

McLean Community Center
2018-2019 Governing Board
Regular Meeting

December 12, 2018

MINUTES

- Board Members Present:** Paul Kohlenberger, Board Chair; Desi Woltman; Julie Waters; Carole Herrick; Lauren Herzberg; Raj Mehra; Alicia Plerhoples
- Board Members Absent:** Terri Markwart; Megan Markwart; Elizabeth John
- Staff Members Present:** George Sachs, Executive Director; Ashok Karra, Comptroller; Jennifer Garrett, Technical Director; Holly Novak, Executive Assistant
- Guests:** Deborah Bissen, McLean Project for the Arts; Barbara Pattacio (McLean resident for 6 years); Dale Stein, McLean Citizens Association

CONVENE MEETING

Mr. Kohlenberger convened the Regular Meeting of the 2018-2019 Governing Board of the McLean Community Center (MCC) on December 12 at 7:30 p.m.

ADOPT AGENDA

The Agenda for the meeting was adopted by acclamation. Mr. Kohlenberger amended (for clarification) that Ms. Herrick is officially the 2018-2019 MCC Governing Board's Liaison to Friends of MCC.

PUBLIC COMMENT

Mr. Kohlenberger welcomed members of the public in attendance; each person introduced themselves:

1. Barbara Pattacio (McLean resident for 6 years; in her second career as a grade school teacher; formerly worked for Teach for America and is now back teaching in Vienna. Ms. Pattacio would like to get involved in the community and support whatever MCC is doing; she is willing to assist wherever needed. She found out about MCC through researching on-line. *The board expressed appreciation for Ms. Pattacio's willingness to get involved.*

2. Deborah Bissen – McLean Project for the Arts *a written report was provided to board members.
Congratulations to everyone on the successful Ribbon-cutting Ceremony on December 5. MPA is excited to be participating in the upcoming January 5 Community Open House– they will have a demonstration and open registration for an expanded line-up of classes being offered at two locations: MCC building + Giant shopping center storefront. The Art+Improv teen performance on November 1 was a success. The teens regularly draw a crowd and enjoy performing while surrounded by the installed exhibition. ArtReach: the January 2019 exhibition will be the focus for MPA's outreach to Fairfax County public schools. Other ArtReach visitors include: SPARC Solutions, Second Story (after school youth program), Lewinsville Seniors and special education classes from McLean and Langley high schools. MPA is still undecided about how long to remain at Giant shopping center (until at least June 2019). Planning is underway for transition back to the MCC building and preparation for re-opening the upstairs gallery space.

3. Dale Stein – President of McLean Citizens Association.

MCC and MCA share a long history, for which MCA is very grateful. MCA started 104 years ago, when there was no local government here and limitations to the community. Organization's purpose: to act as a

quasi-town council; it is non-partisan, non-profit (focusing on seven functional areas: budget & taxation, planning & zoning; education & youth, environment; parks & recreation; membership; transportation). They would like to find further synergies between MCA and MCC.

Question: What is the current membership of MCA? 400+ members.

Current special offer: people can join for free right now (normal fee is \$15.00). With the backing of their by-laws, MCA attempts to be geographically diversified (80,000 people live in the greater McLean metropolitan area); requirement is that a majority of MCA's board needs to live in different home-owners associations.

Question: It's always shocking that many long-time residents of McLean aren't even aware of MCA. Why is that? Communication is difficult; MCA is only covered by the Sun Gazette; other newspapers don't seem to cover MCA. So, only residents reading the Sun Gazette know about the McLean Citizens Association. It's a real challenge. Mr. Kohlenberger commented with gratitude that MCC would literally not be in existence today without MCA; one-half of the land that the MCC building sits on was purchased by the MCA for use as a community center.

Mr. Kohlenberger thanked all members of the public for their attendance.

APPROVE MINUTES OF OCTOBER 24, 2018 GOVERNING BOARD MEETING

Mr. Kohlenberger opened the floor to any suggested edits or revisions to the Minutes of October 24, 2018.

Ms. Herrick made a motion to approve the Minutes as written; it was seconded.

MOTION: That the Minutes of the Governing Board Regular Meeting on October 24, 2018 be approved as written. **Approved unanimously.**

CHAIR'S REPORT /EXECUTIVE COMMITTEE

The Executive Committee met jointly with the Program Committee on November 26, for two purposes:

1. to receive an update about progress on projects at The Old Firehouse (landscaping and historical photos);
2. reviewing in-depth MCC's booking policies and rental fees. Coinciding with the re-opening of the renovated building for usage by the public, MCC staff recommended revisions to bring these documents current (which had not been updated in several years).

Old Firehouse: MOST aspects of the project will be activated during the Spring 2019 planting season. The historical signage is going through a lengthy process at the Fairfax County History Commission. Mr.

