



**SUMMARY OF MINUTES  
RESTON COMMUNITY CENTER  
BOARD OF GOVERNORS MEETING  
December 5, 2011**

**Present:**

- Beverly Cosham, Chair
- Bill Bouie
- Bill Penniman
- Cathy Vivona
- John Gasson
- Vicky Wingert
- Carol Ann Bradley
- Roger Lowen

**Absent and Excused:**

- Bill Keefe

**Staff:**

- Leila Gordon, Executive Director
- Kristin Terrill, Public Information Officer

The Chair called the meeting to order at 8:02 p.m.

**Approval of the Agenda:**

Beverly Cosham, Chair

**MOTION #1:**

Carol Ann moved that the Agenda be approved as written. Roger seconded the motion. The motion passed unanimously.

**Approval of the November 7, 2011 Board Minutes:**

Beverly Cosham, Chair

**MOTION #2:**

Carol Ann moved that the Board approve the November 7, 2011 Board Minutes. Bill P. seconded the motion. The motion passed unanimously.

**Approval of the November 7, 2011 Board Actions:**

Beverly Cosham, Chair

**MOTION #3:**

Bill B. moved that the Board approve the November 7, 2011 Board Actions. Carol Ann seconded the motion. The motion passed unanimously.

**Chair's Remarks:**

Beverly said thank you to all those who came out on Thanksgiving Day to volunteer for the food drive. RCC's Community Events Director, Kevin Danaher, has done a great job streamlining the process. About 200 volunteers participated and everything was done by 11:00. She also enjoyed the Reston Town Center tree lighting and arrival of Santa. She has participated in two concerts now in the newly upgraded community room. There will be some reconfigurations to support the Reston Community Orchestra and Reston Chorale to figure out how to get the best sound. But to stand all the way back by the box office and hear sound perfectly is wonderful. Beverly encouraged everyone to participate in the many activities taking place as the holidays approach.

**Introduction of Visitors**

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Three visitors were present. Beverly invited the visitors to introduce themselves.

### **Rick Uhrig, Reston Soccer Association**

Rick Uhrig said he is a 17-year resident of Reston and now works in Reston as well. He has been active in the community for many years, has been a Scout leader, and has used RCC's facilities. He has been a soccer coach and is President of the Reston Soccer Association. In that capacity, he wanted to make RCC aware of a current project and solicit RCC's support.

Fairfax County never has enough sports fields to accommodate all of the groups that want to use them, and there is a community effort going on now to convert some existing fields from grass to synthetic turf. Synthetic turf fields offer several benefits — they are playable under adverse conditions, they are playable later in the day with lights, and they are playable throughout all seasons of the year.

The total cost of the proposed conversion is expected to be about \$1.7 - \$2 million. The Park Authority will contribute some money, and various youth organizations will also contribute, including Reston Youth Soccer, Football and Lacrosse organizations. South Lakes High School will also contribute. The group is very close to having commitments for all of the money needed, and would like to make this a community effort. They are asking Reston Association (RA) and RCC to support the effort and consider contributing financially as well.

Bill P. asked about the timing for this project. Mr. Uhrig said the group is applying for a grant from the county, which would be worth \$175,000 if awarded. They already submitted their intent to apply for the grant on December 1. They need to submit their application for the grant by December 15, and will need to list supportive organizations on that application. If the project moves forward, they are hoping to have the work completed by the end of summer 2012 so that the fields would be usable by fall 2012.

John asked who would be responsible for maintaining the fields and where that funding would come from. Bill B. said the school system would be responsible for maintenance and money is being allocated for this. Essentially, the same people who maintain the grass fields today would maintain the turf fields in the future.

Mr. Uhrig explained that turf will allow these fields to get much more use than grass. Bill P. asked when the funds need to be accumulated in order for the project to go forward. Bill B. said the commitment of support is needed by December 15 for the filing for the county grant. Bill P. asked if the group has any written materials about the project. Mr. Uhrig said a package is being prepared. Cathy asked who schedules time on the field for community groups. Bill B. said Fairfax County Neighborhood and Community Services (NCS) will do this. Mr. Uhrig said more details are expected to come from an NCS representative at a meeting the night after this Board meeting (December 6).

