



**Final Meeting of 2020-2021 Governing Board
First Meeting of 2021-2022 Governing Board**

June 9, 2021 7:30 p.m.

**"hybrid": in-person at MCC McLean Room and virtual ZOOM meeting ID: 864 083 24120 Password: 362336*

MINUTES

- Board Members present:** Raj Mehra; Maria Foderaro-Guertin; Suzanne Le Menestrel; Ivy Chen
Melanie Sletten; Barbara Zamora-Appel; Bill Glikbarg; Carla Post; Tyler Jensen
- Board Members absent:** Carole Herrick; Terri Markwart
- MCC Staff present:** Daniel Singh, Executive Director; Holly Novak; Ashok Karra; Kyle Corwin
- Guests:** Lisa Mariam; Rasheq Rahman; Max Blacksten; Shivani Saboo; Pallabi Saboo;
Supervisor John Foust; Camila Alfonzo Meza (Supervisor Foust's office);
John Kuzel; Peter Appel; two daughters of Barbara Zamora-Appel; Nick Guertin;
Isabella Guertin (Scouts); Enrico Guertin (Scouts); Ruhana Hafiz; Suna Rahman;
Zephyr Rahman; Yasmin Rahman; Saifur Rahman; Mr. Blacksten; Mrs. Blacksten;
Ms. Blacksten (Max's sister)

CONVENE MEETING

The following Motion by Chair Le Menestrel was spoken aloud 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.

This meeting of the Governing Board of McLean Community Center was convened on June 9, 2021, at 7:32 p.m. using ZOOM technology, which enabled Board members, MCC staff, and the public to participate virtually. This meeting was also open to any participants choosing to attend in-person. It was a great to see so many people in-person again!

ADOPT AGENDA No changes were requested to the proposed Agenda; it was adopted by acclamation.

PUBLIC COMMENT

Several family members and friends attended to witness Pledge ceremony: Sophie Mariam, Sam Mariam (Lisa's daughter and husband). Saifur Rahman (Rasheq Rahman's father). Isa Guertin – a BSA requirement for merit badge is examining a town meeting. Rico Guertin (citizenship and community merit badge – visit a govt. meeting at the lowest tier level possible!) Nick Guertin – Maria Foderaro-Guertin's husband. John & Debbie Blacksten – Max's parents; Becca Blacksten – Max's sister. Barbara Zamora-Appel's daughters Melanie & Carmen introduced themselves, as well as husband Peter Appel. Rasheq's wife, Ruhana Rahman; Rashaq's son, Zephyr were introduced. Pallabi Saboo; Shivani Saboo's mother and grandmother participated on ZOOM, as well as John Kuzel.

APPROVE MINUTES OF RECENT MEETINGS

Minutes of the April 28, 2021, Regular Meeting were reviewed. No changes were requested; accepted as written.

MOTION: To approve Minutes of the April 28, 2021, Governing Board meeting. **Unanimously approved.**

Minutes of the May 26, 2021, Regular Meeting were reviewed. No changes were requested; accepted as written.

MOTION: To approve Minutes of the May 26, 2021, Governing Board meeting. **Unanimously approved.**



RECOGNITION OF OUTGOING BOARD MEMBERS

Carole Herrick: 2018-2019 (Chair – Elections & Nominations Committee; Finance Committee; Programs Committee)
2019-2020 (Finance Committee; Programs & Outreach Committee)
2020-2021 (Finance Committee; Programs & Outreach Committee)

Terri Markwart: 2018-2019 (Capital Facilities Committee; Elections & Nominations Committee; Programs Committee)
2019-2020 (Board Secretary; Chair – Programs & Outreach Committee; Elections & Nominations Committee)
2020-2021 (Chair – Elections & Nominations Committee; Programs & Outreach Committee; *Ad hoc* COVID-19 Response Committee)

Raj Mehra: 2018-2019 (Capital Facilities Committee; Elections & Nominations Committee; Finance Committee)
2019-2020 (Board Treasurer; Chair – Finance Committee; Capital Facilities Committee)
2020-2021 (Finance Committee; Capital Facilities Committee)

Ivy Chen: 2020-2021 (Finance Committee; Elections & Nominations Committee)
*Ivy was re-elected to serve as YOUTH-Langley representative on the 2021-2022 MCC Governing Board.

Tyler Jensen: 2020-2021 (Capital Facilities Committee; Programs & Outreach Committee)

Chair Le Menestrel mentioned recognition gifts and congratulatory remarks about each person concluding their term of service.

I'd like to thank all of you for your service to the McLean Community Center. You've served as Executive Committee officers... committee chairs... and have contributed in many other ways! We look forward to having you stay connected to MCC - seeing you at events... and we may have you participate in the 50th Anniversary Committee!