Kohlenberger thanked Ms. Herrick for all her efforts.

Booking policies and Facility Rental prices:

**To encourage thorough deliberation, every board member received an advance copy of the documents, so they could provide their input into the Executive/Program Committees' joint discussion on November 26.*

This represents an amalgamation of changes over many decades. In preparation for return to the MCC building, the staff took a hard look at the outdated document to bring it current. The policies have essentially been edited and updated; there is nothing too substantive, except in so far as MCC handles relationship with the schools. There was much reiteration of verbiage throughout which was repetitive... and deferred decisions to the Executive Director. This is basically re-stating things in new, updated wording; but substantially, there was no real change to the policies.

The Alden Theatre was struck from this document as of one year ago. The Alden Theatre now has their own booking policy that was approved by the board last year.

Regarding the issue of public schools using MCC facilities (brought up at the joint meeting):

There are terminologies of requests for use of MCC for rental purposes which become discretionary for the Executive Director to determine: Is this something that will be for the good of the entire community... or for the good of only a particular interest group? Example: If a school requests to use the MCC for a fund-raising

event for the school's individual PTA that supports the sports program – that event is probably not for the community as-a-whole. They are making money off their use of MCC, but not all residents of Small District 1-Dranesville will be the benefactors. So that would be considered “Category 3” – Local/Private rental. Much of it is case-specific: i.e. a PTA hosting a concert that is free for all to attend = Category 2. Fundraiser for a specific PTA = Category 3. Another example is special meetings of teachers...or the principal wanting to gather teachers for a conference by going ‘off-site’ away from the school (using the MCC room for free). This is where it becomes a realization that a particular event is not for the citizens in Small District 1-Dranesville. The issue was that all school requests were previously included in Category 2 every time: schools were given priority booking AND free usage as well. Sometimes there were requests for school functions that were not actually local. So, this update better serves everyone; we all want the schools to be accommodated.

Summary of discussion:

Mr. Kohlenberger confirmed that the majority of board members who recommended on Nov. 26 at the joint Executive and Program committees that the booking and policies document be approved, are in attendance tonight. He gave a final opportunity for anyone to express concerns or further discussion on these matters. Mr. Kohlenberger also confirmed that the questions that had been submitted in writing by Ms. Plerhoples (*in absentia*) had been read aloud during the Nov. 26 joint meeting, as feedback being contributed. She expressed appreciation for everyone taking time to thoroughly vet the issue of MCC's relationships with the schools.

Most rates have been raised modestly; some groups will notice higher rates. “Local/Open” groups will continue to have a \$1.00 fee to activate a legal contract. The majority of those present in the Nov. 26 joint meeting felt that these changes were appropriate. The board will respond if the public has strong concerns and expresses negativity, going forward. These are reasonable changes – bringing MCC closer to peer organizations who have similar make-up and constraints. The decision was to go with the rates that had been proposed last year. MCC has not changed rates in 15 years; the document quoted 2004 but these rates are actually raising prices that have been in effect since 1998.

Definition of “Local/Open”: the philosophy is that any group that fulfills the mission of MCC (local; open to the public) should be free-of-charge to use the facility. The county attorney requires paying \$1.00 to activate a legal contract for a room. This fee is very low because the individual is already paying taxes to support MCC. Therefore, the rental is technically “Free-of-charge”, but they must pay \$1.00 to activate a legal contract for usage of the space. “Local/Open” means that 50%+ of the group's membership lives within Small District 1-Dranesville and membership is open to all members of the community. It must be a 501c(3) organization. All category definitions are listed in the document, which is the revised version emanating from the joint Executive Committee & Program Committee. The Executive & Program committees recommended that the updated booking and rental policies be put forward for a vote by the entire board.

MOTION: That the rental fee and booking policy document as recommended by the Executive Committee and Program Committee be approved as written. **Approved unanimously.**

EXECUTIVE DIRECTOR'S REPORT *Mr. Sachs submitted a written report detailing activities & accomplishments.

Internal Alignment:

Renovation Update: Tuesday, Dec. 11 was the final building inspection, bringing us closer to Substantial Completion (signing-off on punch list; final cleaning, operational equipment; instructions for usage). Staff will move over to MCC this week and next. Final cleaning and walk-through of the temporary leased spaces will be completed by December 31. We will be accepting registrations, room reservations, and answering questions by phone from now until January 2 when doors will officially open to the public. There will be no “shut-down” period while the staff moves; it will be an immediate ‘switch-over’: from Tuesday, December 18 (final “move-out” day) to Wednesday, December 19 (everyone in place at MCC).

