2019-2020 MCC Governing Board
Special Called Meeting
May 27, 2020  (virtual, via ZOOM meeting)

MINUTES

All Board Members were Present: Julie Waters, Board Chair; Elizabeth John, Vice-Chair; Raj Mehra, Treasurer; Terri Markwart, Secretary; Alicia Plerhoples; Maria Foderaro-Guertin; Megan Markwart; Xavier Jimenez; Carla Post; Suzanne Le Menestrel; Carole Herrick

Staff Present: George Sachs, Executive Director; Holly Novak; Sarah Schallern Treff

Guests: Lori Carbonneau (MPA); Jen Wormser (MPA); Joe Wetzel (MPA); Bill Glikbarg; Camila Alfonzo Meza; Barbara Zamora-Appel; Ivy Chen; Tyler Jensen

CONVENE MEETING
The following motion by Chair Waters was spoken aloud in order to duly convene this meeting electronically:

Motion for Electronic Meeting

On 14 April 2020, the Board of Supervisors of Fairfax County issued an emergency ordinance pursuant to VA Code Section 15.2-1413. The ordinance permits county boards, including this board, to conduct fully remote meetings in order to continue the organization's essential services, so long as the following conditions are met: (1) adequate notice is provided to the public and county; (2) the public is given a means to access the remote meeting; and (3) the purpose for the meeting is given in that notice, and that purpose serves to continue our essential services.

I believe those requirements have been satisfied. I therefore MOVE that this board approve that the proposed agenda items are necessary to assure continuity of MCC's services, and that we are unable to meet in person per usual procedures due to the continuing state of emergency.

It is so moved; seconded by Ms. Herrick.  Approved unanimously.

Chair Waters thus convened a virtual Special Called Meeting of the 2019-2020 Governing Board of the McLean Community Center on May 27, 2020 at 6:05 p.m. using ZOOM technology. It is the final meeting of the 2019-2020 Governing Board.

ADOPT AGENDA  The Agenda for the meeting was adopted as written.

PUBLIC COMMENT  There were no public comments.

APPROVE MINUTES: FEBRUARY 26, 2020 REGULAR MEETING
These Minutes were distributed in advance to review. No changes were requested; the document was accepted as written.

MOTION: To approve the Minutes of the February 26, 2020 Regular Meeting.  Unanimously approved.

APPROVE MINUTES: MARCH 25, 2020 SPECIAL CALLED MEETING
The first ever “virtual” meeting was convened on March 25 using ZOOM Meeting technology due to COVID-19 public health emergency. As a county agency that was closed to the public, MCC Governing Board was granted permission (with an approved Motion) to employ virtual technology for this meeting. The Minutes were distributed for review. No changes were requested; and the document was accepted as written.

MOTION: To approve the Minutes of March 25, 2020 Special Called Meeting.  Unanimously approved.

MCLEAN PROJECT FOR THE ARTS – UPDATE REPORT
Ms. Carbonneau has worked with Mr. Sachs and MCC staff to navigate the ambiguity caused by COVID-19. MPA has accomplished a solid transition to online classes (approx. 40 people are now enrolled.) While a bit of a loss-leader$$, this
online effort is important because it demonstrates continuity to the community and commitment to MPA faculty. One person is dialing-in from Italy! It has afforded MPA access to new markets of students; and similarly, offers innovative access for artists: Arthur Kwon Lee (in Manhattan) is now accessing MPA’s online platform and has built a large class base again! Exhibitions: The March show was abbreviated; FCPs student show is still displayed in the gallery. It will be dismantled soon, but hopefully working with teachers to coordinate with those high school students who need to take their art down for their AP college portfolios. Other children’s art will be retained for the “Children’s ArtWalk” project at a future ArtFest. Summer exhibition is being discussed (how to do it online); it will be juried. MPA is anticipating a Fall 2020 juried exhibition in the gallery featuring Washington Sculptor’s Group (3-D art). About 50 artists are anticipated to participate. Appropriate social distancing for a juried show will encourage more traffic back to MPA.

ArtReach program is very important to MPA; about 3,000 visitors per year visit the gallery and enjoy a hands-on experience. In this period of COVID-19, this is genuine outreach that crosses the digital divide (gallery-based exhibition programming in the form of specially developed activities, supplies, and online class instruction.) Currently about 500+ individuals participate each week.

