

McLean Community Center
2018-2019 Governing Board
Regular Meeting
January 23, 2019

MINUTES

- Board Members Present:** Paul Kohlenberger, Board Chair; Desi Woltman, Vice Chair; Julie Waters, Secretary; Lauren Herzberg; Raj Mehra; Alicia Plerhoples; Terri Markwart; Kat Kehoe
- Board Members Absent:** Elizabeth John, Treasurer; Carole Herrick; Megan Markwart
- Staff Members Present:** George Sachs, Executive Director; Ashok Karra, Comptroller; Holly Novak, Executive Assistant; Sarah Schallern, Director of Performing Arts
- Guests:** Dennis Findley; Merrily Pierce (MCA); Deborah Bissen (MPA)

CONVENE MEETING

Mr. Kohlenberger convened the Regular Meeting of the 2018-2019 Governing Board of the McLean Community Center (MCC) on January 23 at 7:34 p.m.

ADOPT AGENDA

The Agenda for the meeting was adopted by acclamation.

PUBLIC COMMENT

Mr. Kohlenberger welcomed the public to the first Board meeting in the renovated building.

1. **Deborah Bissen (McLean Project for the Arts)** – MPA was pleased to be part of the Community Open House on January 5; it was a great turn-out with many young families. MPA is glad to be back in the DuVal Studio – teachers and students really enjoy that space.
A written report of MPA activities was distributed to all Board members.
2. **Merrily Pierce (MCA)** – MCA meets on the first Wednesday of every month and is open to the public. The goal is that every MCC Board member will become a member of MCA. 2nd Annual “I Love McLean” party at MCC on February 9 (family event from 3 to 6 p.m.) will be open to the public. The “McLean Community Village Association” (co-sponsor of Feb. 9 event) is the over-age 50 group. Interestingly, the McLean area has the highest proportion of aging residents in Fairfax County.
3. **Dennis Findley** – McLean resident; architect; served on the Board from 2013-2016. Mr. Findley helped to lead the Board to this point of getting into the newly-renovated facility. As an architect who designed parts of this building, he is here to observe for the first time the Board using this room.
The Board thanked Mr. Findley for his hard work behind-the-scenes and in leadership in recent years.

APPROVE MINUTES OF DECEMBER 12, 2018 GOVERNING BOARD MEETING

Mr. Kohlenberger asked if there were any requested edits to the Minutes of the meeting on December 12, 2018. One spelling error was noted; Ms. Woltman made a motion to approve the Minutes, provided that the typo be corrected; it was seconded by Ms. Kehoe.

- MOTION:** That the Minutes of the Governing Board Regular Meeting on December 12, 2018 be approved, once the typographical error is corrected. **Approved unanimously.**

CHAIR’S REPORT /EXECUTIVE COMMITTEE

Mr. Kohlenberger has been out-of-town for several weeks but has heard that it was a terrific event on January 5. He thanked the MCC staff and volunteers for all their efforts in achieving this milestone of re-opening the building. **Mr. Sachs distributed copies of media coverage of the January 5 Community Open House.*

Now having moved back, everyone is noticing a few things in the building that need to be addressed; Capital Facilities Committee will be reviewing (small changes that are actionable). Overall, the building looks great. Mr. Kohlenberger thanked Mr. Sachs, Mr. Karra, and Mr. McGovern for facilitating the January 5 event and a smooth move-in process for the staff. There has been nothing but positive comments from the public: this building is something that the Board, and MCC as an institution, can be proud of.

NEXT MEETING: The Executive Committee will meet sometime in the next few weeks (no date chosen yet).

EXECUTIVE DIRECTOR'S REPORT

Mr. Sachs submitted a written report detailing the past month's activities and accomplishments.

Internal Alignment:

The renovation project is coming to conclusion – but there are still many unfinished tasks/punch list items. Timing of repairs is challenging: now that MCC class programs and meetings have resumed (as of January 22), punch list repairs must work-around OUR schedule *rather than* the construction company's preferred schedule. *Saturday, January 5 11 a.m. to 2 p.m. Community Open House: It really was a time to shine! Mr. Sachs thanked the Board for attending and being there to experience it with the public. The staff implemented a great concept: getting people back into the Center, encouraging them to go room-by-room with the passport game. That technique worked to motivate folks to explore every area of the building.