John asked about the availability of any other fields besides the ones at South Lakes High School. Mr. Uhrig said we are just focusing on the schools right now and Vicky explained that lighting is critical to maximizing the use of the fields and that it is easier to add lighting on fields at schools than on RA fields or other fields, due to RA design review issues. RA cannot prevent schools from adding lights on their property. Bill B. said this is a unique opportunity for South Lakes High School. Herndon High School did something similar last year. The Park Authority contributed about \$400,000 and other Herndon organizations contributed the rest of the money. McLean has also done this and the McLean youth soccer group took out a loan. The community groups know that public funding is limited and want to take advantage of public-private partnerships as much as possible. Turf fields normally provide 62 percent more usage than grass fields and add two more seasons when the fields can be used.

### **Mark Hughes, Herndon/Reston Youth Lacrosse**

Mark Hughes said he has lived in Reston for about 25 years and has been active in bringing the sport of lacrosse to Reston. He also came to the meeting to discuss the effort to get synthetic turf fields. Lacrosse is the fastest growing sport and he would like to see more lacrosse in Reston. About 7 years ago the South Lakes High School lacrosse coach expressed a need for a feeder program for the high school lacrosse team. Mr. Hughes started Reston Youth Lacrosse to meet that need and teamed up with Herndon Lacrosse. Herndon/Reston Youth Lacrosse has struggled with fields in Reston. There are not a lot of big fields and it is difficult to get time on the fields. The program has continued to grow but youth

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lacrosse in this area continues to primarily be in Herndon, rather than Reston. Synthetic fields would help change that.

Cathy asked how many people are in the program now. Mr. Hughes said there are about 600 young people total in all of Herndon-Reston Lacrosse. Last year the program got to the point of having five teams at all age groups, which means it is starting to max out as a program. Cathy asked if the program would split into two to accommodate the number of players. Mr. Hughes said his goal would be that it would split.

### **Jeremy Lee, Reston Youth Football**

Jeremy Lee is the Reston Youth Football Commissioner. He said he has lived in Reston since 1998 and his interest in synthetic turf fields is two-fold. He has coached youth league football for 10 years and this past year he started as the assistant football coach at South Lakes High School. He has dealt with muddy fields and games being cancelled and moved due to the condition of the grass fields. Despite those issues, Reston football has had the second highest win percentage in recent years, just behind Chantilly. The program averages about 300 kids each year but loses kids to other organizations often because of amenities other organizations have, like turf fields. He believes the kids in Reston deserve to have turf fields even from a competitive standpoint. Kids are having fun playing sports but the reality is that they have a lot more fun when they are winning, and practice and playing time contributes to their ability to win games. From South Lakes High School's standpoint, the football team lost a lot of practice time this year due to rain while other teams got in full practice time on turf fields.

Beverly said her grandson has participated in youth football and what she has heard and noticed is that for these coaches and players it is very much about everyone doing their best. There is a lot of reaffirmation of the players and winning comes out of that.

Beverly said the Board will discuss this effort. Roger said this was one of the most impressive and convincing presentations he has heard in his time on the RCC Board.

### **Board Member Input on Activities Attended:**

John attended the Finance Committee meeting and the Initiative for Public Art-Reston (IPAR) fundraising event. South Lakes High School's catering at that event was excellent and the event raised over \$10,000. The sculpture at the Reston Hyatt will be completed next year. He also attended the Reston Town Center tree lighting and the arrival of Santa Claus at Lake Anne. John took some videos of Santa's arrival with his phone and plans to post them on YouTube.

Vicky Wingert noted that the Reston Museum has a few events coming up. On December 8 there will be an event on the Battle of Dranesville, which is part of series the museum has been doing on history in the Reston area. On December 17 there will be a special event on holiday celebrations from around the world. People from around the world will discuss celebrations in their communities. Everyone is invited.

Carol Ann attended a Reston for a Lifetime meeting, out of which came the idea for a luncheon for Fellowship House. The idea is to link all seniors in the community including those in Fellowship Houses. She also attended the IPAR fundraising event and the Finance Committee meeting. She attended the Reston Master Plan Phase II meeting at South Lakes High School and the Reston Community Orchestra performance. She saw *The Chemistry of Lime Trees* and Sierra Hull performances at the CenterStage.

