classes than are actually signed up for, but what did he consider was the best percentage of classes offered to classes held? Cadwallader said between 85%-90% . He said the percentages fluctuate, and he wasn't sure yet why there was a 25% cancellation rate so far for fall classes. In response to Auerbach's question he said that Longfellow no longer has an after-school program.
- New Performing Arts Director: Cadwallader was asked to send Board members a bio on the MCC's new Performing Arts Director, Sarah Schallern, who replaces Clare Kiley. Dunn requested that she come to a meeting to be introduced to the Board. Kiley said November 13 is her first day.
- Parking: Armstrong said she hopes that there will be better planning for the parking for the Antique Show and the Craft Show. She said she "wants us to be as good a neighbor as we can be." Dent suggested handling the parking like the MPA did for artfest. Cadwallader commented that staff is trying to get VDOT and the police involved. If the MCC has VDOT-approved no parking signs, then the police can enforce them. Cadwallader and Dunn said there are other complications on the parking issue that the Board will be taking up at another time.
- CAPS: In response to a question from Clark, Kiley said that the CAPS Program is the creative arts program in the schools administered/funded by the Fairfax County Arts Council. The purpose of the October 23 and 24 programs in the Alden Theatre was to showcase performances and demonstrations by artists who are booked into the schools and other venues throughout the County. It was well-attended.

### **Executive Committee Report:**

- MCC/MPA Management Agreement: The latest draft of the MCC/MPA Management Agreement was distributed. Dunn said that it will be discussed again at a future Executive Committee meeting. When a final draft is ready, it will go to the full Board for review.
- MPA artfest: Nancy Perry said that the MPA's artfest in McLean Central Park was an overwhelming success and exceeded their expectations. Nearly 4,000 people came, and the parking worked out well. The artists took in \$150,000 in sales of their works. The food ran out, but Perry said she thinks the food vendors will be better prepared next time. Shahin said he heard many commendations on the festival at the Rotary meeting he attended. Perry thanked the MCC, who was a primary sponsor and contributed \$10,000 to help get the first event off the ground, and the MCC staff.
- Donor Wall: Perry said there was another mockup of screen-printed donor names incorporating requested changes and asked Board members to take a look at it. [Names of MCC donors will be printed on the wall in the outer lobby.]
- Status of Library Expansion: The new Dolley Madison Library will undergo a "2232 review" in December. Assuming the review goes well, it will be 12-25 months after that before the

library can break ground. If the review does not go well, the project may be scuttled. The 2232 review concerns the Dranesville Supervisor's office. If the new library goes forward without the Supervisor's office, the space would revert to storage.

- **Strategic Planning Meeting:** Dunn asked if the Board wants to hold a strategic planning session. The last one was held on a Saturday in February 2007. After considering various timeframe suggestions, the Board agreed on January or February 2008. Auerbach suggested some agenda items: look at the dates for implementation of the action steps in the current Strategic Plan to see if they have been met and if not, whether they are still worth doing; explore additional action items; consider whether or not the MCC should become active players in recreation; and discuss how to conduct a systematic review of programs since the budget process is not amenable to doing this. Dunn asked Cadwallader to contact Cindy Zook and Associates for their availability to facilitate.
- **Traffic Study:** Dunn asked Cadwallader to get a copy of the Ingleside traffic study from Dranesville Supervisor Joan DuBois, and formally request that the MCC Governing Board be included in the Ingleside group that will be participating in the discussion to recommend traffic calming measures.
- **Tapes of Meetings:** Dunn explained that the monthly meetings of the Governing Board are tape recorded as an aid in preparing the minutes. They are not intended as a public record and are allowed to be destroyed after the minutes have been prepared and approved. Pardon explained that the County attorney made the recommendation that the tapes be destroyed in accordance with GS-19 (which Dent identified as the Records Retention Disposition Policy of the State of Virginia). Once the minutes are approved, the tapes no longer have a purpose, she said. They hold little value for the public because speakers are not identified.

(Dent asked about the process for approving the minutes. It was explained that Pardon drafts the minutes then sends them to Nyka Feldman, Board Secretary, for review and any revisions. After the Board Secretary approves the draft, Pardon e-mails it to the rest of the Governing Board for their review. The final draft is approved at the following Board meeting.)

(Dunn said there was a broader discussion concerning how the minutes should be prepared—shorter, longer and more detailed, etc.—but that was a different topic.)

Clark said there was value in having the tapes as a backup record, and he thought it was extremely ill-advised to destroy the tapes. They are not just for use in preparing the minutes, he said. We should not be going in the direction of minimizing public access. Both Clark and Shahin said they wanted to see a copy of GS-19. Auerbach said that Pardon told the Executive Committee not once in her 9-1/2 years have the tapes been referred to after the minutes were approved. Armstrong said if the tapes were to be kept as a public record rather than just as an aid in preparing the minutes, better tapes are needed. Dunn said the meetings would have to be managed differently and recorded differently.

- **Executive Committee Recommendation to the Board: Destroy the tapes of Governing Board meetings after the minutes are approved.** Not voted on. Clark introduced the following:
- **Motion: Table the recommendation to destroy the tapes.** Approved by the Board.