Comment from Raj Mehra: Thank you, Suzanne, for your kind words. I really enjoyed my time on the Board and working with all of you folks. I think we accomplished a lot. As the McLean Citizens Association's liaison to MCC, I'm definitely going to stay connected. I have the MCC Governing Board future meetings on my calendar, so I will definitely stay connected here. I wish you folks a lot of love!

Comment from Tyler Jensen: I want to thank all of you for a great experience. I thank all of you for all the respect and time that you showed to help introduce me to the Board and get me situated with all the meetings. It was really great! Thanks, you guys!

A special gift (engraved crystal ice bucket) was presented to Suzanne Le Menestrel for her excellent leadership as 2020-2021 Governing Board Chair. Recognition gifts were also presented from the Governing Board to: Holly Novak; Mike Fisher; Anne McAfee - in recognition for their excellent help throughout the Executive Director transition.

ADJOURN FINAL MEETING OF 2020-2021 GOVERNING BOARD

Chair Le Menestrel introduced Supervisor John Foust, to lead the Pledge ceremony officially installing the 2021-2022 Governing Board members. She adjourned this final meeting of 2020-2021 Governing Board at 7:41 p.m.

PLEDGE CEREMONY – INSTALLATION OF 2021-2022 GOVERNING BOARD

2021-2022 Board members stood and raised their right hand. Supervisor Foust read aloud as everyone repeated after him:

2021-2022 MCC Governing Board Members Annual Pledge

As an MCC Governing Board Member, I pledge to:

- Support the mission of the McLean Community Center: To provide a sense of community by undertaking programs; assisting community organizations; and furnishing facilities for civic, cultural, educational, recreational and social activities apportioned fairly to all residents of Small District 1A-Dranesville.
- Comply with the Code of Conduct.
- Support the executive director in his/her executive role.



- Respect and support the MOU, Policies, Operations, and Board decisions.
- Conduct myself in a spirit of collegiality and respect for the collective decisions of the Board and subordinate my personal preferences to the best interests of the MCC.
- Honor confidentiality regarding discussions, comments, and deliberations.
- Comply with laws of the Commonwealth of Virginia, including the State and Local Government Conflict of Interests Act as it applies to the Governing Board.
- Exercise the above responsibilities at all times in a reasonable and prudent manner.

Publicity photographs were taken with Supervisor Foust. A group picture was taken beside the video screen so that those participating virtually on ZOOM were also visible in the photo.

CONVENE FIRST MEETING OF 2021-2022 GOVERNING BOARD

2021-2011 Governing Board Chair Zamora-Appel thanked former Board Chair Le Menestrel for her leadership which brought us to this point. Chair Zamora-Appel stated aloud the required MOTION to convene the first meeting of the 2021-2022 Governing Board of the McLean Community Center at 7:59 p.m. using ZOOM meeting technology which enabled Board members, MCC staff, and the public to participate virtually or in-person ('hybrid' mode).

ADOPT AGENDA No changes were requested to the proposed Agenda; it was adopted by acclamation.

COMMITTEE APPOINTMENT PROCESS

Everyone received the committee descriptions in advance so as to indicate their preferences for participation. Respective chairs leading committees are: Vice-Chair Carla Post - Capital Facilities; Secretary Maria Foderaro-Guertin - Elections & Nominations; Treasurer Shivani Saboo - Finance; Suzanne Le Menestrel - Programs & Outreach Committee. Bill Glikbarg – *Ad hoc* 50th Anniversary Committee; much interest is anticipated for this committee!

EXECUTIVE DIRECTOR'S REPORT **comments by Executive Director Daniel Singh*

I have been trying to get to know MCC staff and hopefully will meet with the Governing Board in the next few weeks. For the past five years, it has continuously been an 'unusual season' at MCC: preparing for construction in 2016-2017; staff disbursed in satellite locations in 2018-2019; back in the renovated MCC building for seven months... then COVID-19 pandemic hit in 2020 (resulting shut-down for 18 months). It has been an uneven five years – and a true testament to the MCC staff and to George Sachs that they have been able to accomplish everything that has been done!

Results: In spite of the pandemic, MCC has offered 230 events with approx. 5,600 persons participating in this last year. Not as high as MCC's better years, but given the pandemic, it is an amazing effort of the staff. Each event takes the same amount of staff energy to produce – whether 5 people attend or 50 people. MCC staff did really great work!