Bill P. attended the kickoff meeting for Phase II of the Reston Master Plan. He also started work on a dining room table for his daughter in the woodshop.

Bill B. went to the IPAR fundraising event, the Sierra Hull concert, and the year-end/50<sup>th</sup> anniversary celebration at Frying Pan Farm Park, which was attended by about 4,000 people. Santa Claus was there and there were lots of activities for kids. Visitors can also now sign up for birth announcements for baby animals at the farm and can even adopt the animals. All are encouraged to visit. He also attended the Thanksgiving Food Drive volunteer event and noted that we continue to have the misunderstanding about people needing to know we are packing donations rather than offering them for community members to take that day. He has been very active with youth sports groups around the effort for synthetic turf fields, which is something he strongly supports. It is a unique opportunity for a public-private partnership in

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Reston. Providing these world-class facilities is one way to become a world-class community and he hopes the board will endorse the program and assist in some way.

Cathy attended the opening of the Reston Interfaith offices, the Sierra Hull concert, and Bridge.

Roger has been out of town but has been in contact with the masters swim team and they are pleased with some of the recent changes that have been made, and awaiting completion of the items yet to be accomplished in our aquatics facility areas.

Beverly attended the IPAR fundraising event and was very impressed with the South Lakes High School caterers. She attended the RCC all staff meeting and noted that it was very interesting and many wonderful ideas were suggested. She encourages all Board members to come to the December team-building event. She said that the RCC staff is fantastic and one recent example was a staff member, Sean, who helped someone at Lake Anne by finding directions online and then refining them and explaining them to the patron to make them clearer, which was very impressive to the patron. She also attended the Reston Master Plan Phase II meeting, the RCC Board orientation, the YMCA gala, the Thanksgiving Food Drive volunteer event, and the Reston Community Orchestra concert. The sound was great and donations were up at that event. The Reston Community Orchestra brass quartet also performed outside of Barnes and Noble on Saturday. She also participated in the opening of a new youth center in Lorton.

### **Finance Committee Report**

See attached report.

### **Board Orientation Report**

See attached report.

### **Long Range Planning Committee Report**

Bill B. gave an overview of the Long Range Planning Committee meeting, which was held just before this meeting. The committee discussed three things — the changes to the RCC bylaws, the agenda for the strategic planning session, and the status of potential construction to RCC facilities for ADA compliance.

The committee reviewed all changes to the bylaws and requested that the board adopt the changes as amended.

### **MOTION #4**

Cathy moved that the Board adopt all changes to the bylaws as amended. Carol Ann seconded the motion. The motion passed unanimously.

The committee discussed possible topics for the strategic planning session including how RCC can continue its outreach in the northern part of Reston, potential facility enhancements that RCC might consider adding in the future, such as a performing arts venue and a natatorium, and enhancements to RCC's website.

Leila updated the committee on RCC's ADA compliance and the potential addition of a new accessible bathroom. The recommended option would be to convert the existing photography lab and darkroom into an accessible bathroom and additional storage space. We could then add digital photography equipment in the computer classroom as a way to offer photo equipment more aligned with current technology that patrons are using now. Roger asked that the Board take into consideration all existing programs and try to maintain those as best we can, while still moving forward to meet ADA compliance requirements. The Board directed the staff to continue moving forward on this.

### **Approval of the Committee Reports**

Beverly Cosham, Chair

### **MOTION #5**

Bill B. moved that the Board approve the November 14, 2011 Finance Committee Report, the November 19, 2011 Board Orientation Report, and the December 5, 2011 Long Range Planning Committee Report. Cathy seconded the motion. The motion passed unanimously.

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**Executive Director's Report:**

See attached report.