**Big question: How to think about MPA ArtFest 2020?** In past years: 50 artists in McLean Central Park; 10,000 people attending; 6-8 partner organizations. MPA has designed a “Plan A”/”Plan B” model for 2020: Plan A = actual live event if decision is made by 3rd to 4th week of June (with appropriate social distancing). OR… Plan B = “virtual ArtFest”: partnerships would be featured and showing MPA’s role of engaging the community. Being true to MPA’s mission, a rich variety of local artists and distinctive artists throughout the region will be featured; engaging families; using online tools (synchronous; a-synchronous; static participation). Jen Wormser, Lori Carbonneau and Joe Wetzel are working on defining what a ‘virtual ArtFest’ would look like. McLean residents are hungry for ways to engage. MPA is receiving positive feedback from potential sponsors, and from artists and community partners who are eager to be involved.

**ACTION ITEM:** MPA is asking for confirmation: Will the MCC sponsorship still hold (if Plan A or Plan B)?

- Will MCC maintain what has been budgeted, understanding that it won’t be paid to MPA but rather, the sponsorship amount will be paid to a third party (logistics providers of tents or other resources). What is the MCC Board’s advice on the concept of Plan A/Plan B?
- What is the MCC Board’s advice on planning?

**Opinions expressed:** It must be noted that three people present in this meeting will no longer be on the MCC Board after tonight. So, this is a more appropriate discussion for the next board meeting when new board members come on. This should not be discussed tonight because we are in a transition period right now.

**Clarification by Mr. Sachs:** The July 2020 meeting will be the appropriate time for the new board to decide. We will also be more knowledgeable by then about what to anticipate for the ArtFest event.

**Clarification by Ms. Carbonneau:** It makes a lot of sense to figure out in the July Board meeting how to stage it in Phase 1; Phase II; Phase III according to the number of people who may gather. July 2020 will be close to the ideal decision point.

**Clarification by Chair Waters:** Yes - this is going to be an ongoing conversation. Certainly, if anyone has any feedback right now, that’s great; but it’s all going to have to be adjusted because we have no idea what conditions will in a month or two.

**Public Comment - Bill Glikbarg:** He is very excited by this and is glad that MPA is working in the right direction to deal with this COVID-19 problem. He is very pleased and excited about it; it’s great. He is glad MPA is doing it.

Potential new ideas were suggested for planning of ArtFest:

**being able to purchase things from vendors (in a virtual format)**

Yes – people will have opportunity to purchase from ArtFest artists, as well as from the community partners. Greater McLean Chamber has ideas such as working with a local florist to offer a purchase opportunity for $$ to deliver or pick-up a set of loose flowers, and then give a live online demonstration of floral arranging.

**opportunity for conversations with artists (in a virtual format)**

**Opinion expressed:** One thing that is clearly missing from the virtual experience (especially when you have large numbers of people participating) is the opportunity to have conversations. You should have a way to offer individual conversations with
artists (such as in a break-out room; or by registering ahead of time). I applaud your creativity and trying to make sure the event happens because ArtFest is a very well-loved community event.  

*limiting the number of visitors + phased, entry times into exhibits  

Question: What about a ‘hybrid’ version of ArtFest: such as a limited amount of people in a limited amount of time that people can go through to view the exhibits (phased entry times)?  

Clarification by Ms. Carbonneau: A hybrid model of limited openings is difficult with a large-scale tent set-up (because the appearance of tents looks like a grand celebration that encourages many people to flock to it). But Washington Sculptor’s Group sculptures could be placed in MCC and the park – with coordinated events and timed entries.  

Comment by Chair Waters: The specifics will obviously come together later in the summer; but it is great to get this on our radar and get people thinking about it. We appreciate Ms. Carbonneau coming tonight to explain the planning progress.  

Clarification about funding for ArtFest 2020:  

Question from Ms. Carbonneau: For clarification, where is the MCC Board in the budget creation cycle so that I know if the monies that have been committed for this coming year are standing… and that MPA can plan around that amount?  

Clarification by Mr. Sachs: The budget for FY2021 that will begin in July has already been adopted and approved. So that funding [for ArtFest 2020] has already been allocated.  

