



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
BOARD OF GOVERNORS MEETING
MARCH 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 8:05 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 February 1, 2010 Board Minutes:

Carol Ann Bradley, Chair

MOTION #2:

Colin moved that the Board approve the February 1, 2010 Board minutes. Cathy seconded the motion. The motion passed unanimously.

Approval of the February 1, 2010 Board Actions:

Carol Ann Bradley, Chair

MOTION #3:

Colin moved that the Board approve the February 1, 2010 Board actions. Bill B. seconded the motion. The motion passed unanimously.

Chair's Remarks:

Carol Ann Bradley, Chair.

Carol reported that many activities were canceled or postponed due to inclement weather in February. She commended Leila for keeping staff and patrons well informed about the changing schedule. Carol is currently taking yoga. She also attended the all staff meeting last week, where four employees were

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recognized with length of service awards, including Leila with 25 years. At the meeting, Leila thanked the maintenance crew for their exceptional work during the snowstorms. She also told staff that while there will be no raises for FY12, it is unlikely the Fairfax County RIF will affect any RCC positions.

Carol attended Beverly's concert with Dingwall Fleary at the Reston Museum last month. She attended the IPAR ice skating fundraiser earlier in the evening. She will be attending the Flower Show in Philadelphia this week as well as a meeting on Aging in Place organized by Supervisor Hudgins' office. Finally, she and Leila will serve on a subcommittee on recreation of the Reston 2020 group, established to advise the Reston Master Plan Special Study Task Force.

Citizens Input

Carol Ann Bradley, Chair.

No citizens were present to provide input.

Board Member Input on Activities Attended

John reported that earlier in the evening IPAR partnered with Hunters Woods elementary school to hold a fundraiser for the Glade Underpass art project. Over 140 people attended the event at the ice skating rink at Town Center. Over 100 skaters helped to raise funds for IPAR. John thanked the partners for a successful event.

Beverly attended the performance of Claire Chase and Bridget Kibbey. She performed a cabaret style concert with Dingwall Fleary at Reston Museum, which had to be rescheduled due to weather. She attended the all staff meeting last week. Bev reported that she missed the polar plunge, and several Board members offered to sponsor her for a solo plunge.

Colin reported that he spent February dealing with snow.

Bill B. reported that he was out of town for both snowstorms and did not shovel at all. He commended his fellow Board members for their involvement in the Master Plan Task Force, IPAR, and other initiatives in Reston. He stated that Reston is going to change, and their leadership and vision is needed at this time.

Bill P. attended numerous meetings of the Reston Master Plan Special Task Force.

Cathy attended several meetings and is playing bridge. She did shovel snow.

Bill K. reported that a lot of complicated issues are coming to the table for the Reston Master Plan Special Study Task Force. He also stated that as a former curler, he enjoyed the Olympics. He attended the Claire Chase and Bridget Kibbey performance as well as Philadanco and said both were excellent. He said it was unfortunate that the audience was smaller due to the rescheduling.

Committee Reports

Carol Ann Bradley, Chair

Finance Committee – February 22, 2010

Cathy Vivona, Chair. See attached report.

Long Range Planning Committee – February 22, 2010

Bill Bouie, Chair. See attached report.

MOTION #4:

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

Executive Director's Report:

Leila Gordon, Executive Director.

Leila stated that the meetings held by the joint task force last summer brought a lot of issues to RCC's attention, and the open ended responses in the recent Community Survey were also revealing. People typically comment on items they feel passionately about. Leila convened a merit staff retreat to discuss these responses. Her report on this retreat was summarized and submitted for the record.

Old Business

Cathy reminded the Board that they intend to invite the Friends of the Reston Community Center to an upcoming Board meeting.

New Business

Carol Ann reminded the Board about upcoming committee meeting dates. The March 15 meetings for the Building Committee and Finance Committee were confirmed.

Adjournment

MOTION #5:

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

The Chair adjourned the meeting at 8:40 p.m.