Focus is on three concepts for the next few months:

Kindness. As we come back into this new mode and everyone juggles health care, childcare, returning to commuting... we are being mindful of good neighbor relations. Any time MCC has an event, it is important to get a letter out to local neighbors so they know what is happening and don't feel like it's a surprise (better PR for upcoming events and communication). We will advise neighbors about traffic flow for McLean Day; 4th of July. We are following up with all candidates who didn't win the Governing Board election – to see if there are ways to continue to partner with them through Friends of MCC or *Ad hoc* 50th Anniversary Committee. The goal is to keep these people engaged because they've shown their commitment to MCC. Staff is working with each other across departments - focusing on collaborating (If something is in the theater, can we hold a related workshop at OFC?) – trying to create more synergy. We are researching local demographics and needs: seniors; youth; children K-5. Christian Hayes is creating "Seniors in Action" program to serve the interests of seniors (he is gathering feedback). Also, trying to find ways to connect seniors with youth in the community – at the library, having a "Fairfax Co. Story Corps" – where youth will go out and record the personal stories of our seniors and share it. The library is interested in helping and also has funding to support this! MCC staff is being encouraged to get



training opportunities (including graduate degree options and college degrees). OFC has been doing “teacher appreciation” at local schools (bringing donuts and celebrating teachers’ work); it has been really appreciated. **We are trying to maximize MCC’s presence in as many places as possible in the community.**

Flexibility. **Because we don’t know what the next few months will hold, we must aim to be ready for whatever comes** (perhaps another COVID-19 resurgence). We are exploring getting McLean Room and other meeting rooms wired for live streaming to support ‘hybrid’ participation... or switching back to completely virtual. We are looking at partnerships: Dolley Madison Library has offered to do story hour for kids during performances in Alden Theatre: (families can come and drop kids off for 1 ½ hours; librarians will offer puppet shows and story time while parents attend performances!) S.H.A.R.E. and Brigade of Mercy – Mike Fisher has identified summer camp and classes that MCC can offer to over 80 local families who are in severe need (living in transient housing). MCC will provide a subsidized \$10.00 registration fee (which can be waived if a hardship). Instructors are being advised to be prepared to switch to ‘hybrid’ if necessary; but hopefully all MCC classes and events will be in-person going forward.

Innovation. What can we do quickly in small ways? Some recent examples: open mic night for PRIDE; AAPI poetry event; lighting display for PRIDE month. MCC staff has committed to a lot of things over the next six months! We are trying to make sure that we hit all the things we’ve said we would do. MCC received a citation from Supervisor Foust for recognition of PRIDE month. Two poets performed at Fairfax County Government Center yesterday. Special Ed. teacher Chris August performed a poem about his relationship with a special needs student who is African-American, queer and homeless. He showed what teachers are given to deal with and how they are able to make a positive impact. The other poet was a 15-year-old MCC UTP student. Both performances demonstrated the work that MCC does. We are trying to have more artists perform at BoS meetings, which makes a meaningful emotional connection engaging all attendees. Rather than agencies just giving reports, we can say “Here is what MCC is doing in the community” – the artists are doing the bridge work for us! We will invite performers to attend an MCC Governing Board meeting to observe what we are doing. If all of you agree, we can explore that in the future. (*general agreement*)

MATRIX OF PROGRAMS: **MCC staff is building a huge matrix of how we do programs.** We have amazing programmers (their instincts are spot-on); but because MCC staff is so busy, sometimes things fall through the cracks. **We are trying to figure out what should comprise the matrix: heritage months; technology; commissions; parks integrating with the library; genres; classes; events; age groups. We will not be able to do everything every year; but our goal is, over 3-years, to hit everything on the matrix (showing how much each project will cost; build-out the details).** Local talent will be part of the matrix (percentages). We are also building some flexibility for unknown events or opportunities that arise from touring artists traveling through the DC area who are looking for another venue as a ‘pick-up performance on a Tuesday.’ MCC will have some flexibility. **We don’t want to limit the staff’s creativity; but rather, have a basic road map to move forward. The matrix will lift out themes that emerge organically, giving us ways to engage the press.** Emphasizing a theme: Women of the Year; Fall Arts Calendar... will engage the press as we go forward.

Timeline: DRAFT matrix ready for July 15 Strategic Planning Session; and then fold-in all the Governing Board’s ideas. Because staff doesn’t know everything – you are out in the community and you will tell us what we need to fill-in. Long-term goal: have external facilitators here by September 2021 to lead a facilitation process of convening listening sessions in the community: at churches; PTA’s; libraries (wherever people are gathered); in front of stores...to get public feedback on clipboards (or iPads) before we start putting all this together - so that the community really drives everything MCC does.