Leila also attended the opening night of a new film festival in Reston. She saw a documentary about the Loving vs. Virginia civil rights case, and one of the lawyers from the case was on the panel discussing the film. It was moving to hear him remember and relive his experiences with that case. RCC plans to stay involved with the film festival. Bill P. asked what the future of the film festival would be and Leila said RCC plans to host the premier next year in the CenterStage on the first weekend in November. RA and RCC and other community organizations will be involved. The group organizing the festival seems committed to staying in Reston. Bill P. asked if there would be more than one film and Leila said there were several this year and there will be several in future years. The group has spoken with RCC's Arts and Events Director, Damian Sinclair, about showing the premier here and possibly other films as well.

**Old Business:**

There was no old business.

**New Business:**

Carol Ann asked for clarification on the issue of supporting the groups working to get synthetic turf fields at South Lakes High School. Leila said this discussion could be part of this new business portion of the meeting. What the Board could do now is express support and pledge to continue discussion of the effort and our potential contributions to it. Cathy said she envisioned continuing this discussion as part of the Board's strategic planning session.

John asked about timing of this effort. Bill B. said groups have until December 15 to put together an application for the county grant. Roger said he would like to see something in writing describing the effort in detail.

Cathy said she would like to plan a board meeting at the end of the strategic planning session to take up any items discussed that require Board action. Leila explained that the session is already an official meeting and Board actions can be taken up at the session. Bill said he would draft an explanation of the process for the synthetic turf initiative and distribute it to the Board members.

Mr. Uhrig said the application due on December 15 would require something in writing from the community groups offering support. Leila clarified that if the Board passed a motion about this, they would need to direct the staff to write a letter to make the Board's support official. Cathy clarified that the motion in question would just be to support the concept. Bill B. said that was correct.

Bill P. said again that it would be very helpful to have something in writing. Bill B. said he would include in his report that if RCC supports this project financially, RCC will expect to be able to use the fields. Leila said she will share a draft of the letter of support with the Board for review.

**MOTION #6:**

Bill B. moved that the Board express its support for this initiative. Carol Ann seconded the motion. The motion passed unanimously.

**MOTION #7:**

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

The Chair adjourned the meeting at 9:06 p.m.

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William Penniman,  
Board Secretary

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Date

**BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON NOVEMBER 7 2011**

- 11-1205-1 Bd That the Board approve the agenda.**
- 11-1205-2 Bd That the Board approve the November 7, 2011 Board minutes.**
- 11-1205-3 Bd That the Board approve the November 7, 2011 Board actions.**
- 11-1205-4 Bd That the Board adopt all changes to the bylaws as amended.**
- 11-1205-5 Bd That the Board approve the November 14, 2011 Finance Committee Report, the November 19, 2011 Board Orientation Report, and the December 5, 2011 Long Range Planning Committee Report.**
- 11-1205-6 Bd That the Board supports the community effort to get synthetic turf athletic fields at South Lakes High School.**
- 11-1205-7 Bd That the meeting be adjourned.**

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William Penniman,  
Board Secretary

\_\_\_\_\_  
Date



# RESTON COMMUNITY CENTER



## MEMORANDUM

**DATE:** November 16, 2011  
**TO:** RCC Board of Governors  
**FROM:** Cathy Vivona  
Chair, Finance Committee  
**SUBJECT:** November 14, 2011 Finance Committee Meeting

The Finance Committee met on Monday, November 14, 2011. Present were:

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

Attending from the RCC Staff:

- Leila Gordon, Executive Director
- Renata Wojcicki, Finance Director
- Kristin Terrill, Public Information Officer

The Chair called the meeting to order at 6:13 p.m.

Monthly financial data and accompanying notes were handed out for committee members to review. Cathy asked Renata for an overview. Renata said that the Finance team has been busy with the change to the new FOCUS system. Cathy asked if the new system will be helpful. Renata said the transition has been tough and a number of issues are still being worked out, but she expects everything to be addressed eventually. She is very anxious to get more training and see what reports she will be able to pull in the new system, which may affect the presentation of data for future Finance Committee meetings.

### Revenue

Overall, RCC's financial activity is going forward as planned. John asked about the downward revision of tax revenue for FY12 to \$5.9 million. Renata said that the earlier assumption by the Fairfax County Department of Management and Budget was incorrect. Leila clarified that there has been uneven growth in the tax base between FY11 and FY12. Our budget analyst thought our tax base would go up more than it did. It stayed flat. We won't know until after new year what the FY13 numbers will look like.

