



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
BOARD OF GOVERNORS MEETING
FEBRUARY 1, 2010**

Present:

- Carol Ann Bradley, Chair
- Bill Penniman, Secretary
- Bill Keefe
- Bill Bouie, Vice Chair
- Beverly Cosham
- Colin Mills
- Cathy Vivona, Treasurer
- John Gasson

Absent and Excused:

- Claudine Varesi

Staff:

- Leila Gordon, Executive Director
- Colleen Elliott, Executive Assistant

The Chair called the meeting to order at 8:29 p.m.

Approval of the Agenda:

Carol Ann Bradley, Chair

MOTION #1:

Colin moved that the Board approve the agenda as amended. Beverly seconded the motion. The motion passed unanimously.

Approval of the December 7, 2009 Board Minutes:

Carol Ann Bradley, Chair

MOTION #2:

Colin moved that the Board approve the December 7, 2009 Board Minutes. Cathy seconded the motion. Beverly abstained. The motion passed.

Approval of the December 7, 2009 Board Actions:

Carol Ann Bradley, Chair

MOTION #3:

Colin moved that the Board approve the December 7, 2009 Board Actions. Cathy seconded the motion. Beverly abstained. The motion passed.

Chair's Remarks:

Carol Ann Bradley, Chair.

Carol reported that there will be a meeting of people interested in the issues surrounding Aging in Place with Supervisor Hudgins on February 10. The Supervisor's goal is supporting citizens' remaining in their homes in Reston as they get older. Carol stated the MLK program was very successful.

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Citizens Input

Carol Ann Bradley, Chair.

No citizens were present to provide input.

Board Member Input on Activities Attended

Bill K. reported that the Reston Master Plan Special Study Task Force, on which he is RCC's representative, is very active. They have been working on organizational issues and are now turning their focus to land use matters. They will then work their way through issues surrounding the three Metro transit stations and revitalization. The goal is to conclude their work within a year.

Colin echoed Bill's comments about the Task Force. He is an alternate on the Task Force. He attended and enjoyed the performance of *Too Much Light Makes the Baby Go Blind*. He intended to go to *The Trip to Bountiful* this past weekend but it was snowed out. He will attend on Saturday; the last two performances are this Friday and Saturday.

Cathy attended an event at Reston Interfaith and the new exhibit at GRACE, where she saw amazing art made with sequins.

Bill B. has been busy with IPAR. IPAR's first project is kicking off: artwork in the underpass under Glade Drive between the Hunters Woods Elementary School and Hunters Woods Village Center. Bill reported that the MLK celebration was lively. Sheila Johnson was an excellent speaker. Bill moderated a conversation between Sheila, Cathy Hudgins, and a representative from Virginia Interfaith. There was a lot of spirited audience participation.

Bill P. is RCC's alternate on the Reston Master Plan Special Study Task Force. He reported that there is a lot of community interest in this process.

Beverly sang with the Reston Community Orchestra for the MLK concert on Saturday night. Because of her comments on the panel discussion, she has been invited by several women's groups to join their advocacy efforts. She said that Lorton Arts Foundation is going into phase two, building a theatre space and an events space. They have many events going on, and she encouraged everyone to visit the campus, which is supported by Fairfax County.

John reported that IPAR has an event coming up on February 15, an ice skating night at Town Center partnering with Hunters Woods Elementary School for the Arts & Sciences to benefit the underpass art project. He also reported that Supervisor Cathy Hudgins and Chair Sharon Bulova recognized Nature House and Friends of Reston for their work. He said it was an honor to have been able to do that for the community. Finally, he attended the GRACE art exhibit opening featuring three different artists.

Committee Reports

Carol Ann Bradley, Chair

Finance Committee – December 14, 2009

Cathy Vivona, Chair. See attached report.

The minutes will be updated with two corrections: to reflect the meeting date of December 14, not December 15, and to list Colin and Bill P. as absent and excused.

January 2010 Board Retreat – January 8-9, 2010

Carol Bradley, Chair. See attached report.

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Long Range Planning Committee – February 1, 2009

Bill Bouie, Chair

Bill reported that the committee met prior to this Board meeting. He brought forward a motion from the committee to the Board.