Wednesday, Dec. 5 10 a.m. to 12 noon Ribbon-cutting Ceremony:

The Ribbon-cutting Ceremony on December 5 was excellent. Mr. Sachs was ecstatic that the entire board was present for the event, especially the Youth members who had missed their classes to be there. Overall positive response from the public was achieved: showing the facility as it was constructed – still not finished, but the ‘skeleton’ of renovations plus additions, as a ‘work-in-progress’. Mr. Sachs wanted the public to perceive this significant transformation from the ground-up. The comments were the “Wow!” factor, which was the goal of the renovation project. Ms. Novak developed a thorough invitation mailing list comprised of: agencies who use the facility; community groups; organizations that have been with the Center from the start; non-profit groups and faith-based organizations; political leaders; county officials; previous board members from all prior years, back to the beginning. 594 invitations were sent by regular mail, resulting in a strong turnout (142 headcount, including staff). Mr. Sachs was pleased with the event and everything went exactly as planned. It was a good crowd; everyone present was excited to see the facility as being newly-renovated.

Saturday, Jan. 5 11 a.m. to 2 p.m. Community Open House:

A publicity flyer about the January 5 event will be sent electronically to the Board. The Board is encouraged to speak to friends and neighbor networks to inform them about the Community Open House.

MCC Staff is working hard to make this a fun experience for the community. There are many activities for people of all ages to experience the entire facility’s structure and capabilities.

Participation of Friends of MCC: Friends of MCC are really looking forward to the reopening of the Center. There was some discussion of whether a table of Friends of MCC literature would be on display... or whether they would hand-out literature about Friends at the entrance doors, while greeting people as they come in.

Clarification by staff: Friends of MCC presence and support is very much appreciated. Their specific role at the January 5 event is not yet clarified. They have offered to be greeters at the entrance doors. Mr. Sachs will talk with Mr. Yarborough to determine what fits in terms of the event – to give some visibility about Friends of MCC. The January 5 event is for the community as a whole; we don’t want the public to be approached separately with materials for various organizations. The purpose is to promote the Center itself and all its programs. This will not be a ‘booth fair’ of different local user-organizations showing their respective meeting schedules and what they do. That’s not the true purpose; January 5 is an open-house to invite the public and reintroduce the MCC facility to the community.

External alignment:

The **Winter/Spring Program Guide** was delivered Nov. 19 to announce classes and programs beginning in January 2019. This gives the public ample time to review the programs being offered and register. The Alden Theatre brochure came out, as a fold-out design; very nicely done. Ms. Kehoe remarked that it looked fantastic. This is a useful ‘keeper’ for the season to show all offerings so people can mark their calendars.

Mr. Sachs received a letter from McLean Citizens Foundation thanking the MCC Board and staff for all the efforts on the **5K event**. They were grateful for the funds that were raised.

Mr. Sachs circulated a newspaper picture and announcement about Governing Board member **Ms. Plerhoples announcing her candidacy to run for the Fairfax County School Board.**

Winter Lights is new and people are noticing them up! It is a nice touch to that busy intersection. Being the first time, MCC’s goal was to do it in a subtle way that can be built upon for the future. FCPA is fine with the current installation and Program staff has additional ideas for future years. Ms. Waters participates in a “Moms” group in McLean; someone commented on how nice the park lights look. People noticed that the FCPA was setting up the lights (when they were installed). However, we want MCC to get credit for it in the public image! The new signage is positive and fresh – subtle, tasteful.

Financial stewardship:

MCC “passed” our final business process audit. Fairfax County gave recommendations; the MCC Finance office then replied to what was recommended. Fairfax County came back with an understanding of how MCC is doing it currently. We were required to amend our policies and procedures in 3 or 4 areas; as a county agency, MCC must comply with all purchasing and HR regulations. MCC is doing well in this respect; Mr. Karra and his staff have been excellent on this effort since he started with MCC. Mr. Sachs mentioned that Mr. Karra’s significant contribution of knowledge and compliance on procedures has been invaluable.

Mr. Sachs distributed to everyone a laminated copy of the respective committee goals that were developed collaboratively at the Annual Planning meeting in July 2018.

As a special thank-you gift, Mr. Sachs presented every board member a framed picture with a piece of the ribbon from the December 5, 2018 Ribbon-cutting Ceremony. Board members expressed gratitude in receiving these gifts!

ELECTIONS & NOMINATIONS COMMITTEE

The Elections Committee has not met since the October Board meeting. All board members were invited to meet with Ms. Novak in her office to work on materials. Ms. Markwart and Ms. Herrick worked with Ms. Novak attempting to make the candidate packets easier to understand and lessen the number of pages for the public to read. They also addressed the Absentee Voting packets (which typically had 10% being returned back in error). The Absentee Ballots will now include a change to colored paper and matching envelopes (color-coding). The paper/envelope colors are an attempt to facilitate the correct form getting placed in the corresponding envelope. Example: the ballot affidavit may be blue will be placed in a blue envelope and the filled-out Absentee Ballot (maybe yellow) will be put into a yellow envelope. Both will be placed into the large white envelope that will be mailed back to the Center. This color-coding process will be consistent for the adult and youth ballot packets. Sample colored envelopes were ordered.