*Wednesday, Dec. 5 Ribbon-cutting Ceremony: It was highly-publicized and was extremely well done. Media coverage has been positive; reporters have been very interested in what was added to the building and how MCC is functioning now. The completed renovation is having a positive effect on the public perception of the Center and a positive effect on the community (the users).

*Positive feedback from the public: We have received multiple compliments on the Summer Camp Guide, which is a product of our new staff graphic artist David Craig. He is a great asset to MCC and his creative expression through his work is excellent. Jonathan Davis, who handles all MCC rentals and bookings, also recently received a positive "Google My Business" online comment from a patron who exclaimed how very helpful Mr. Davis was in making the rental booking a simple process for him.

*Rentals are booming: Since being back at MCC, rental requests have exploded. We are 'back in business.'

Questions: Can you expand on that? Has there been anything new or surprising in the uptick of rental requests?

Not really anything new. It's just that MCC has been "away" for a long time [as perceived by the public while dispersed in multiple temporary locations]. Now people are wanting to come back to where they always used to meet... or are excited about where they've never been before. Over eight days in January 2019, there were 61 rental requests.

Question: Was there any pushback from the public about the rental rates rising?

Mr. Sachs has not heard any negative feedback, though perhaps not everyone is aware that rates have gone up. The new rooms came with a new rate (understood). Smaller rental requests (like birthday parties) are steady.

*New Hire: Special Events has hired a new staff person: Rob Brown; starting on February 4.

*2019 Governing Board Elections: "Candidate Petition Packets" are available at the MCC Welcome Desk – starting January 22. Candidate Petition packets are due back at MCC by March 15. One adult has picked up a packet so far this week.

ACTION ITEM: Board members are encouraged to talk to anyone interested in running for the Governing Board. We are looking for interested, Community Center-minded folks to support MCC's programs and to message out what we do.

External Alignment:

*On December 15, "Breakfast with Santa" was held in this building because of difficulties with the original church location (parking and other issues). 162 were registered and we could not disappoint them by postponing or cancelling the event. Community Hall was the venue; it was great. "Frosty Follies" performance by Joy of Dance went well; then Santa came in. Everyone enjoyed it. Parents and attendees were the first to preview the renovated building and were very pleased.

*The first performance back at The Alden Theatre was Capitol Steps on January 5, to a sell-out crowd! It was a great way to kick off The Alden Theatre season.

*Snowball Dance (5th & 6th Grade dance) on January 11 at The Old Firehouse was a sell-out and everyone enjoyed it. 250 kids attended.

*Winter/Spring 2019 classes started yesterday – Tuesday, January 22.

*Fairfax County is engaging in a county-wide strategic plan through an outside consulting firm. Step One: every resident in Fairfax County will be asked to complete an informational survey (five questions; online).

ACTION ITEM: You all, individually, will be receiving information by contact from the county to participate in the survey. This is a heads-up to support it and participate. Your feedback will help in the overall results of the county-wide strategic planning process.

Mr. Sachs distributed copies of the following summary of the Fairfax County strategic plan:

Core Message

What does the future of Fairfax County look like to you?

Fairfax County Government is beginning a strategic planning process with the community to **shape the future together** — and we want to hear from and include all voices.

What are your hopes for the future of our community? Aspirations? Challenges you see in living here? Top priorities?

This effort will span most of 2019, but in this first phase, we're asking you to:

- 1. Take our short five-question online survey**
- 2. Consider joining a community conversation**
- 3. Share** the survey and conversation invitation with neighbors, co-workers and county family and friends

As the strategic planning process unfolds, we will have:

- Defined a clear understanding of the county's priorities for 2020 and beyond, organized around a **set of 7-10 priority areas that we will seek additional input on later this year**
- Developed a set of **community-centric, quantifiable, and meaningful key performance indicators** for each outcome/priority area
- **Prioritized strategies and implementation paths** that will be pursued to achieve the outcomes and "move the needle" on the key performance indicators
- **Integrated other important county planning efforts** such as the economic success strategy, Fairfax County Public Schools strategic plan, One Fairfax and more

We invite you to become part of this effort to shape the future together. For more information, **visit fairfaxcounty.gov/strategicplan**.