MOTION #4:

Bill moved to revise RCC Board of Governors policy dated May 2004 regarding an RCC Scholarship Program so that RCC provides a Fee Waiver program to permit access to all Reston-qualified individuals to programs and services offered by RCC and administered with equitable standards of qualification based on Federal poverty guidelines. The program shall be offered with allocations on an individual and/or family basis of a prescribed and published fee waiver amount to permit broad choice on the part of qualified participants and full access in particular to summer youth program opportunities. Utilization of the fee waiver program resources shall be documented as a part of monthly Board Finance reports. Colin seconded the motion. The motion passed unanimously.

The committee had a discussion about the annual Program/Policy and Community Relations combined meeting that will take place on Monday, February 8 at 6:00 p.m. The public is invited to attend to provide feedback and input to the Board. A lot of good things have come out of that meeting in recent years, such as belly dancing, Zumba and concerts.

The committee's third agenda item was results of the Community Survey. Preliminary results are in, and the committee hopes to have final results to post on the website within a month.

The committee had a meeting with Robert Goudie in November and will provide feedback to him in the March timeframe.

Bill also reported that the Long Range Planning Committee had held an executive session prior to the regular Board meeting. The executive session was convened at 7:45 p.m. based on a motion, which was seconded and unanimously agreed, to hold a discussion in executive session regarding a real estate matter pursuant to Virginia Code §2.2-3711 and the applicable exemption from open meeting requirements provided in subsection A. No resolution, rule, contract, regulation, or motion was adopted, passed, or agreed to in the Executive Session as confirmed by unanimous vote of those present at the conclusion of the Executive Session at 8:22 p.m.

MOTION #5:

Beverly made a motion to approve the committee reports as amended. Cathy seconded. The motion passed unanimously.

Executive Director's Report:

Leila Gordon, Executive Director. The report was summarized and submitted for the record.

Old Business

Beverly stated that there was an art competition for elementary students as part of the MLK celebration, and it might be a good idea to divide the competition into different age group categories. The artwork is still up in the Community Room for anyone who wants to see it.

New Business

Beverly will be performing in the CenterStage on February 13. On February 27, Reston Community Orchestra Maestro Dingwall Fleary will be accompanying Beverly on piano in a fundraising performance at the Reston Historic Trust.

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Adjournment

MOTION #6:

Colin moved that the meeting be adjourned. Bill B. seconded the motion. The motion passed unanimously.

The Chair adjourned the meeting at 9:05 p.m.

A handwritten signature in black ink, appearing to read "William Penniman", with a long, sweeping horizontal stroke extending to the right.

William Penniman, Board Secretary

February 26, 2010
Date

**RESTON COMMUNITY CENTER
BOARD ACTIONS
TAKEN AT BOARD OF GOVERNORS MEETING ON FEBRUARY 1, 2010**

- | | | |
|----------|----|---|
| 10-2-1-1 | Bd | That the Board approve the agenda. |
| 10-2-1-2 | Bd | That the Board approve the December 7, 2009 Board Minutes. |
| 10-2-1-3 | Bd | That the Board approve the December 7, 2009 Board Actions. |
| 10-2-1-4 | Bd | That the Board revise RCC Board of Governors policy dated May 2004 regarding an RCC Scholarship Program so that RCC provides a Fee Waiver program to permit access to all Reston-qualified individuals to programs and services offered by RCC and administered with equitable standards of qualification based on Federal poverty guidelines. The program shall be offered with allocations on an individual and/or family basis of a prescribed and published fee waiver amount to permit broad choice on the part of qualified participants and full access in particular to summer youth program opportunities. Utilization of the fee waiver program resources shall be documented as a part of monthly Board Finance reports. |
| 10-2-1-5 | Bd | That the Board approve the Committee reports as amended. |
| 10-2-1-6 | Bd | That the meeting be adjourned. |



William Penniman, Board Secretary

February 26, 2010
Date



**MEETING SUMMARY
NEW BOARD ORIENTATION
JANUARY 8 – 9, 2010**

Present:

- Carol Ann Bradley
- Bill Bouie
- Bill Penniman
- Cathy Vivona
- Beverly Cosham
- John Gasson
- Bill Keefe
- Colin Mills

Absent and Excused:

- Claudine Varesi

Staff:

- Leila Gordon, Executive Director
- Thomas Ward, Deputy Director
- Renata Wojcicki, Finance Director
- Colleen Elliott, Executive Assistant

Saturday only:

- Pam Elcesser, Customer Service Manager
- Brian Gannon,
- Debbie Heron, Youth Program Director
- Joe Leary, Aquatics Director
- BeBe Nguyen, Communications Director

Presenters:

- Jim Ellis, Center for Survey Research
- Debbie Rexrode, Center for Survey Research

Friday, January 8, 2010

The Chair called the meeting to order at 7:45 p.m.