SPONSORSHIPS: We are trying for better coordination (right now, sponsorships are decentralized). For example, if someone wants to do a sponsorship for 5K, they do it only for that event; but no one is really checking to see what is their larger goal? Johns Hopkins will soon open a medical center in McLean and has indicated interest in sponsoring MCC. Currently, every person with a need for sponsorships of their event just sent it out to various parties. **Changing to a centralized approach: Let’s actually sit down with an interested organization to see – What are their needs? What are they trying to get out of this sponsorship? Are there ways we can bring their principals to MCC (not just take their monies)?** There is no coordinated effort to respond to a sponsorship request. We are trying to be mindful of how to

partner with organizations and centralize some of those sponsorship processes. These organizations want to sponsor MCC (such as marketing visibility at McLean 5K or McLean Day) and get their name out to people.

Opinion expressed: Regarding market research, perhaps look at other institutions, such as Little League, to learn how those organizations think about sponsorships. Or explore what partnerships they have, and the ‘marketplace of eyes’ for advertising here in McLean. MCC has been accepting sponsorships for McLean Day, McLean 5K and BeFit health fair (over \$50K in sponsorships; but it has been disparate). We are trying to centralize that. We also want outside organizations to think about Alden Theatre – 5,000 audience attendees viewing a performance...and yet, no one thought about putting a sponsorship mention in a printed program?!? But before we do any of that, **we need to centralize it and figure out what the requirements are; making sure we don’t have a conflict with any people who want to sponsor MCC activities and events.** And we also don’t want to leave money on the table! We must figure out the balance.

Opinion expressed: I would caution to be careful that MCC is equitable (not just focusing on Johns Hopkins). Also, MCC has been pretty strong financially; so, we must think about how we are going apply that sponsorship money – To what ends? To do what? We should get our strategy in place first. And if it is a part of that strategy, then it’s fine. I want to make sure we think about that and not be slanted toward one organization or another.

***Request for a report to be distributed on the complete list of programs and number of attendees; whether offered as were virtual or in-person during COVID-19.** *Opinions expressed:* Such analysis would be really helpful for the board, as we move forward. This analysis is valuable -particularly if the ongoing strategy is continuing a virtual component to our programming. There may be other uses for social media to expand that presence online.

ACTION ITEM: Complete list of programs attendees and whether they were virtual or in-person.

And also the previous year as a comparison (before COVID-19). Showing Small District 1A-Dranesville vs. other areas of the county.

Executive Director Singh showed a quick summary of data tables (Comptroller Karra had provided). We do have information about Small District 1A-Dranesville attendees vs. attendees from outside our tax district; but not in this table.

**This information will be sent out to the board.*

We are exploring offering a “local talent series” to perform in The Alden Theatre. And also, making connection with the new CapitalOne theater. Board member Lisa Mariam helped us frame an application to CapitalOne for “community slots”: on two dates that we asked for - main act/national name; first half will be a local artist opening. It will help us bring in someone big like Trevor Noah + 2 or 3 local acts in the first half (with the prominence of this big national name). And MCC gets on the e-mail list for CapitalOne. Even if we don’t have a big-name performer, I’m fine with offering it as a community event there - because MCC has the staff and capacity to produce at CapitalOne. In that way, MCC can make use of this new facility, which also has 1,500 seat black box theater.

Budget implications: This is for FY23 – we will have time to build the budget. We put in dates for September 2022 and February 2023. We just submitted the request: it’s two years out; we might not get selected.

Question: Is it rather competitive? Comment by Lisa Mariam: CapitalOne did not fill all the slots; thus, they reached out to MCC.

Question: So, is it a preference to fill all the slots – that one entity would fill a certain number of slots?

Clarification by Lisa Mariam: How it works: CapitalOne proffered a certain number of days of “community use” of the hall and black box theater (about 10% of the total use of the spaces for the community). ArtsFairfax is getting that “community use” and accepting applications on behalf of the county. Given the situation of COVID-19: much uncertainty; organizations really hurting, ArtsFairfax did not fill all those dates. They are continuing to work on it and promote for the next season.

Question: CapitalOne is opening in October 2021, right? If there was an opportunity early to do a partnership or at least a ‘piggyback’ on what they are having, does MCC have the flexibility in the budget to do that?

Clarification by Executive Director Singh: I have a very small window in the first two weeks of July 2021 – when the county closes the year (when June 30 numbers go to them). And the county will say (based on the actuals): this is what MCC’s FY22 budget is. Then I have two weeks to request amendments and it must be within a certain percentage: up to 5-10% of our budget (about \$6.5M). So, we could make up to a \$300K adjustment in that two-week period. I’m already asking MCC staff to think about: If MCC got such an adjustment, what would we want to do with it? There is a small window.