## Capital Facilities Report: Jan Auerbach, Chair

- Neighbors' Beautification Proposal: Auerbach explained that the Beverly Manor Homeowners Association had submitted a proposal with three recommendations to improve the look of the exterior of the Ingleside facility that faces the street. The Committee decided not to recommend refacing the building with brick to match the brick on the planned new Dolley Madison Library because it might cost \$400,000-\$500,000. The Committee also decided not to accept the proposal to angle the roofline, because the noise from a fan on the roof was no longer an issue, and because the look of the roofline was not really a problem. The Committee did recommend improving the landscaping, but decided to hold off until more is known about what may need to be done on storm water management and the parking lot.
  - ***Committee Recommendation: Improve landscaping to screen the building, but postpone initiating the project until a decision is made about storm water management and the parking lot.*** Approved by the Board.
- Upper Parking Lot: One of MCC's neighbors had approached Auerbach about chaining the upper parking lot at night. The police recommended against chaining it off, and said if there appears to be a problem, the police should be contacted. McElroy suggested sending a letter to the proximate neighbors to let them know about the police's recommendation. Auerbach said she will try to track down the person who approached her, and that letters will be sent to Cheryl Patten and to the residents on Oak Ridge and Hickory Hill.
- Spring Hill Gym: Auerbach said that recognizing the community's desire for recreation space, the Committee is recommending that the Board meet with the Dranesville Supervisor and other relevant County authorities to explore County funding for the construction of a gym at Spring Hill Recreation Center. Auerbach said she wanted to be clear that the MCC would be advocating for the community, but is not now considering contributing to the funding. Feldman said did not want to preclude considering MCC funding down the road. Shahin said it is up to the Park Authority and Community Recreation Services to come to the MCC and make a presentation as to why the MCC should be involved. "If we take any initiative, we cannot keep McLean Youth Basketball out of the room," he said. If the MCC's plans fall through for downtown expansion, then the Board could consider funding a complete facility at Spring Hill over which the MCC would have complete control. Later he said he would not be opposed to being a part of the discussion but not take the lead.

Dunn said he has crunched the numbers, and revenues from Small Tax District One are approximately \$700M over the past five years. He said the County should be feeding back some of this money into the district that generated it. Sanders said it has become incumbent upon the MCC Board to play a leadership role to find out what can be done. There is a need in the community for recreation space—the MCC's own survey instruments have indicated this. The Board does not want to be seen as not participating in a discussion until downtown expansion is decided and risk people actively opposing the expansion.

- ***Committee Recommendation: Recognize the community interest in a Spring Hill gym and organize a meeting with the Supervisor and relevant County authorities to urge County funding of such a gym.*** Approved by the Board (Shahin opposed, Dent abstained).
- Fifth Floor Storage Room: Auerbach said that non-profit community organizations have asked to store files in the MCC but except for the McLean Citizens Association (MCA), which has a filing cabinet in the Community Hall closet, they have been turned down. In

response to a question from Clark, Auerbach said that no group has asked recently. The Committee went upstairs and looked at the fifth floor storage room, and there seemed to be space for storage cabinets once it was cleaned out. Community organizations could get together and buy a filing cabinet to share, or the County might be able to provide one from surplus. Staff was asked to develop a procedure about how it might work. Clark remarked it would be a service to the community. Shahin said he was a member of two organizations that meet at the MCC and that their request for storage space had been turned down.

- Meeting with SWSG: The contractor who did the analysis on MCC's storm water management and parking lot can't meet with the Capital Facilities Committee on Saturday, Oct. 27. The new proposed date is Monday, Nov. 12 (Veteran's Day) at 3 p.m., with the regular Committee meeting to follow. Clark said he wanted to come and asked for a copy of the SWSG report, which had been provided only to Committee members.

**Communications Committee:** Charisse McElroy, Chair

- McElroy said that there have been discussions about changing the logo for at least a couple of years. The Committee discussed holding off making a decision until expansion plans were firm, but decided that exploration of new logos could go forward at minimal expense. There is money already set aside in the budget. Clark said there is no reason to wait. The current logo is dated and something fresh is needed. Auerbach said a lot of money has been put into new signage that would have to be changed. Clark said everything wouldn't have to be changed at once. Dent suggested doing a cost-benefit analysis.
  - ***Committee Recommendation:*** *That the MCC explore at minimal expense new logos to replace the current logo.* Approved by the Board. (Chair broke a 4-4 tie.)

**Finance Committee:** David Sanders, Chair

- The Committee will be meeting in a few weeks to look at tightening up County and MCC finance procedures.

**Friends of the McLean Community Center:** Charisse McElroy, Liaison

- The Friends are planning a wine and cheese reception on December 16.

**New Business:**

- Holiday Party: The Governing Board will hold a holiday party for the staff before its meeting on December 12, starting at 6:30 p.m. The Board will bring the food. McElroy is in charge. Perry said the party could be held in the art galleries upstairs.
- Dates for Committee Meetings:

Monday, Nov. 5, 7:30 p.m.:	Finance Committee meeting to discuss accounting issues and the FY 2010 budget process
Wednesday, Nov. 7, 8:00 p.m.:	Communications Committee
Monday, Nov. 12, 3 p.m.: (tentative)	Capital Facilities Committee
Thursday, Nov. 15, 7:30 p.m.:	Program Committee at the Teen Center (if available)

Adjourned: 10:17 p.m.

Respectfully submitted,

Nyka Feldman, Board Secretary