

**McLean Community Center  
Initial Meeting of the 2017-2018 Governing Board  
June 7, 2017**

**MINUTES**

**Board Members Present:** Laurelie Wallace, Chair; Paul Kohlenberger, Vice-Chair; Desi Woltman, Secretary; Merrily Pierce, Treasurer; Caroline Brunner; Alex Camus; Elizabeth John; Kat Kehoe; Alicia Plerhoples; Jennifer Rossman; and Julie Waters

**Staff Members Present:** George Sachs, Executive Director; Ashok Karra, Comptroller; Sarah Schallern, Performing Arts Director; Catherine Nesbitt, Special Events Manager; and Ellen Barial, Executive Assistant

**Guests:** Honorable John W. Foust, Dranesville District Supervisor; Jane Edmondson, the Supervisor's Chief of Staff; Debbie Sanders, Outgoing Board Member; and Families of Incoming Board Members

**CONVENE MEETING**

As the Elections Chair, Merrily Pierce convened the initial meeting of the 2017-2018 Governing Board of the McLean Community Center (MCC) at approximately 9:03 p.m. on June 7, 2017. Ms. Pierce chaired the meeting through the election of the Board Chair, who then chaired the remainder of the meeting.

**PLEDGE OF ALLEGIANCE**

Ms. Pierce led those in attendance in the Pledge of Allegiance.

**ADOPT AGENDA**

The meeting agenda was adopted unanimously.

**PLEDGE CEREMONY FOR 2017-2018 GOVERNING BOARD**

Ms. Pierce introduced Supervisor Foust who led the 2017-2018 Board in the first Annual Pledge Ceremony. Supervisor Foust reported that he had introduced the following motion at the Board of Supervisor's meeting on June 6, 2017:

**Motion:** Madam Chairman, based on the results of the election, as certified by the MCC's Elections and Nominations Committee, I move that the Board of Supervisors find that it is in the public interest to appoint those persons receiving the highest number of votes in this election of Governing Board Members, and that the following individuals be appointed to the McLean Community Center Governing Board:

Adults, three-year terms: Elizabeth John, Alicia Plerhoples, Julie Waters  
Youth, one year term – Langley High School area: Alexander Camus  
Youth, one year term – McLean High School area: Caroline Brunner

Supervisor Foust announced that the motion had been approved unanimously. A copy of the Supervisor's presentation to the Board of Supervisors and confirmation of the appointment of new Board Members are included in the minutes as Attachments 1 and 2.

The Pledge Ceremony began with Supervisor Foust reading the Pledge Board Members would undertake. He then asked if Members of the 2017-2018 Governing Board if they agreed to comply with the Pledge. Board Members responded in unison that they would. Each Board Member signed the Pledge document to acknowledge their agreement. Supervisor Foust then signed the Pledge to confirm that each Board Member had signed the Pledge. A copy of the Pledge is included in the minutes as Attachment 3.

After the Pledge Ceremony, a reception was held in honor of the 2017-2018 Governing Board.

### **NOMINATION OF BOARD OFFICERS SLATE**

Upon conclusion of the reception, Ms. Pierce moved to the next item of business on the agenda, the election of Board Officers for the 2017-2018 Board year. On behalf of the Elections & Nominations Committee, Ms. Pierce presented the slate of candidates for Board Offices who had agreed to serve in the positions shown below.

Laurelie B. Wallace, Chair  
Paul M. Kohlenberger, Vice-Chair  
Desi Woltman, Secretary  
Merrily Pierce, Treasurer

### **ELECTION OF BOARD CHAIR**

Ms. Pierce announced that, with no objections, since there were no other candidates for the position, she declared Laurelie Wallace elected as Board Chair by acclamation.

With her election as Board Chair, Ms. Wallace presided over the remainder of the meeting.

### **ELECTION OF BOARD OFFICERS CONTINUED**

#### **Vice-Chair**

The next order of business was the election of the Board Vice-Chair. With no objections, since there were no other candidates the position, Ms. Wallace declared Paul Kohlenberger elected as Board Vice-Chair by acclamation.

#### **Secretary**

Next was the election of Board Secretary. With no objections, since there are no other candidates for the position, Ms. Wallace declared Desi Woltman elected as Board Secretary by acclamation.

## **Treasurer**

The election of Board Treasurer was next. With no objections, since there were no other candidates for the position, Ms. Wallace declared Merrily Pierce elected as Board Treasurer by acclamation.

## **COMMITTEE APPOINTMENT PROCESS**

Ms. Wallace referred Board Members to the Committee Selection Form in their meeting materials.

### **Committee Roles**

Ms. Wallace described the role of each Board Committee as follows:

Capital Facilities Committee reviews all staff proposals for major equipment purchases, capital improvements, and major maintenance and repair expenses and, as needed, makes recommendations to the full Board for approval.

Communications Committee advises on matters pertaining to communications, marketing, and information technology and, as needed, makes recommendations to the full Board for approval.

Elections & Nominations Committee is in charge of matters related to the election of board members and the nomination of officers for the coming year. Members with expiring terms may not serve on the committee.

Finance Committee reviews the overall budget, recommends adjustments to the budget during a fiscal year, recommends policy changes and makes its proposals to the full Board for approval.

Program Committee reviews all program-related expenses and revenue projections, recommends policies associated with MCC's programs and, as needed, makes recommendations to the full Board for approval.

Ms. Wallace noted that the Executive Committee is composed of the Board Officers.

### **Information Related to Committee Selection**

Ms. Wallace also provided information pertaining to the committee selection process, including the following:

- Adult Board Members serve on at least three Board Committees.
- Youth Board Members serve on at least two Board Committees: the Program Committee and one other Board Committee.
- The Board Vice-Chair chairs the Capital Facilities Committee.
- The Board Treasurer chairs the Finance Committee.
- The Capital Facilities, Communications and Program Committees usually meet monthly throughout the year.
- Most of the Finance Committee's work begins in July through the Board's approval of the annual MCC budget in October. The Committee meets for at least the three other quarterly meetings.
- Other than planning work, monthly meetings of the Elections & Nominations Committee usually begin in January.

- Chairing Committees: Because of your experience and expertise, you may be asked to chair a Committee that may not be included in your list of choices. (Board Members were asked which committees they would be willing to chair this year.)

### **Committee Preferences Form**

Ms. Wallace asked Committee Members to return their preference forms by Friday, June 9; she would appoint committees the following week. Ms. Wallace promised to work toward giving everyone at least one of their first or second choices.

### **ANNUAL BOARD PLANNING SESSION**

George Sachs, Executive Director, reminded Board Members about the Annual Board Planning Session, which he wanted to schedule prior to the end of the month. For new Board Members, Mr. Sachs described the planning session as a meeting where Board Members and staff develop annual goals for each Board Committee. The goals would be incorporated into an Annual Plan.

Because of varying schedules, Mr. Sachs was not able to determine a date for the planning session at the Board meeting. Email follow-up would take place in order to fix a date for the event. The location of the meeting would also be determined.

### **ANNUAL BOARD MEETING CALENDAR**

A draft annual meeting calendar had been sent to Board Members, and would be updated once the date for planning session was scheduled. Each month, the calendar would be updated to include committee meeting dates.

### **ADJOURN MEETING**

There being no further business, Ms. Wallace adjourned the meeting at approximately 9:30 p.m.

**Respectfully Submitted,  
Desi Woltman, Secretary  
MCC Governing Board**