Question: But CapitalOne has dates in this year, correct? Clarification by Lisa Mariam: Unfortunately, not. How the proffer works: Fairfax County is required to provide the list of the eligible community users to CapitalOne's Operator; and they work the schedule off of that. The window has already closed for the first season. There was a very narrow opportunity to get in before we had to present that list for the second season. The third season will open in February 2022.

Question: If there is a big draw at CapitalOne for an artist who is in town for two days – would there be an opportunity MCC to host them since they are already here [in town]? Might we be able to capitalize on a hole!?

Clarification by Executive Director Singh: Usually, they have an exclusivity clause in their performance contract for that venue—no other performances within 90 days or 90 miles. Most theaters are very protective of their artists, especially if they have 1,500 seats to sell! The Alden is very strict in its contracts as well: 90 miles and 90 days: no other events around MCC.

Clarification by Lisa Mariam: I think you should talk to CapitalOne Operator (Dolly Vought) and she will explain about the schedule. I can help to make an introduction. *Clarification by Executive Director Singh:* Yes – we will definitely reach out!

Opinion expressed: Six local community groups would love to perform in CapitalOne black box theater. I see opportunity for professional groups and community artists. I want to make sure that remains in your thinking.

Question: Has the entire FY22 been programmed here [at The Alden]? Alden Theatre is 75% programmed.

Summary by Chair Zamora-Appel: In those two weeks, we could have some money added to it – we could then program more. I think it's important for us to give you feedback of a list of 'nice-to-have's' and prioritization. Then you will have the flexibility to actually put-in for dates and prioritize.

Gazebo... summer concerts... impacting decisions about proposed amphitheater in McLean Central Park:

Question: Observing the FCPA public meeting discussion, I realized that if they are doing something at the park and are going to use the MCC or library parking lots, we will have a problem if there is a performance in The Alden at the same date/time?

Clarification by Executive Director Singh: **That is why I think it should be centralized through MCC. FCPA doesn't have the expertise or capacity to run these events – MCC should take a proactive role in the scheduling of it. But the MCC Governing Board must speak – I can't speak on that. I received clarity from Deputy County Executive: the Board is free, as a body, to make a statement in a public forum in a written format – but I (nor any other MCC staff member, as a county employee) CANNOT. We are happy to give you our thoughts... but the MCC Governing Board as a body must decide what the final outline is going to be and shape it.** I would also ask you to consider a response because the FCPA is going to try to spend \$3M; there is only a 1% chance that they will go past this window and go back to re-designing it all over again. Once they've gone through an 8-year process, they are not going to put it back in the hopper for 3 more years. I don't want to lose the \$3M – FCPA will be happy to just plant trees for \$3M and walk away. But that would be a lost opportunity for MCC.

Question: What is the current involvement of MCC in the summer concert series?

MCC only rents the gazebo through the normal FCPA permitting process; MCC Performing Arts staff produces all programming of the summer concerts. **We would love to program more if an amphitheater comes to fruition: for MCC to coordinate with FCPA for future amphitheater in the park and have MCC be in charge of it.** That way, MCC wouldn't 'double-book' ourselves and cause parking or traffic issues. **The other very salient point to keep in mind is that the downtown CBC plan is considering having a pedestrian walkway all the way to McDonald's. It would really be a loss if they don't connect that [pedestrian walkway] to MCC.** People walk to McDonald's and then because of the busy traffic, they turn around. That is such a loss - because they must go back and get a car to come to MCC.

Question: Is there any serious consideration for a pedestrian bridge over Route 123?

You all get to push the Fairfax Co. Dept. of Transportation as the MCC Governing Board – to say: We really need this! You can't have effective McLean Central Park development without a pedestrian parkway.

Opinion expressed: There would have to be an environmental analysis. I agree with you completely. That should be part of the downtown CBC development. But it's very expensive...

Opinion expressed: But this is part of the coordination we should have with McLean Citizens Association (MCA) - because they have been pushing for that for years. It's a conversation that we should be having with MCA.

Opinion expressed by former Chair Le Menestrel: The letter that MCC Governing Board approved a couple of months ago (about OFC) did mention the pedestrian walkway: we said we wanted one. We have already communicated that.



Summary by Chair Zamora-Appel: It is something that has been requested for downtown McLean – and the county hasn't heard it. At least not yet to the extent (though it was brought up in last Tuesday's meeting). MCA has been working on this for a long time; but if we coordinate a united front, it would be stronger. MCA is all about bringing forth community input.

Clarification by Ms. Novak: I attended two public meetings at McLean High School two years ago where the downtown CBC plans were previewed; an early version of the plan did picture a pedestrian bridge across Route 123. I don't know whether that fell away in subsequent versions of the plan. But there was a drawing of a pedestrian bridge at one time.