William Penniman, Board Secretary

April 1, 2010

Date

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

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| 10-3-1-1 | Bd | That the Board approve the agenda as amended. |
| 10-3-1-2 | Bd | That the Board approve the February 1, 2010 Board Minutes. |
| 10-3-1-3 | Bd | That the Board approve the February 1, 2010 Board Actions. |
| 10-3-1-4 | Bd | That the Board approve the Committee reports. |
| 10-3-1-5 | Bd | That the meeting be adjourned. |



William Penniman, Board Secretary

April 1, 2010

Date



MEMORANDUM

DATE: February 24, 2010
TO: RCC Board of Governors
FROM: Cathy Vivona
Treasurer and Chair, Finance Committee
SUBJECT: February 22, 2010 Finance Committee Meeting

The Finance Committee met on Monday, February 22, 2010. Present were:

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

Absent and excused:

- 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 6:02 p.m.

Leila referred the Board to the third quarter memo. This is the opportunity to let DMB know if we are on track and if we need to request anything additional. Leila explained some of the variances, such as personnel being lower than budgeted because of turnover. She also explained that RCC tracks personnel by positions, not FTEs, because of the large number of part time staff. Each position has a unique position number.

There are no anticipated changes in Operations. The attached worksheets to the memo show the detail of each category. The staff review that takes place is very thorough to assess overages, under-spending, and needs. We are currently over-performing in revenue. The monthly report provides more detail on this. Fund 111 shows we are in very good shape. The memo was submitted as "draft" pending signatures from Carol and Cathy.

Tony Griffin is going to deliver the County budget report to the BOS on February 23.

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

Revenue

The Administration revenue budget represents the combined estimate of tax revenue, interest revenue, and facility rental revenue. To date RCC has collected 99.5% of the estimated tax revenue, 127% of estimated Facility Rental revenue, and 30% of the estimated interest revenue. Interest revenue collection continues to underperform and the net for the year will be a significantly lower amount of revenue than we had projected.

Cathy asked how often interest revenue is reported. Renata responded that it is booked almost daily by the investment managers, and she monitors it. There is a formula to divide it among County agencies.

Performing Arts year-to-date revenue reached \$35.8K which represents 72.2% of the budgeted revenue estimate. Theatre revenue collection is not evenly divided by month; it varies with our performance schedule. There are eleven additional Professional Touring Artists' performances scheduled between the months of February, 2010 and May, 2010. Leila noted there was a loss of revenue associated with the recent weather events. Performing Arts Theatre Rental revenue collection takes place at the end of the fiscal year. 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 is \$173K or 62.1% of the budget estimate. It includes summer and fall program revenue and part of winter/spring session registration which started December 1, 2009. Spring session activity registration continues, and related revenue will be included in future months' reports. For Aquatics Rental, RCC has collected \$9.4K in revenue to date, which represents 52.1% of the estimated rental revenue.

Under General Programs in Teens, year-to-date revenue is \$49K or 74.6% of the budget estimate and represents Road Rulz summer revenue, fall session programs, and the beginning of winter/spring session registration. For Seniors, year-to-date revenue is \$49.8K or 101% of the budget estimate and includes summer, fall program revenue and the beginning of winter/spring session registration. For Youth, year-to-date revenue of \$32.9K or 96 % of the budget estimate and includes summer programs, specialty camps revenue, fall program revenue, and the beginning of winter/spring session registration. For Adult, year-to-date revenue of \$112K or 86.9% of the budget estimate includes summer, fall program revenue, and the beginning of winter/spring session registration.

Community Events current month revenue is for vending revenue. Camp Goodtimes summer camp revenue collection remains at \$46K or 88.01% of the estimate due to \$11K in scholarships (Fee Waivers) being awarded to the participants who qualified. FY11 reports will provide data on Fee Waiver utilization. Arts Education year-to-date revenue of \$110.6K or 102% of the budget estimate includes summer programs and camps revenue, fall program revenue, and the beginning of winter/spring session registration.

Personnel

Administration's allocated budget is typically under-spent; funding provides for contingencies. Maintenance personnel costs are in line with the budget as of January 2010. In February, labor costs associated with the recent snow events will be reported. Staff did clear snow off roofs and check on facilities when the County was closed.