The election-related dates were in error in the published Winter/Spring Program Guide; this was discovered and discussed extensively at the October board meeting. The corrected dates were confirmed at the Executive and Program Committee meeting on Nov. 26: Candidate Packets will be available for pick-up starting on Tuesday, January 22. The Candidate Packet includes a completed petition of at least ten signatures of persons living in Small District 1 Dranesville. The Candidate Packet must be returned to MCC by 5:00 p.m. on Friday, March 15 for persons who are deciding to run for the Governing Board. Candidate Orientation will be held at MCC on Saturday, March 16. Absentee Voting will begin on Monday, March 18.

Meet-the-Candidate Reception: Friends of MCC met on Dec. 10 and discussed a Meet-the-Candidate Reception to be held at MCC; they welcomed the idea of it being a joint event with McLean Citizens Association. A date has not been decided: either Sun. April 28 or Sun. May 5. *Mr. Sachs prefers it to be April 28.*

Question from the public: What is the date of the election?

The election is held on the third Saturday in May – McLean Day (May 18).

NEXT MEETING: Nothing has yet been scheduled, but it will probably be in January or February.

CAPITAL FACILITIES COMMITTEE

The Capital Facilities Committee did not meet; there is nothing to report.

COMMUNICATIONS COMMITTEE

At the Nov. 19 meeting, Ms. Anwah presented the plans for the Ribbon-cutting Ceremony on December 5 and Community Open House event on January 5. There was a question about the honorary naming of rooms – wondering if signage will be up in time for January 5? Because at that point, people will be referring to those rooms and we will want some signage to be visible. Mr. Sachs responded in an e-mail separately that some signage will be in-place and visible by January 5.

Clarification by staff: As of today (December 12) the signs are not yet up (the construction company has them but they have not yet been installed). Each room must be named because of fire regulations – the fire enunciator panel details all interior locations (restrooms; handicapped signage).

MCC Staff member David Craig was introduced at the Nov. 19 meeting. The committee complimented him on his work. Mr. Sachs is very pleased with Mr. Craig's professional expertise; he is doing great work for MCC. The next effort will be public communication about the upcoming board election and the timing of the honorary events (room-naming). It may make sense for Shelp and Hampton to have one combined honorary gathering. The naming of Alden Theatre balcony will be a separate honorary event for Friends of MCC.

FINANCE COMMITTEE

The committee did not meet. The budget was submitted to Fairfax County on October 26, 2018.

PROGRAM COMMITTEE

The joint meeting with Executive Committee also discussed the Community Open House. Board members are asked to be present at the Jan. 5 event. Staff will be wearing black/white; the Board is encouraged to attend, wearing their nametags and circulating to greet the public with enthusiasm. This will also be an excellent opportunity for encouraging people to run for serving on the Board. MCC will be messaging the January 5 event in local newspapers.

There may or may not be a Program Committee meeting on January 7 (still to be determined).

LIAISON TO FRIENDS OF MCLEAN COMMUNITY CENTER

January 5 Community Open House: Friends of MCC expressed interest in having a tour of the MCC facility before Community Open House (day of volunteering activity) on January 5.

ACTION ITEM: Mr. Sachs will contact Friends of MCC to arrange a tour.

Honorary naming of Alden Theatre balcony:

Mr. Kohlenberger and Ms. Herrick informed Friends of MCC board about the dedication of the Alden Theatre balcony and will work with Ms. Plerhoples and the Communications Committee to prepare verbiage for the signage. A dedication event will be planned sometime in Spring 2019, if they are agreeable to that. A plaque has not yet been designed.

A DRAFT letter has been composed to inform Friends about the board's decision to name Alden Theatre balcony in honor of the organization. A copy of the DRAFT letter was sent to all board members for consideration at tonight's meeting. It will be edited and revised prior to being mailed to Friends of MCC.

ACTION ITEM: Make final edits on letter to Friends of MCC, informing them about the honorary naming of Alden Theatre balcony. Mail the letter.

OLD / NEW BUSINESS

Holiday Party – Sunday, December 23:

MCC Board and Staff will enjoy a Holiday Party on Sunday, December 23 (1:00 to 4:00 p.m.) at the home of Jessica and Paul Kohlenberger. Everyone is invited to bring their family.

There was no new business brought up for consideration tonight.

ADJOURNMENT

There being no further business, Mr. Kohlenberger adjourned the meeting at 8:30 p.m.

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