Clarification by Lisa Mariam: You can see the current version of the "vision" online.

ACTION ITEM: We will send the link out to everyone.

Regarding FCPA 'talking points': *summary recommendation by Executive Director Singh

The window is really short (deadline of June 21/22). It would be helpful if you all decide what you want to do; and then shop that around in the neighborhood or with MCA and make sure that anything that can be resolved in a thoughtful way is resolved – so that we don't end up having our plan be shot full of holes.

Question: Is there an effort to have an additional letter on the record?

Clarification by Executive Director Singh: I can support that; but I can't be the person who sends it.

Clarification by Chair Zamora-Appel: The MCC Governing Board must do that. Because what MCA is doing is 'on behalf of the community.' We would be doing it on behalf of the community to help MCC bring the community forward.

ACTION ITEM: Rasheq Rahman and Carla Post will work together to DRAFT a letter under the signatory of the Board Chair (approved by Secretary Foderaro-Guertin) – to reflect everyone's comments.

ACTION ITEM: Chair Zamora-Appel will submit all the names to receive a log-in to Tuesday's meeting. Rasheq will attend the public meeting on Tuesday, June 15 at 7:30 p.m. just to listen and learn. It's not supposed to be a public event; several of Chair Zamora-Appel's neighbors are participating – focus is on the people who will be most impacted. Whoever is drafting the letter should attend the meeting because the questions raised by the public will be relevant.

Caution about two or more Board members participating = it then becomes a "public meeting":

Clarification by Executive Director Singh: Any gathering that has more than two MCC Governing Board members becomes a public meeting. If the Board prepares a statement, you would represent the content of that statement. If there are question [from the county], you would then have to then re-visit with the MCC Governing Board to make sure there is consensus before you report back. It would help if Carla Post attends because many arguments are being presented as 'environmental/sustainability' needs and issues [Carla Post and Rasheq Rahman both have such professional experience.]

Clarification by Ms. Novak: **It should just be two MCC Governing Board members – because if more than two people, then it becomes a "public meeting." Any time more than two of you talk together (even informally) it is a public meeting! Even if you are not 'talking,' any presence of more than two MCC Governing Board members talking and being together becomes a public meeting. If three of you become a 'work group' on this, every time you talk or meet (or send e-mails back-and-forth), that is a public meeting. And the contents of e-mails are FOIA-able.**

Opinion expressed by Vice-Chair Post: This [upcoming meeting] is more of a listening session where we will listen to what the neighbors are concerned about... But we will have the same restrictions...

Clarification by Ms. Novak: Yes – and literally, any time three of you are gathered and talking about business matters, it becomes a public meeting (even if out in the parking lot!).

Opinion expressed by Vice-Chair Post: But we're not talking. We're just listening and watching something virtually. I want to clarify this, because we could all be participating elsewhere in the 'Fairfax Co. Equity board.' There are many different public meetings of Fairfax County that have nothing to do with MCC. We could be attending those meetings and not even know that the rest of us are "on" during those meetings, correct?

Clarification by Ms. Novak: But the minute you talk together about something...in-the-moment...or afterward... it automatically becomes a 'sub-set' situation [a sub-set of MCC Governing Board members].

Clarification by Chair Le Menestrel: In reality, you are present in your capacity as MCC Governing Board members.

ACTION ITEM: Executive Director Singh will ask Fairfax County attorney for clarification about this.

More discussion about the nature of “public meetings” and Board member participation:

Question by Chair Zamora-Appel: When you say it’s “public meeting” what does that mean for us?

Clarification by Ms. Novak: It means: 1. that we must publicly announce it (minimum of 3 days in advance); and 2. I must be present taking notes. Because this group hasn’t had a lot of face-to-face meetings [due to COVID-19] you haven’t experienced this yet. But in the past, George Sachs and the Board Chair have always reminded everyone: even after we adjourn and you walk outside... if three of you continue talking in the parking lot, it’s still a public meeting! Because you are still active in your capacity [as MCC Governing Board members] even though we’ve adjourned. Also with your e-mails: you must remember that. It’s not that such communication is prohibited; but rather, that such activity is “public.” And so, at any time, there can be a FOIA request of your entire e-mail train about a topic. Just be aware that it becomes a public meeting when you start to have ‘working groups’ – whether electronic e-mail activity or in-person.

Comment by Chair Zamora-Appel: I’m attending as a member of the public (on my own) – as a neighbor, not as an “MCC Governing Board member.”

Clarification by Ms. Novak: I’m just concerned that if the three of you get together for coffee and talk about your work plan on this task – it’s valid; but you must document it [as a public meeting]. We are going to have upcoming training on FOIA.