Summary remarks by Ms. Carbonneau: Thank you; that’s awesome! So, we will keep the ideas under development. The concept of having artists speaking live at particular times throughout the day and being available for ZOOM chats is fabulous! The platform we plan to use will capitalize on this excellent idea of holding timed virtual conversations with individual artists.  

Question: Will you share that Plan A/Plan B in the notes for this meeting? Yes – we will send to Ms. Novak to distribute out. Ms. Carbonneau continued participating in this meeting in order to learn how MCC is thinking about summer and fall programming.  

RESULTS OF 2020 GOVERNING BOARD ELECTION  

ENC Chair Plerhoples explained the unique election process for the 2020-2021 Governing Board.  

First, I want to start by thanking Holly Novak and Mr. Sachs for adapting quickly in uncertain times. We thank Holly for being present at MCC and delivering absentee ballots to the post office whenever necessary, to assure timely response to the residents. ENC Chair Plerhoples applauds Holly’s commitment to the election process and wants to thank her for that. The following individuals were elected: ADULTS: Bill Glikbarg, Melanie Sletten, Barbara Zamora-Appel; YOUTH – McLean High School boundary area: Tyler Jensen; YOUTH – Langley High School boundary area: Ivy Chen.  

At the March 25 Special Called Meeting, the Board was informed of the following potential (which actually happened):  

- If MCC building is NOT open to the public and still remains CLOSED on-or-before May 16, 2020…  

  election outcome = absentee votes ONLY.  
  
  - Absentee voting continues by mail only through May 13, 2020. Incoming Absentee ballots must be received by mail up through 5:00 p.m. on May 13, 2020.  
  - May 13 – 16: No further voting because all incoming Affidavits must be verified during this 3-day period.  
  - May 16, 2020 – even if MCC is not open to the public, LWV will come to MCC building to do the vote-counting of all absentee ballots received, as per their contract.  

We cancelled McLean Day and the MCC building was closed due to the COVID-19 state of emergency; there was no opportunity for residents to vote in-person. Voting could only be offered by absentee ballot through U.S. Mail from March 18 through May 13. The ‘process numbers’ were tabulated weekly by Ms. Novak and sent to the ENC Chair (SEE APPENDIX). Absentee Ballot packages continued to be mailed out promptly to all who requested through May 12, with the deadline for returning absentee ballots to MCC being Wednesday, May 13 at 5:00 p.m. They were rushed off daily to all requestors. We didn’t want folks coming into the MCC building to drop-off ballots because it would have put them and MCC staff at risk. There was a good turnout of ballots from youth voters. For the adults, there were three candidates for three open slots; so not quite as big a turnout of absentee ballots from adults. Chair Plerhoples thanked Youth members
[Xavier Jimenez and Megan Markwart] for reaching out to their fellow students. The Board thanks Megan Markwart for producing a video to encourage youth participation; it was shown at Langley High School and generated a lot of interest in the youth election.

ENC Chair Plerhoples also gave recognition to the League of Women Voters of the Fairfax Area, who came to MCC on Thursday, May 14 to verify the Affidavits, count the ballots and tally the vote totals. ENC Chair Plerhoples observed the process in person. The League of Women Voters will send a letter certifying the results of the MCC Governing Board 2020 election, based on the work done by their two conscientious volunteers: Susan Cowart and Peggy Knight. Thank-you e-mails were sent from MCC staff to Susan Cowart and Peggy Knight, expressing gratitude for their conscientious help in advance preparation and counting the votes. They also received a thank-you e-mail from ENC Chair Plerhoples.

Ms. Novak wrote a post-election summary memo to the ENC detailing procedures for accountability and cross-checking throughout the absentee voting cycle. We will evaluate the absentee voting process in this unusual year to determine ‘best practices’ and improvements for next year. It was a major effort to modify the processes from our original plans.

*Opinion expressed (by youth member Megan Markwart):* In the past couple of years there have been some concerns with the youth election process. I would like to recommend (in this last meeting of the 2019-2020 Board) that next year, we really focus on making the election credible: making sure that, when people are running, they are doing it in an honorable way. When you are representing MCC, it’s important that we have a process and that we stick to it. We need to have solid guidelines so that people know what they are doing. Among the youth, things can get confusing… words can get jumbled. Having some guidelines and refining the election process for the youth should be a goal for the ENC next year.