Financial Stewardship: The Mid-year comparison of FY19 – compared to FY18 mid-year has concluded. The Finance Committee will review it on February 5, and then forward to the entire Board for the February 27 meeting. Keep in mind that the numbers reflect the time when we weren't in the MCC facility: FY19 was totally out of the MCC facility; FY18 was a half-year in the MCC facility. That difference is reflected in the comparisons.

Mr. Sachs thanked everyone for being here tonight, happy to be in this space. Some things are still to come:

TV for McLean Room is not yet installed (75-inch big screen smart TV). As standard equipment, Fairfax County is installing this size and style of TV in all board-level meeting rooms. F.Y.I. – most MCC Governing Board committee meetings will likely be scheduled in the Swinson Room, downstairs level. Mr. Kohlenberger thanked Mr. Sachs for his excellent work.

ELECTIONS & NOMINATIONS COMMITTEE

Ms. Herrick submitted a written report of recent actions to begin the annual Governing Board elections – including the Candidate Petition Process, and advance planning for Absentee Voting and McLean Day:

Two members of the Elections Committee – Mrs. Markwart and Ms. Herrick, recently met with Ms. Novak to finalize the January 22, 2019 Candidate’s Pick-up Packet. The information in the packet has been condensed so that there is not as much paper. These must be returned by 5:00 p.m. on Friday, March 15. The Candidate Orientation will be held beginning at 10:00 a.m. the following morning at the MCC and the Candidate “Meet-and-Greet” Reception will be held Sunday, April 28 at 2:00 p.m. Both events will be held at the McLean Community Center.

Candidate Petition packet pick-up started on January 22, 2019 – at one location: the MCC Welcome Desk. Candidate packets are due back at MCC on Friday, March 15. The elections process (Absentee Voting and in-person McLean Day voting) is being condensed and color-coordinated. For instance, the yellow adult ballot goes into a yellow envelope and the blue youth ballot will go into a blue envelope. Ms. Markwart commented that the colored envelopes won’t add any expense to the costs of the elections; it is part of standard Fairfax County stock, as is the color-matched paper. Mr. Kohlenberger thanked Ms. Markwart for considering that and informing the Board. He also thanked Ms. Novak for all her work with Ms. Markwart and Ms. Herrick to get the elections process off to a good start. NEXT MEETING: Thursday, February 7 at 6:30 p.m.

CAPITAL FACILITIES COMMITTEE

The Capital Facilities Committee did not meet for the past two months. It was thought to be more productive to wait until after everyone was physically back in the MCC building. Ms. Woltman, Mr. Sachs and Mr. Kohlenberger will meet to discuss some issues and develop an Agenda. If there is any topic that the Board would like CFC to discuss, please inform Ms. Woltman. NEXT MEETING: Tuesday, Feb. 5 at 6:30 p.m.

COMMUNICATIONS COMMITTEE

The Communications Committee did not meet because of adverse weather conditions on January 14. Communications about the elections will be discussed at the upcoming meeting on February 11. Part of the February 11 meeting will be joint with Program Committee - to learn what is going on in MCC programs. NEXT MEETING: Monday, February 11 at 6:30 p.m.(then jointly with Program Committee)

FINANCE COMMITTEE

The Finance Committee did not meet. On February 5, the Mid-Year Financial Report will be reviewed and then brought forward to the entire Board on Feb. 27. NEXT MEETING: Tuesday, February 5 at 7:30 p.m.

PROGRAM COMMITTEE

The Program Committee did not meet last month; the February 11 meeting will be part jointly with Communications Committee.

Personal note: Ms. Waters held a birthday party for her son at MCC the weekend prior; every parent who attended commented on what a nice facility MCC is. Many didn’t know that they could rent rooms and were pleasantly surprised that the prices are so reasonable. MCC staff was helpful, friendly and welcoming throughout the event during the adverse weather. NEXT MEETING: Monday, February 11 at 7:00 p.m.