Reston Master Plan Task Force:

Bill Keefe and Bill Penniman are RCC's representatives on the Reston Master Plan Task Force. Colin is also now on the Task Force as Bob Simon's alternate.

Bill K. distributed the schedule of meetings. The Task Force is focusing primarily on issues related to rail stations and village centers. As an integral part of the community, it is appropriate for RCC to contribute input to all areas and impacts of the Master Plan (e.g., density, traffic, transportation, etc.), not only recreation issues.

The impetus for this study came from APR's and Reston Center for Industry and Growth (RCIG). The County's goal is to achieve transit-oriented development (TOD), which will require changing parameters for land use. The Task Force is dealing with the corridor first in terms of the Master Plan so that zoning

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changes and developer proposals can be handled on a timely basis. Text amendments to the Master Plan will be made in stages. Those affecting the corridor must be completed in 2010.

There was some discussion about the funding sources for RMAG. Funding will be a combination of federal, state, and County sources. RMAG has made recommendations about changes, some of which are very costly, needed in response to the rail stations, which the County has endorsed in spirit. There are opportunities to partner with the County and Park Authority for needed improvements and amenities.

The challenge ahead for the Task Force and for Reston is to integrate the rail stations and coming changes into the essence of what makes Reston a successful community.

Supervisor Hudgins has initiated a conversation around aging in place and identified Reston as a model community. RCC representatives will help to facilitate that conversation on the Task Force.

Board Vacancy

Claudine Varesi has communicated to Leila her intention to resign from the Board. The Board discussed three community leaders who might be appropriate for the vacant spot. One or two Board members will meet with these three individuals separately to determine if there is a fit. The goal is to have Supervisor Hudgins appoint someone to fill the vacancy before the February Board meeting.

The meeting was adjourned at 9:40 p.m.

January 8 – 9, 2010 Board Retreat

Saturday, January 9, 2010

The Chair called the meeting to order at 9:00 a.m.

Community Survey Report

Jim Ellis and Debbie Rexrode from the Center for Survey Research at the University of Virginia presented a preliminary analysis of the Community Survey data.

Some key findings were a high awareness of RCC and 60% awareness of the tax. Seventy-four percent of respondents are in favor of maintaining the tax rate and either maintaining or increasing programs. Eighty percent of respondents reported that they are satisfied with current programming and facilities. Eighty percent of respondents agree with a funding mix of the tax and user fees. There was no consensus about which indoor recreation enhancements are most important.

The data suggests that the public is generally satisfied with RCC's current offerings and operations. However, as the population increases, demand will grow. RCC needs to work with the public and demonstrate the demand in order to continue to serve the community's needs into the future, realizing a shared vision.

Jim will review census data to determine if any of the survey data needs to be weighted. He will deliver a final report to the Board.

Performance Data

RCC's performance data by program shows that non-resident use is incidental, below 10%, in all program areas. The data shows that swimmers represent a large proportion of use, yet they are not advocates for a new pool(s). The Board requested data on use vs. availability as well as a chart showing how the pool space/time is scheduled to better understand current use and possible future needs. Regarding the drowning education program, there is a significant dry land piece.

Robert Goudie has been invited the Program Policy meeting in February for a response to his presentation. The Board requested a detailed staff response from Leila for their review prior to that meeting.

RCC Lake Anne Lease Opportunity

The space next to RCC Lake Anne (previously occupied by Body by Geoff) has been vacated. Capital work is needed on the space. The Board requested that Leila compile data about the space and a lease renegotiation for detailed review in a meeting next month.

Summary of Capital Improvement Projects

Leila reviewed Capital Projects for FY10 and the Capital Improvements Plan. Most of the FY10 projects are completed, with the rest in progress. Negotiations for the antenna are in progress. A/E studies for enhancement to the Community Room are in progress. A/E studies for the Art Studios at Lake Anne may be deferred based on the opportunity to lease the additional space at LA.

Scholarship (Fee Waiver) Program

Leila reviewed policy enhancements and recommendations for the Board to act on in February to align the scholarship/fee waiver policy with the philosophy of not denying anyone access to RCC due to socioeconomic status. The Board requested monthly reports showing the actual amounts awarded for the fee waivers. There was some discussion about whether or not there should be a limit to fee waivers available. The program will be discussed at the February meeting.