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 for FY2010 due to discontinuation of the SOS program. For Adult, personnel expenditures are at 69% which is higher comparing it to the 59% YTD benchmark. 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. The Adult department's revised personnel budgetary needs for the added offerings will be met by the administration department's designated funds

for contingencies. We also had other savings/unused budget allocations in the Youth department to help cover the overage. Camp Goodtimes summer camp labor costs occur in July/August. For Arts Education, LARK/YAT labor costs occur in July/August.

Operational Expenses

Administration month-to-date expenditures reflect the net of Procurement Card purchases allocated to appropriate cost centers, as well as a partial payment on the UVA Survey. Board month-to-date expenditures include an Airlie Foundation credit for Board retreat costs and the League of Women Voters invoice payment for the Preference Poll. Year-to-date expenses include meeting and Preference Poll costs.

Booking month-to-date expenditures are for security costs for the period of September 2009 and January 2010. Large Purchase Orders (reservations that will be "spent down") are for security monitoring, custodial services, heating oil, and piano tuning. Current month charges are for operating supplies. Comptroller current month expenditures include bank service charges, office supplies, monthly Security Public Storage rental, copying charges for the first six months of the fiscal year, and electricity bill payment. The remaining balance of reservations represents anticipated storage rental costs, electricity, gas, and water costs.

The Facility Engineering month-to-date credit represents the net total of repair and maintenance costs and transfer of costs for the SPA Dectron dehumidifier replacement, Air Handler and ERU Compressor Replacement to Capital Projects. Maintenance current month expenses include custodial service payment, heating oil costs, refuse disposal costs, and repair and maintenance charges. IT current month expenses include Department of Information Technology telecommunications and PC replacement charges.

Media current month charges are for advertising and program guide printing and mailing costs. The reservation amount is mostly for advertising. Community Partnerships current month expenditures include meeting costs and program partnerships with Reston Historic Trust and Reston Interfaith. FY2010 agreements are with IPAR, Fairfax Partnership for Youth (Latchkey Youth Initiative), Reston Historic Trust, and Reston Interfaith. Anticipated future partnered programs that may also occur in FY10 include Greater Reston Chamber of Commerce Leadership sponsorship level for RCC and a Reston Town Center 20th Anniversary publication.

Performing Arts current month charges include miscellaneous operating costs, travel, contractor advance payments and hospitality costs. Reservation costs represent future contractor advance payments. Aquatics current month expenditures are for various pool supplies.

Teen current month charges are for recreational costs and Ethics Day costs. Senior current month charges are for supplies, transportation, and recreational program costs. Youth current month charges are for program instruction, supplies, and recreational costs. Adult current month expenses are for ESL testing and class instruction and program supply costs.

Community Events current month expenditures are for MLK program related expenses. Arts Education current month expenditures are for instructor costs and program related supplies.

Cathy asked for clarification about the Community Partnerships cost center. Leila explained that in the past we have partnered with other organizations for different events and charged those expenses to various program cost centers, but that process has been reorganized to demonstrate more clearly the partnering that we do. All elements associated with the partnering efforts that we pay for are now coded to Community Partnerships – for example, the costs of having Reston Interfaith do homelessness and volunteer workshops for the MLK, Jr. Celebration. Cathy also had a question about when non-profits are given free rooms. Leila explained that if they are presenting a program that RCC can help them present, is free to the public, and benefits the general community, the fee is waived and we jointly promote it.

Capital Projects

Lines 1-2 refer to HVAC/Natatorium punch list items and related expenses. Current month charges include the aforementioned transfer of costs from Engineering.

Lines 1-4 are FY2008 - FY2009 Capital Projects.

The theatre project is almost completed. We will save a lot of money overall for the year on capital projects.

Submission of plans for the A&E study for the Community Room will be made to the Building Committee per Board request. Renovations are scheduled for FY11. Recommendations have gone through staff review. The Building Committee will look at staff input next month and then reconvene Community Room user groups to study impacts. The Building Committee will then recommend to the Board what renovations should and should not be undertaken. There are considerations such as costs to store staging equipment and changes in the appearance of the room. The recommendations will also come to the Finance Committee if there are significant changes to the expected costs of the project.