Opinion by Rasheq Rahman: If we have an opinion afterwards (the two of us), we’d be happy to report it to the MCC Governing Board – as long as we didn’t talk between that meeting and the next Board meeting.

Clarification by Ms. Novak: Two people is O.K; if it involves three board members, that’s where it becomes a public meeting.

Summary by Executive Director Singh: Our intent is not to ‘work around’ the laws. We must follow the laws for transparency reasons. If there’s need for us to cc: we can, and we should. We just want you to be aware of the difference between when it’s public vs. not-public. We shouldn’t ‘work around’ transparency – because the goal of the rule is to be transparent and accountable to the public. Just be mindful. I don’t want to give away our talking points before all of you have weighed-in and agreed on what the talking points are, we have shopped it around and made sure that any weakness in it is strengthened. And then it becomes a public meeting and public document.

Best practices and requested training about communicating in public settings:

Opinion of Chair Zamora-Appel: Also, just be mindful that if you are attending an event as an individual Board member – your words may be taken as an official position of the MCC Governing Board. Raj Mehra made some comments as liaison to MCA; he was quoted in a press report. It was represented to the community as: this is what MCC Governing Board thinks.

Clarification by Executive Director Singh: Any time you are talking, the press will assume you are speaking as an official capacity. Even if you say: “I’m doing this as a resident.” You must be careful with the press.

Opinion of Chair Zamora-Appel: I proposed to Daniel that we get some training on public communication. We should know what to do; and what NOT to do. It’s very easy to get on-camera training to prepare us: Are we prepared to speak? Are we saying the right messaging? It’s important for this Governing Board to start on the right path.

Opinion expressed: I suggest that nobody speaks or gives a quote on behalf of the MCC Governing Board unless it is cleared with the whole MCC Governing Board.

Clarification by Executive Director Singh: Typically, the Chair and Vice-Chair take press inquiries. But they have the freedom to say, “We want to have all board members’ opinions’ and they can direct it to others as spokespersons. Most organizations have the Chair and Vice-Chair respond for anything that is going to be floated or published. But it’s up to you all to also designate others as spokespeople.

Clarification by Chair Zamora-Appel: We all need to be on the same page so that the messaging we come up with is not just for McLean Central Park – but for everything having to do with Downtown McLean CBC development.

Opinion expressed by former Chair Le Menestrel: I have been contacted by a reporter (Brian Trompeter). I discussed points related to the budget with George Sachs and PIO Sabrina Anwah to make sure that I was on-message with what MCC wanted to convey. That is best practice.

Convening an “executive session” or “Special Called Meeting” on a single topic:

Question: Is this an opportunity (while we are doing formulation of ideas and positions) to have some sort of “executive session?”

Clarification by Executive Director Singh: No – “Executive Session” is only for personnel matters (because it is closed to the public). All other topics must be open to the public.



Clarification by Ms. Novak: What you are describing is a “Special Called Meeting” about a singular topic.

Opinion expressed: It would be for everybody but is not like a regular Board meeting. Perhaps this might be needed sooner.

Clarification by Executive Director Singh: Yes – we can convene a “Special Called Meeting” of the Governing Board.

Opinion expressed: It sounds like this [McLean Central Park] and the other topic of the short budget window... if our next Board meeting doesn't fall in that window, we may have to consider convening something sooner.

Clarification by Executive Director Singh: The Board Chair can always call a “Special Called Meeting” any time we want. But we must announce it within the required two-days advance notice.

STRATEGIC PLANNING SESSION Thursday, July 15 6:00 – 8:30 p.m. (dinner will be provided)

MCC Governing Board and senior management staff will attend. Executive Director Singh explained the purpose and format of this meeting, which will be an opportunity to think strategically and at a high level about goals over the next three years. We hope to have the MCC staff matrix ready; and will capture the Board's input. We hope to feature an external facilitator to lead the external “listening session.” They will work with the Board separately to help synthesize a 1-year, 2-year and 3-year road map, so that each year as the Board changes there is still something we can move toward.

NOTE: Carla Post, Maria Foderaro-Guertin and Max Blacksten will be away on July 15 and unable to attend in-person. Virtual attendance will be offered for this meeting. Those who will be absent on July 15 will have opportunity to contribute their ideas in advance.

ADVANCE CALENDAR: REGULAR BOARD MEETING SCHEDULE

Clarification by Chair Zamora-Appel: The board meeting schedule will be sent out tomorrow. **Executive Daniel Singh's strategic approach is a goal of fewer meetings, but more substantial and effective. To be effective, what will help MCC staff and Executive Director Singh is for the Governing Board to front-load topics that are our priorities. In the upcoming one-on-one meetings with Daniel, it will help him greatly to gain your understanding. If there is an issue that you're interested in, bring it up now so that MCC staff can start preparing.**

FLEXIBILITY: There is always flexibility about scheduled committee meetings; sometimes they get cancelled or moved to a different date. There also may be *ad hoc* meetings that are called for spontaneously and not listed in the advance schedule. These ‘random’ meetings can be accommodated by working with Ms. Novak to get it properly scheduled.