LIAISON TO FRIENDS OF THE MCLEAN COMMUNITY CENTER

Ms. Herrick submitted a written statement about recent meeting of Friends of MCC:

1. Glenn Yarborough reported that the long-time friend of Bonnie Weston died of a heart attack while shoveling snow.
2. Friends was concerned with the May 5 date for their annual Meet and Greet the Candidates. Glenn had learned that a large event was planned at the Center on that date. The date had already been changed by the Center to Sunday, April 28, at 2:00. Ms. Herrick relayed this information back to Friends.
3. The History Commission will finalize the wording for the historic marker to be placed in front of The Old Firehouse at its meeting Wednesday, February 6. VDOT then must look at the site and decide where to place the marker.
4. A wine tasting has been planned at Chain Bridge Cellars in early February that they would like to open up to the community to attend. It's a social occasion to introduce people to the Friends of MCC organization and the work that they do. **Information about the date of this event will be communicated to the Board.*

Clarification by Mr. Kohlenberger: Friends is having this internal event; they are also helping the MCC Special Events department by providing the liquor license for one of their events: Dine-Around pre-reception. Later in the week, after the meeting, Friends of MCC was approached to participate in the Passport Series Wine and Cheese event by serving wine. Friends would be responsible for serving wine, buying the wine, and getting the liquor license. As far as Ms. Herrick can determine, Friends of MCC is receptive to this idea.

Friends of MCC organization was visible throughout the day of the Open House, January 5. Many members helped to greet and hand out information about Friends. Ms. Closs and Ms. Herrick spent the day handing out "free lunch" in bags provided by Giant Food.

ACTION ITEM: Some Board members are not yet members of Friends of MCC but are interested. Everyone is welcome to join and it can be done online. Membership is \$25.00 per year. Mr. Kohlenberger encouraged all Board members to join Friends of MCC.

Follow-up about January 5 Community Open House: In the week following the Community Open House on January 5, a letter of thanks from the MCC Governing Board, signed by Mr. Sachs, was mailed to Glenn Yarborough. Friends of MCC was very pleased to receive it. Mr. Sachs thanked Ms. Novak for her efforts in putting that together. **A copy of the letter was in the packet of materials for tonight's meeting.*

Honorary naming of Alden Theatre balcony:

ACTION ITEM: Mr. Kohlenberger will meet with Mr. Sachs to discuss wording and then be in touch with Ms. Plerhoples to try to have something ready before Communications Committee meeting in February - so the committee can review and discuss an upcoming event for the honorary recognition.

OLD / NEW BUSINESS

Mr. Kohlenberger opened the discussion to any items of new business, or any announcements to share.

Alden Theatre: Kudos to Sarah Schallern - the concert on Sunday, January 21 was phenomenal. Everyone was standing up dancing! (*MCC has video of the whole audience dancing.*) It featured music through the civil rights era and how it was influenced by those events. This is the kind of thing that we'd love to see more of: a funky vibe and really fun! Mr. Kohlenberger thanked Ms. Schallern for her excellent work.

TEDx Open Mic event: The TEDx event is on the MCC website; you can share it with folks and "like it" among the TEDx Tysons Facebook group. They are looking for people to submit requests for participating in an "open mic" night (2-3 minute pitch; speaker coaches and curators; judges will select winners). Someone will win the opportunity to speak at the TEDx 'big event' (which was held at the State Theater in November; over 450 people of all ages attended). Ms. Markwart views this as a new, fun thing to bring to MCC. They

would love to have students from McLean and Langley high schools be up on the stage.

Community use request by McLean High School: Ms. Markwart was recently approached by McLean H.S. about renting MCC for their “Ethics Day”. They are requesting Alden Theatre.

Proposed dates: March 12; March 19; March 20 **Timing:** 9:00 a.m. to 2:00 p.m.

350 students will participate, many of whom are Dranesville district residents.