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Finalized Summer Camp Program

Staff circulated a mock up of the summer camp program including the welcome letter from Leila. There was a positive response from the Board to the final programming and the way in which it is presented.

New Business

Beverly volunteered to be the liaison to the Reston Historic Trust. Leila reviewed the schedule of events related to the Martin Luther King, Jr. Celebration. The Long Range Planning Committee will meet at 6:00 p.m. on February 1, followed by a Board meeting at 8:00 p.m. The Program Policy Committee will meet at 6:00 p.m. on February 8, followed by the Finance Committee at 7:00 p.m.

The meeting was adjourned at 1:50 p.m.



MEMORANDUM

DATE: December 15, 2009

TO: RCC Board of Governors

FROM: Cathy Vivona
Treasurer and Chair, Finance Committee

SUBJECT: December 14, 2009 Finance Committee Meeting

The Finance Committee met on Monday, December 14, 2009. Present were:

- Carol Ann Bradley, RCC Board Chair
- Bill Bouie
- Beverly Cosham
- Cathy Vivona

Absent and excused:

- Colin Mills
- Bill Penniman

Attending from the RCC staff:

- Leila Gordon, Executive Director
- Colleen Elliott, Executive Assistant
- Renata Wojcicki, Finance Director

The Chair called the monthly Finance Committee meeting to order at 6:05 p.m.

Renata conducted a review of the financials at the end of the month of November.

Revenue

The Administration revenue budget represents the combined estimate of tax revenue, interest revenue and facility rental revenue. To date RCC has collected 76% of the estimated tax revenue, 102% of estimated Facility Rental revenue and 24% of the estimated interest revenue. Current interest revenue collection indicates that this will continue to underperform and the net for the year will be a significantly lower amount of revenue than we had projected. Please refer to the October 2009 Finance Committee meeting notes describing Department of Management and Budget recommended and implemented changes in the tax and interest revenue budget estimates. Cathy asked if additional tax revenue is to be received in January. Renata stated that a majority of the tax revenue was received in November and a smaller amount is expected in December, but that we do not expect to receive the budgeted amount due to the County reassessment of real estate values.

Performing Arts year-to-date revenue reached \$31.6K in November which represents 63.36% of budget estimate. Theatre revenue collection is not evenly divided by month; it varies with our performance schedule. There are fourteen additional Professional Touring Artists' performances scheduled between the months of December, 2009 and May, 2010. Performing Arts Theatre Rental revenue collection takes

place at the end of the fiscal year, so there is no activity in that line. Performing Arts Cultural Activities/Arts Organizations is the revenue clearing line for community arts box office receipts and payments.

Aquatics Classes/drop-in year-to-date revenue of \$92K or 32.95% of the budget estimate includes summer and fall program revenue. Winter/Spring session registration started December 1, 2009 and related revenue is not included in this total yet. To date RCC has collected \$7,860 in Aquatics Rental revenue which represents 43.67% of the estimated rental revenue. South Lakes High School, Reston Masters, and Reston Swim Team Association are the main renters.

General Programs Administration is not a revenue earning category. Teens year-to-date revenue of \$37K or 57.32% of the budget estimate represents Road Rulz summer revenue and fall session programs. Winter/Spring session registration started December 1, 2009 and is not included here. Seniors year-to-date revenue of \$28K or 56.3% of the budget estimate includes summer and fall program revenue. Winter/Spring session registration started December 1, 2009 and is not included here. Youth year-to-date revenue of \$20K or 57.78 % of the budget estimate includes summer programs and specialty camps revenue as well as fall program revenue. Winter/Spring session registration started December 1, 2009 and is not included here. Adult year-to-date revenue of \$61K or 47.26% of the budget estimate includes summer and fall program revenue. Winter/Spring session registration started December 1st 2009 and is not included here. Renata will update the Board on revenue from December registrations at the January Finance Committee meeting.

Community Events current month revenue is for Multicultural Festival food vendor fees and \$17.00 is vending revenue. Vending machines are located in the Terry L. Smith Aquatics Center lobby. Camp Goodtimes summer camp revenue collection remains at \$45,943 (the same number discussed last month) or 88.01% of the estimate due to \$10,935 in scholarships being awarded to the participants who qualified. Scholarships are not shown in the RCC financial reports as revenue or expenses. Arts Education year-to-date revenue of \$71.3K or 65.89% of the budget estimate includes summer programs and camps revenue as well as fall program revenue. Winter/Spring session registration started December 1, 2009 and is not included here.