John initiated a discussion of the outlook for residential and commercial small district 5 tax bases. The general outlook was described as healthy with a great capacity for future growth related to

development along the Silver Line areas and the potential for redevelopment related to the Village Centers and older commercial properties in Reston.

John asked if there is any expectation in the county for taxes to increase. Leila said she doesn't expect that taxes will go up and has not seen anything to that effect in the guidance that has been provided to agency heads and senior management. Guidance to general fund agencies has been to plan very conservatively for the next budget preparation cycle. Unknowns presently include the approach the state government will take to the next budget cycle and how that might impact localities. RCC is not subject to budget exercises required of the general fund agencies and our current outlook appears to be sound.

### **Personnel Expenses**

Personnel expenses are tracking to the budget. Expenses are a bit higher than benchmark costs for teens, youth, and arts education because of the summer programming labor costs which are always higher than the other program cycles. Leila said the Leisure and Learning Fitness budget line will not be accurate until the spring as it only reflects the program director and assistant position costs at present.

John asked if we expect any months in the coming year to be drastically different than normal. Leila said that some personnel costs are seasonal, as Renata noted, like those for summer programs. There is more activity from September through early November, and then it is slow again until early January. Then there is an increase in activity in January and February related to programs and also in April. Many expenses depend on the program cycle and when activities are occurring.

John asked if RCC has any positions that are not filled. Leila said the three merit positions associated with Lake Anne have been vacant since July 1, because we were waiting to fill them until after the facility re-opened with all of its upgrades. These positions include a fitness director, a customer service position that will be split into two part-time positions, and a maintenance position. John asked if any other positions are needed in other areas and Leila said no. Cathy asked why the customer service position will be split into two part-time positions and Leila explained that assistance is primarily needed in two separate blocks of time in the morning and evening, rather than one longer block during the day.

### **Operating Expenses**

Operating expenses always fluctuate. Leila said that expenses look high at the beginning of the year because we make reservations at that time and then spend down the funds during the remainder of the year.

Cathy said she thought there would not be any Board expenses because the Board did not have a dedicated staff member. Leila explained that there are still costs in the operating expenses section due to hospitality, the Preference Poll, the Strategic Planning Session, and other expenses.

John asked why it looks like 85 percent of the maintenance budget has been used already at this point in the fiscal year. Leila explained that we have encumbered 85 percent of that budget but we have not yet spent that money. It is reserved for utilities, storage, fuel, and other ongoing costs, which we will pay for during the year with the funds that are reserved.

Leila noted that nothing remarkable has occurred that was not on our radar. Operating costs will fluctuate depending on programming. November may not look typical because of the system interruption as we switched to FOCUS, but we did encourage staff to get as much purchasing done before the switch as possible.

### **Capital Projects**

We are moving quickly toward completion on the community room and the remaining items to be finished at Lake Anne. We are still working to finish project punch lists, and that may take several months. We are about 30 to 35 percent away from being completely done at Lake Anne. There are still a couple of big items in the community room that should come this week.

Beverly asked if anyone other than the bridge group had used the sound and lighting in the community room. Leila said several rental clients have used it and have had no complaints.

Cathy asked about the capacity of the community room. Leila said the rough capacity of the room set up theatre style is 325, but that assumes that there are about 20 to 30 people performing. The Reston Chorale typically sets up seating for about 200 to 220, and the orchestra typically sets up seating for about 150. Cathy clarified that these audiences are smaller than the capacity of the theatre. Leila clarified that the problem with moving these groups into the theatre is that there is no way to fit all of their performers on the stage. This has been discussed in strategic planning meetings about potential new performance space.

Beverly said she noticed that in the community room you can actually hear sound all the way back to the fireplace now. Leila said we have the largest audience in that area during the annual Reston Dr. Martin Luther King, Jr. Birthday Celebration events, and it will be interesting to see at that time how well the room functions acoustically.