With no new business, the Chair adjourned the meeting at 6:50 pm.



MEMORANDUM

DATE: February 24, 2010
TO: RCC Board of Governors
FROM: Bill Bouie
Chair, Long Range Planning Committee
SUBJECT: February 22, 2010 Finance Committee Meeting

The Long Range Planning Committee met on Monday, February 22, 2010. Present were:

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

Absent and excused:

- Bill Keefe
- Colin Mills
- Bill Penniman

Attending from the RCC staff:

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

The Chair called the Long Range Planning Committee meeting to order at 7:10 p.m. He reviewed the agenda.

The Chair turned the meeting over to the Executive Director to discuss the Community Survey. The first draft is due from CSR on February 28. Leila has received the open ended responses. She is concerned about the traditional core values of Reston and ways that RCC can preserve them. Bill noted that "community center" connotes different things to different people. There is work to be done around public perception and concerns about our location and safety. John stated that the coming of Metro and further urbanization could continue the trend away from Reston's traditional values. Our aim is to have the survey go public around mid-March.

Leila circulated a draft response to Robert Goudie. Attached to it will be his revised presentation, Bill Penniman's response, and the presentation from the January Board retreat. The Board provided feedback and some suggested changes to the response.

There was an Executive Session moved and seconded, and unanimously agreed, to hold a discussion regarding a real estate matter pursuant to Virginia Code §2.2-3711 and the applicable exemption from

open meeting requirements provided in subsection A. The Executive Session was convened at 7:53 p.m. 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 8:21 p.m.

The chair adjourned the meeting at 8:22 p.m.



Executive Director Report – February 2010

Staff Retreat Summary

On Saturday, February 27, the merit employees of Reston Community Center attended a staff retreat to discuss issues related to current community issues and ideas that are reflected in the “open-ended” comments given by respondents to the 2009 Community Survey. Of the 39 current merit employees, 33 were able to attend the retreat which lasted from 1:00 p.m. to 5:00 p.m. We discussed leisure time pursuits broadly, themes that emerged in the “open-ended comments”, and then broke into 6 groups with representatives from our various different staff teams in each of them to brainstorm about how RCC can evolve to meet the expressed concerns and desires of our community and the challenges of the future.

Broadly speaking, we agreed at the outset that three issues would be exempt from the close group discussion Saturday: Communications, Public Safety Concerns, and Open Space Preservation. These were significantly enough represented in the “open-ends,” and are such complex issues, that we will tackle them on their own. The small group discussions were thus centered on three areas: Facility/Facilities; Program Innovations; and Resources. The small groups had in each of them a recorder and a reporter. The entire group reconvened after the discussions and each reporter provided their group summary. In the coming days, I will compile a detailed report of these results. We have a remarkable staff team at RCC; people brought creative energy to the entire afternoon and there are many things we can do immediately to improve RCC and great concepts for both small and significant as well as large and more challenging efforts we can lead to help keep our community strong, cohesive, and vibrant as well as to place RCC even more firmly at the “center” of our community’s life.

Broadly speaking, your staff is committed to being creative in approaching solutions for the need to have more dedicated space for a variety of programs, to seeking and working with community partners to strengthen their efforts and be effective in leveraging our resources, and in reimagining ways to reach populations such as working seniors, single adults of all ages, and transportation-challenged groups who may not see themselves fully reflected in our offerings. We will continue to make the distinctions between Reston recipients and non-Reston recipients of RCC offerings more apparent to people and to support the efforts that have led to 90+% use, across all programs and services, by Reston-qualified patrons. Lastly, we were invigorated by our work together and will continue to do this regularly to be able to plan strategically with our community and Board of Governors.

We look forward to hearing from the community on March 8 to help us further plan for the coming immediate future, which will be fiscally challenging, and the longer-term prospects for how to keep providing the high quality offerings and services that make RCC so vital to people living and working in Reston.