Carol asked if we anticipate a lot more revenue from Winter/Spring registrations. Leila stated that Aquatics programs track most closely to the fiscal year due to capacity. Of General Programs, Adult and Senior programs are scheduled more evenly across the sessions than Youth and Teen programs. Fewer classes are being cancelled so expenses as well as revenue will be higher.

Personnel

Administration's allocated budget is typically under-spent; funding provides for contingencies. For Maintenance, booking assistance personnel costs were incorrectly coded to the Maintenance department and will be reclassified in December/January to the Booking department housed in Admin. Also early fall repair projects required additional manpower and caused higher labor costs in the first quarter. For Teens, Road Rulz summer camp labor costs occur in July/August. Road Rulz offerings will be increased for FY2011; FY2010 personnel costs will be lower due to discontinuation of the SOS program. For Adult, personnel expenditures are at 54.61%, which is higher compared to other cost centers. This is due to overtime hours paid to cover programs in the woodshop and added sections of Adult offerings to meet wait list demand for such classes as Stained glass workshops, Bridge, Belly Dancing, Extreme Body Sculpting, Sewing, and Yoga. We will transfer funds in character 20 (personnel) within the GP departments to meet the budgetary needs of the added offerings in the Adult department. Camp Goodtimes summer camp labor costs occur in July/August. In Arts Education, LARK/YAT labor costs occur in July/August.

Operational Expenses

In Administration, month-to-date expenditures include a computer purchase for patrons' self-registration, Procurement Card purchases' balances that require distribution to appropriate cost centers; transfers for those will be completed in December to bring the Administration balance to "0" and complete the

allocation process, and payment to UVA for the first survey phase. The UVA Survey Purchase Order is included in the reservation column. For Board, month-to-date expenditures include Board retreat costs. Year-to-date expenses include Meeting and Preference Poll costs such as printing candidacy posters, ballots, return address and window envelopes, and postage.

For Booking, Large Purchase Orders (reservations that will be “spent down”) are for security monitoring, heating oil, and piano tuning. For Comptroller, current month expenditures include office supplies, monthly Security Public Storage rental, and electricity bill payment. The Lake Anne facility’s entire year lease payment of \$150K which posted in October. Cathy asked if the lease is paid at the beginning of the lease year. It is. The lease is renegotiated every five years and there is a buyout option after 30 years. The terms of the lease are very favorable.

For Facility Engineering, we will re-evaluate this budget line allocation depending on outcomes of repair issues. The reservation total Includes \$67K for spa dehumidifier replacement which will be reclassified as an expense in the Natatorium renovation project line in Character 90. For Maintenance, current month expenses include our custodial service payment and repair and maintenance charges. For IT, current month expenses include communication charges and computer supplies purchase.

Carol asked if a lot of patrons are using the computer for registration. Leila said people are using the computer for registration and to look up room availability. In addition, online registration in general has been popular even though the priority period, during which online registration is not available, is still in place. The reasons online registration is not available during priority registration are 1) to ensure patrons have a valid SD5 residency or employment address; and 2) to prevent discrimination against those who don’t own or don’t know how to use a computer.

For Media, current month charges are mainly for advertising. The reservation amount is mostly for advertising. For Community Partnerships, the current month’s credit includes repayments of event costs from RA and Reston Community Orchestra. This year’s partnerships are with IPAR, Fairfax Partnership for Youth (Latchkey Youth Initiative), Reston Historic Trust, and Reston Interfaith. For Performing Arts, current month charges are payments to performers and for miscellaneous supplies.

For Aquatics, current month expenditures are for various pool supplies and uniforms. For Teens, current month charges are for transportation costs and professional service contracts for class instruction. For Senior, current month charges are for transportation and various program costs including food and instruction. For Youth, current month charges are for supplies and class instruction. For Adult, current month expenses are for recreational activities and contractor payments. Leila stated that for the Adult line item, the encumbrances get spent down over the course of the year. Adult programs rely on more contracts than the other program areas. For Community Events, current month expenditures are payments for equipment rental. For Arts Education, current month expenditures represent payments to contractors and other program related expenditures.

Capital Projects

Lines 1 – 2 refer to HVAC/Natatorium punch list items and related expenses. Lines 1 – 4 are FY2008 – FY2009 Capital Projects that came to conclusion, such as the theatre and fire alarm projects. For Line 5, submission of plans will be made to the Building Committee per the Board’s request.

With no other business, the Chair adjourned the meeting at 6:35 p.m.