*Summary by ENC Chair Plerhoples:* Great. Thank you, Megan.

**PREPARATION FOR ELECTION OF 2020-2021 GOVERNING BOARD OFFICERS**

ENC Chair Plerhoples explained the process for electing the 2020-2021 Executive Committee: *Chair; Vice-Chair; Treasurer; Secretary.* Returning board members as well as new incoming board members are eligible to fill these positions. Election for Executive Committee positions will take place at the first convened meeting of the 2020-2021 Governing Board, which is set for June 17, 2020. Individuals who are interested in running will prepare a personal “statement of interest” which ENC Chair Plerhoples will receive and circulate to everyone prior to June 17.

**ACTION ITEM:** Any new people who are interested should send their personal statements to Ms. Novak (cc: George Sachs and Alicia Plerhoples).

On June 17, before voting occurs, any other self-nominations from the floor will be welcomed and those individuals will state aloud why they are interested in serving as an officer. They may also declare aloud this evening, if they wish to.

The following people have nominated themselves so far: *Chair = Suzanne Le Menestrel; Carole Herrick; Raj Mehra; Vice-Chair = Carla Post; Treasurer = (no one); Secretary = Maria Foderaro-Guertin*

*Voting process:* each position is won by a simple majority. The individual votes are announced and identified by name. It is *not* a ‘secret ballot’; so people will know how you voted. Also, in past years, whomever was running for an officer position tended to reach out directly to other board members to tell them why they are interested in that position and to garner their votes. There is no hidden strategy – we are stating tonight that such activity can and does happen, and it’s totally fine.

**Question:** *Is there a particular format or length for the “statement of interest”?*

Ideally, one paragraph about why you are seeking that position. It can be extemporaneous (on 6/17); or you may submit it in advance.

**TIMING:** This year is very odd because the old board will roll off on June 9, when the BoS votes to affirm the newly-elected people. So the previous board members not be present on June 17. Typically, the ENC Chair facilitates the election (however Chair Plerhoples will be officially off!). An ENC member will conduct the election for the Chair. Once elected, then the new Board Chair will take over the remainder of the meeting and conduct the election for the other positions.

*Clarification by Chair Waters:* If one of the people running for Chair is also interested in being Treasurer, then please state that you are also interested in the other position. *We have had people run for more than one position in the past.*
Question: So, are you saying that you can run for more than one position? Yes. I didn’t know that.
Question: Have you distributed an e-mail list of the future board? No, not yet; but Ms. Novak will send that to everyone ASAP.
Summary by Chair Waters: She echoes the thanks to Ms. Novak, George and MCC staff, and to Alicia Plerhoples for all their coordinated work and QUICK ADAPTATION to the circumstances!

UPDATE ON PROGRAM CANCELLATIONS: SUMMER 2020
MCC staff has developed some creative alternatives to begin to roll-out to the community. Summer 2020 represents a transformational opportunity to focus on “virtual” programming since most county recreational facilities remain closed and there remains a general reluctance by the public to return back indoors for group classes or events.
*Camp McLean: Cancelled - because FCPS school facilities are used for those summer camps: OFC; Camp McLean. CDC guidelines require numbers of 10 or fewer participants. The destinations for day trips are not currently in business, so we had to cancel. Refunds are being processed promptly and continuously. An outcome of COVID-19 is that Camp McLean staff at OFC have been innovatively planning some virtual 2-3 day camp experiences (videos; webcam), including demonstrating a craft or something that kids might do at camp. This will be for those who had signed-up for camp. This summer won’t be a total loss; but it is not what “camp” usually is.
*MPA art camps: aiming to go virtual, since virtual classes have been registered for and people are signing up.
*Summer concerts: cancelled through summer 2020. Restrictions on spacing and maximum capacity for public gatherings remain in effect. The number of people who would attend an outdoor concert exceeds those limits. Labor Day weekend: MCC may possibly offer a couple of days of concerts. Sarah Schallern Treff and staff are working on it.
*July 4th Fireworks Celebration: cancelled because it was a large-size crowd; Langley High School grounds are closed.
*Drive-through Drama: Alden Staff is working on it, as well as other creative ideas
*Survey Questions to the public: Sarah Schallern Treff was featured in McLean Connection about survey research with the public: What will things look like? What are people going to be comfortable with when MCC starts to reopen? When will they start to come back? It’s a good survey and intriguing barometer of how people are thinking ahead.