(sponsored by McLean H.S. PTA, which is a 501(c)3 organization)

*students will be bused to the event (MCC parking lot will not be impacted)

Background: Langley H.S. held their similar “Ethics Day” event at McLean Bible Church for years; the PTA puts it on annually. At McLean H.S., Vice Principal Zook started it but he passed away suddenly a year ago and they didn’t hold the event last year because of grieving his loss. The Sheraton Hotel sponsors South Lakes H.S.’s Ethics Day event; the general manager of the hotel comes over and it’s a big deal. He is very proud that Sheraton Hotel is the main sponsor of the event for South Lakes H.S. This is exactly the kind of request that will come up in the future with regards to the schools, as many local schools undergo renovations over the next few years (McLean H.S.; Cooper Intermediate). As those renovations happen, there will be more incoming requests for one-day teacher workshops (one-off; not recurring), and also big events for the entire student body that need to be hosted somewhere off-site.

Clarification by staff: That is tech week – Alden Theatre is not available; production activities are going on in there and it’s off-limits. We can seat about 300 people in the Community Hall.

Question: *At McLean Bible Church, it was rotating format with groups of kids. Would they be using the whole MCC facility?*

Yes – whatever rooms... and however the folding walls could be configured – if rooms were available.

They will be 100 kids in four rooms (four different content modules – cheating; bystander; drinking and driving; sexual assault). Depending on space available, they can tweak the modules and have either bigger groups or smaller groups. They could add a module if there are four rooms that hold 100 people... or do fewer modules if there are three rooms that will hold 120 kids (rotating groups).

Clarification by staff: We need to look at the dates and see what else is happening in the building on those days.

Opinion expressed: *I think this seems very workable and is an interesting idea.*

Clarification by staff: From knowing how rentals are booming and trying to juggle MCC logistics with Mr. Davis, it’s would have been better to have started this conversation one year ago.

Opinions expressed: Yes, understood. However, because the originator passed away, McLean H.S. didn’t hold the event last year. It was one of those things that didn’t happen... and then people missed it. So, this year, McLean H.S. has revived the idea and the PTA president reached out to Langley PTA (Ms. Markwart). She suggested Holy Trinity Church as another option; but the first choice for McLean H.S. is to hold it at MCC.

Question: *Is the Safe Community Coalition involved in this event?*

No – that is different. SCC 6th grade “Ethics Day” is held at MCC.

Clarification by Ms. Markwart: McLean H.S. has raised \$3,000 for the event. They also have a “Call for Table Leaders” – for adult moderators at the tables for the module discussions. Round tables may have to be rented because MCC perhaps may not have enough quantity.

ACTION ITEM: Mr. Kohlenberger thanked Ms. Markwart for bringing forward this request and directed Mr. Sachs to give the request due consideration if appropriate space is available.

Operations of MCC in snow/adverse weather conditions:

Ms. Plerhoples was very complimentary that the MCC facility remained open during the recent snow storm on January 13: it’s nice that when people book things, MCC follows-through and they can count on it.

Staff clarification: We make that effort; but there are operational issues and complexities:

1. (**exact day when adverse weather occurs:**) MCC is governed by what the county decides. Unfortunately, on weekends, Fairfax County government is slow or silent on decision-making. On weekdays, they quickly

address the opening or closing of public schools – but it’s usually ambiguous when snow happens on weekends. MCC continues to try to operate consistent with the guidelines of the county. If schools close or let out early, then we have plans that correspondingly affect our classes and programs; it is messaged and known.

2. (many MCC staff live far away; no one here to open the building): When the county closes, then MCC staff are considered on “emergency leave” - they don’t have to take personal leave. However, on Monday, Jan. 14, the county said it would open at 10:00 a.m.; then MCC staff became obligated to get here, if possible. The county offered “liberal leave” or “unscheduled leave”. Many of our staff literally can’t drive here in those conditions... or they live very far away, so they opted to take “liberal leave” time. We wound-up with a situation of nobody here to open the building and answer phones. That’s something we must continue to work on and figure out as these kind of “one-off” weather situations happen.

3. (priority of confirmed rentals): Mr. Sachs was communicating with Mr. McGovern (remotely, via text message) about two birthday parties that were scheduled on Sunday, January 13... one cancelled, but one party still wanted to be here. Mr. McGovern stayed on-site to make sure that the birthday party happened as planned, and he got everybody attending in-and-out safely, in the snowy conditions.

Comment: It was very sweet that the 8-year-old birthday party still went off in the snow.