LESS STAFF PRESENCE: Going forward, there will be fewer meetings where MCC staff are required to attend. While all of us have volunteered our time to be on the MCC Governing Board, MCC staff is not in that position (some have families to attend to). It poses some hardship; so, if we think it necessary for MCC staff to be there (especially Programs & Outreach Committee), please give enough notice so they can make plans to attend.

Question: I'm very aware that Board meetings could be construed as a hardship on MCC staff. But their input is critical to our committee meetings. Can you put in place to have them work later hours (or get someone else to cover)? I think we will lose something by this idea that MCC staff are not going to participate in our meetings. Because that has been critically important. I would ask you to reconsider.

Comment by Executive Director Singh: It's not like they [MCC staff] would never participate. They are always invited; if there's a need for them to be here, we can make sure they are present. **We are trying to make sure that MCC staff is involved in the strategic planning part heavily in the next three months. After that, not so much. Because afterward, they will be sending you pre-reads as reports. If you have questions, they can always attend or send clarifications. But in the next 3 months, when we are planning – that's when I want staff to be present because we're thinking and trying to formulate stuff. And after that, they will be going out and implementing. But they can always attend. Anytime we have a need to get something direct from them, they are welcome to join us.** Keep in mind that Ms. Novak manages between 40-50 meetings a year (board and committees). That is a large workload of meeting Minutes and notices to Fairfax County for public hearings that Ms. Novak must process. *Clarification by Ms. Novak:* That is why we set up all the meetings in advance and don't deviate. Let's try not to cancel or re-arrange – because it involves multiple levels of changes!

Request from Ms. Le Menestrel: I request that the August 11 date for Programs & Outreach Committee be moved to a different date (because I will be out of the country). Since it's the first committee meeting, I would like to be present.

ACTION ITEM: Ms. Novak will work with Ms. Le Menestrel to adjust the proposed schedule accordingly.



COORDINATION & COMMUNICATION: Coordination and communication is essential! Especially with MCC – everyone in the past year has been communicative! If we encounter issues along the way, communicate ahead (or last minute).

Procedure for sharing information and asking questions among all Board members:

Question: I understand that electronic communication is FOIA-able. Should we direct questions only to Daniel, Ms. Novak, to the Vice-Chair and Chair? Perhaps another board member might have the same question; so, would it be better to have some sort of e-mail chain?

Clarification by Executive Director Singh: It's good practice to put all those things into a communication. In discussing personnel or confidential issues, that's when I would say: phone call; or one-on-one conversation. But if it is a general question that everyone should know, then it's fine to put it in an e-mail chain (especially between meetings).

Comment by Chair Zamora-Appel: Even on text messages, if more than two people are on it, it's a public meeting! Please advise Ms. Novak and Daniel what is the quickest/best way to reach you. Just send your questions to Vice-Chair Post and me (not 3 people because then it becomes a public meeting). Even in texting, if you have 3 people, it becomes FOIA-able.

New electronic portal for MCC Governing Board business:

Opinion expressed: There have been lots of questions that not everyone has been cc'd on, that get answered... but don't get shared. When we get the 'board vantage' portal, is there is a way to incorporate into the site: FAQ's – sharing questions?

Clarification by Executive Director Singh: That's a really good point and an excellent suggestion.

Comments about MCC 50th Anniversary: *Question: Will the Ad hoc 50th Anniversary Committee include members of the community?*

Clarification by Executive Director Singh: Yes – it will be open to the public. It can include MPA; also possibly some candidates who didn't win the 2021 election (to keep them involved). We can shape it to be whatever the Board wants it to be. If everything aligns for McLean Central Park renewal in three years, and MCC hits our 50th Anniversary, it will be amazing to have all of that happening concurrently in the same year!

Question: It may make sense to have some kind of electronic input (so as to not require people to meet in a location but would still be on-the-record). Maybe a Facebook group that is secure and approved by the county. Being 3 years away, we can start to have conversations and then closer to the time, convene a subgroup that prioritizes it.

Executive Director Singh will inquire if a dedicated electronic subgroup is possible.

ADJOURNMENT

Chair Zamora-Appel thanked everyone for attending and adjourned the meeting at 9:00 p.m.

Respectfully submitted – Holly Novak, Executive Assistant to the Governing Board