FACILITIES UPDATE: While MCC has been closed to the public, several interior projects have been underway:
Historical McLean pictures have been rehung in the central hallways. Friends of MCC organized this effort and paid for the frames. Ms. Herrick commented that Friends of MCC is very appreciative that these historical photos are now displayed.
Lower level: photos have beenrehung in the lower level hallway.
LED lighting has been changed-out throughout MCC building, including 3rd floor hallway behind the theater and Green Room (also new ceiling grids placed there).
New work cabinet: photocoppy room has a new countertop and cabinet which is useful for projects and storage.
Electrical outlets and phone chargers have been placed throughout the lobby area.
Maffitt and Stedman closet doors: original doors were heavy and constantly falling off the track. They will be replaced with a lighter-weight door style.
Bay filters in parking lot: They must be maintained over time; we are looking at a vendor to inspect and service them.

IMPACT ON FUTURE PROGRAM PLANNING: FALL 2020
Staff is developing the Fall Program Guide (not a typical mail-out printed, multi-page booklet), advertising many virtual offerings (‘Plan A/Plan B’). PIO office will send a mailer to each household: not a Program Guide, but something to explain where to find information and how to engage with MCC programming (informational).
Opinions expressed: The idea of an informative mailer that is much smaller could be a solid start toward moving away from the thick, printed Program Guide. Not to upset anyone… but, this might be the impetus we need to move in that direction.
We can track how people respond to it.
Clarification by Mr. Sachs: Yes, very much so - this is a great transition time for looking at how such things are being received… and getting comments back from the public.
Questions about the longer-range impact of COVID-19 restrictions:

Question #1: The item that the Board received earlier this week by e-mail about MCC being in Phase I, Phase II and Phase III closures/openings – who developed that? Was it from the Fairfax Co. Health Department? Where did this direction come from?

This was a directive by the County Executive to have every agency comment on the phases and define what those phases meant to operations: What would be impacted at MCC by the different phases? Describing Phase I… and then graduating to Phase II, if things continue positively: Where? How? When do things start opening up? The guidelines come from CDC and Fairfax Co. Health Dept.

Question: Yes – but is that consistent with what the rest of the county is saying about Phase III? I’m asking because of the Langley H.S. graduation idea, and for the discussion of ArtFest when we come back to that topic in the new board. I’m wondering where that direction about 500+ people gathering came from.

Clarification by Mr. Sachs: Phase III is still the big question - large gatherings of 500+ people outdoors. Still no determination yet about the number of attendees allowed in Phase III. The practice of social distancing and wearing masks is somewhat problematic in trying to continue with normal large-venue events. From the Health Dept. perspective, it’s the control factor of being able to track if there are any signs of transmittal of the virus. If there is no way of knowing who is in a crowd (not taking attendance; not having people register), then any such large gathering would be problematic.

Question #2: Regarding the budget - Fairfax Co. had approved MCC’s budget pre-COVID-19 emergency. But after the emergency declaration happened, the county publicly stated that revenues are expected to decline materially. Salary increases are deferred. What does this mean for MCC’s budget: all the increases and Capital Facilities improvements that we had approved "pre-COVID-19"? Isn’t it going to change? The biggest component of MCC’s revenues is the tax revenue. If tax revenue is expected to decline materially, should not MCC be cutting some of our capital expenditures?

Clarification by Mr. Sachs: No. When COVID-19 hit, MCC’s budget wasn’t changed in what we had submitted to the county. There will be a Q3 adjustment; we are working with staff to re-forecast the FY21 budget. MCC is taking a hit in revenue but we are also dropping exponentially in current expenses. So MCC is not in a situation of not being able to fund what we are planning, going forward. This will be topics for the new board to consider. The FY22 budget scenario will be discussed by the Finance Committee: considering the existing tax rate, looking at our new expense balance, and deciding if an adjustment in the tax rate should be recommended. It will be an interesting year to look ahead to try to calculate this.