Comment: Yes... for an 8-year-old, that would have been TRAGIC if it had been cancelled!

Question: I’m curious: how many people does it take? I don’t know how many staff were here – was it just Mr. McGovern? It was just Mr. McGovern on Sunday. He even shoveled the snow (to get the building ready for the public).

Comment: Wow! Kudos to Joe!

4. (Fairfax Co. schedule of ploughing equipment): We don’t know the county’s exact schedule on ploughing: it seems to be Dolley Madison Library first; then MCC. Later in the evening (Jan. 13) the county snow plough team showed up. But Mr. McGovern had already taken care of a lot of stuff: the county does not shovel the sidewalks, nor the in-and-out walkways and entrance points to the building.

5. (no defined MCC “essential personnel”) *Question:* Don’t you have Fairfax County standard manpower tables for designated critical personnel? Does MCC have specific bodies in-place as a minimum for whenever the building is open?

Clarification by staff: We do not; we don’t have “essential staff” at MCC. People classified as “essential staff” by the county are police... fire-rescue personnel. It would be upon MCC to so designate. It would not be a county tag; MCC would be defining people as the “essential staff” category. That’s something we can decide in-house –we could designate certain positions as ‘essential’ in the case of adverse weather. Mr. Sachs can research whether there is any difference in such individuals’ pay when that happens.

Impact of federal government shutdown on MCC activities:

Question: Will the current federal government shutdown have any effect on MCC - such as furloughed workers not being able to pay for things?

Clarification by staff: In a recent meeting with other county agency directors, that issue was discussed. The county is doing a weekly report of conditions related to the federal government shutdown. It is not really affecting MCC per se – but it is affecting other human services agencies: housing; NCS programs; food banks, etc. MCC is still O.K. in terms of residual (surplus) funds to support and keep programs going. But that will soon run out (in February); it could be a different story if the federal government shut-down continues.

Comment: We’re not affected, because we are locally taxed, correct?

We are taxed locally – but the rest of Fairfax County is affected. As to people calling in that are in the situation where they are not getting paychecks - requesting a refund or a break on a class fee... we haven’t received any such requests. The Alden Theatre has offered discounts – and they are considering offering more (discounts; complimentary tickets). It was on the Facebook page and on the web site. Summer Camp program registration opens in February; if we have someone in that situation [hardship because of federal govt. shut-down], we would give them consideration – on what they could pay, or perhaps a scholarship.

Question: How do you know if people are furloughed? How are you vetting that?

Clarification by staff: They come to the box office and show their federal I.D.

Opinions expressed: So, these are Dranesville district residents we're talking about, correct? It's very nice, but this is a dangerous precedent – because these people eventually are going to get paid. Would they then pay the courtesy discount back to MCC?

Clarification by staff: There are cause-and-effects that we are all aware of. Each agency is continually reporting to the county on known cause-and-effects that are related to the federal government shutdown.

ACTION ITEM: Mr. Kohlenberger appreciates the MCC staff monitoring the issue. The Board generally agrees that any reductions in price would be given to our Dranesville district residents.

“Capitol Steps” performance:

Comment: The Capitol Steps performance was so great! I had a good time.

MCC building (exterior):

Comment: Just driving up to the MCC building, I noticed you might find people attempting to drive up the walkway on the library side –because that's where the curb cut is. It looks like a big, white cement driveway. So, just as a 'heads-up', it might be mis-perceived as a drivable entrance and cars might drive up to the door.

ACTION ITEM: *Clarification by staff:* We have plans to put exterior planters at that location. We haven't gotten them yet. There are a few more furnishings to get in-place – also in the courtyard.

Reminder about next Board meeting (focusing on McLean Project for the Arts):

The next meeting will be a combined meeting of MCC Board with MPA (McLean Project for the Arts) on February 27 at 6:30 p.m. start time. Then the MCC Regular Board meeting will begin at 7:30 p.m.

ADJOURNMENT

Mr. Kohlenberger thanked everyone for their work and ongoing interest. With no further business, Mr. Kohlenberger adjourned the meeting at 8:30 p.m.

Respectfully Submitted, Holly Novak - Executive Assistant to the Governing Board