Question #3: Will the 2020-2021 Board be able to meet in person during our regular schedule?

As soon as we have Phase II, which allows for 50 or less people in a gathering, and as long as we successfully maintain social distancing, then we can manage our board meetings being held in person. But that won’t happen until Phase II.

OTHER BUSINESS MATTERS *Such discussion is permitted in the context of COVID-19 emergency.

Mr. Sachs gave the following individual recognition for each person who is concluding their term of service.

Xavier Jimenez: Thank you for your attentiveness through the year. It was an interesting year: just getting started with things, as the first full year of operation back at MCC facility, with lots of excitement of being back. Xavier was very well-represented at all committees and we appreciate your participation. Xavier served on ENC and Programs & Outreach Committee. We appreciate his input.

Megan Markwart: She is an anomaly because very few youth board members serve more than one term. In 2018-2019, she was on Communications and Programs committees. That was the transitional year of moving from temporary facilities off-site back to MCC. Mr. Sachs appreciated what you did in being here with us during that pivotal year. In 2019-2020 she was on CFC, Finance and Programs & Outreach in what was also a very busy year in her academic work and on the Langley High School lacrosse team! She was MCA’s “Teen Character Award” winner! Best of luck to you! You will do well wherever you go. Megan is plans to attend Virginia Tech. University. We wish you great luck there and please stay in touch with us!

Alicia Plerhoples: We have been so fortunate to have such talented people on this board, and Alicia is that the top of that! Starting in the 2017-2018, she served on ENC, Finance and Programs committee. She was chair of Communications
Committee in 2018-2019, and was also on CFC and Finance. This year, she chaired ENC and was also on Finance and CFC. We can’t thank her enough for all of her effort and insights in all the board matters that we have dealt with in this last three years. The three years have been very interesting for you guys!

**Lissy John:** You have really been a stellar member of our board, with your knowledge and input. We can’t thank you enough! In 2017-2018 she served on ENC, Finance and Programs Committees. In 2018-2019 she was Treasurer and Chair of Finance; she was also on CFC and Programs & Outreach Committee. This year, Lissy served as Vice-Chair, also Chair of CFC and Finance Committee. We can’t think you enough for getting us through these three years of leaving MCC… being off-site for a year, and returning to MCC facility. It’s a tremendous accomplishment for Lissy, and for all!

**Julie Waters:** She came in 2017-2018, on ENC, Programs Committee. Then she served as Secretary of the Governing Board in 2018-2019; she also chaired Programs Committee and was on CFC and Communications committees. This year, you have chaired the board. Your leadership through this year has been amazing! We can’t thank you enough for being here. All five of you have demonstrated dedication to MCC and to the staff here. We really appreciate you helping us go through these times. We will miss you! Thanks to all of you.

**Summary by Chair Waters:** Thanks so much, George. All of us who are leaving this year have found it to be wonderful experience, and we will miss being a part of it. We wish the new people all the absolute best! You guys have a lot to deal with, as things are changing. I know you are going to do awesome! Thanks to each and every one of you!

**ADJOURNMENT**
Does anyone else have anything to discuss in this last meeting of the 2019-2020 Governing Board?

**Comment by Ms. Novak:** I would like to say “thank you” to all our exiting board members. I really respect your professional expertise that you brought to this position. I’ve enjoyed each of you. You’re a beautiful tapestry of people to work with, with your various gifts, talents and strong points. I see it all! And I appreciate you. To our 2020 graduates: Xavier Jimenez and Megan Markwart – I’m so proud of you! This has been an unusual year and of course, you’ll look back on this odd time. But I hope this board experience has been positive. I’m very proud of your leadership and your growth. I wish you all the best in your future endeavors!

**ENC Chair Plerhoples requested to state the “Motion to Adjourn” of this last meeting of 2019-2020 MCC Governing Board:**
It has been a real pleasure working with everybody! Obviously, I won’t be a stranger to MCC and I look forward to continuing to participating here.

**MOTION:** To adjourn the final meeting of the 2019-2020 Governing Board.
Seconded by Megan Markwart. **Unanimously approved.**

There being no further business, Chair Waters adjourned the final meeting of the 2019-2020 Governing Board at 7:07 p.m.

Respectfully submitted,

Holly Novak – Executive Assistant to the Governing Board