John noted that by a rough calculation it looks like RCC planned to start this fiscal year with \$7.8 million, spend \$10.3 million during the year, and still have a balance of \$4.5 million at the end. Leila reminded the committee members that we had planned to spend down our reserves to more appropriate levels by expanding RCC Lake Anne and accommodating the exempt employee conversion costs. In the FY14 and FY15 budget cycles she expects that we will face decisions about our reserves when they start climbing back up.

John initiated a discussion of projected tax base growth related to completion of the Silver Line. The past history of development of this scale indicates that there is likely to be substantial tax base growth and related population increases for both residents and employees. The FY11 to FY16 strategic plan assumes growth in the tax base with attendant growth in demand.

John asked where RCC's funds are held. Leila said they are commingled with Fairfax County funds. Interest is not performing as robustly as it used to, but our money is well-managed. Fairfax County's performance in revenue and expenditures has been about the best it could be in the past four years. Leila provided some background on the RCC status as a stand-alone agency and how the County and Board of Governors managed that process to address accountability for use of small district 5 funds.

The Chair adjourned the meeting at 6:55 p.m.

Reston Community Center  
 Budget vs Actuals Worksheet  
 31-Oct-11

<b>100%/12*4mos=33.32%</b>	
<b>Beginning Fund Balance</b>	\$ 7,835,841
<b>Est. Y-End Fund Balance</b>	\$ 4,485,520

	Budget FY12	Sept	Oct	ENCUMBR.	YTD	REMAINING BALANCE	YTD % actual
1 Administration	\$ 6,106,732	30,649	\$ 37,337		\$ 3,116,234	2,990,498	51.03%
2 Performing Arts-Theatre Admiss.	49,500	10,085	4,125		22,910	26,590	46.28%
3 PA Theatre Rental	22,990				0	22,990	0.00%
4 PA Cultural Activities/ Arts Org	0	(6,725)	8,049		13,187	(13,187)	0.00%
5 Aquatics Classes/drop-in	246,000	10,060	11,492		82,428	163,573	33.51%
6 Aquatic Rental	19,000				1,950	17,050	10.26%
7 L&L Fitness	8,928				0	8,928	0.00%
8 L&L Teens	91,186	1,598	841		45,622	45,564	50.03%
9 L&L Senior	67,047	2,128	728		29,276	37,771	43.67%
10 L&L Youth	99,018	650	875		84,766	14,252	85.61%
11 L&L Adult	107,821	6,308	2,722		53,432	54,389	49.56%
12 Community Events	2,500				0	2,500	0.00%
13 Arts Education	110,216	2,421	941		73,092	37,124	66.32%
<b>Total RCC Revenue</b>	<b>\$ 6,930,938</b>	<b>\$ 57,172</b>	<b>\$ 67,110</b>	<b>\$ -</b>	<b>\$ 3,522,896</b>	<b>\$ 3,408,042</b>	<b>50.83%</b>

L&L - Leisure & Learning

Reston Community Center  
 Budget vs Actuals Worksheet  
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	Budget FY12	Sept	Oct	ENCUMBR.	YTD	REMAINING BALANCE	% Budget Used Ytd
<b>Personnel Expenses</b>							
1 Administration	669,838	21,540	32,701		84,340	585,498	12.59%
2 Board OG	-				-	-	0.00%
3 Booking	179,437	12,423	17,691		48,618	130,819	27.09%
4 Comptroller	337,629	24,308	37,039		97,986	239,643	29.02%
5 Customer Service	450,935	28,294	45,141		116,874	334,061	25.92%
6 Facility Engineer	97,408	7,687	11,508		29,903	67,505	30.70%
7 Maintenance	409,400	26,181	40,197		106,081	303,319	25.91%
8 IT	106,645	7,803	11,860		31,702	74,943	29.73%
9 Media	307,257	20,819	35,450		78,724	228,533	25.62%
10 Performing Arts	486,574	31,294	53,429		135,226	351,349	27.79%
11 Aquatics	641,189	38,388	75,967		189,523	451,666	29.56%
12 Leisure & Learning (L&L) Programs Admin	198,509	14,966	23,051		66,121	132,388	33.31%
13 L&L Fitness	87,986				0	87,986	0.00%
14 L&L Teens	123,876	5,593	7,870		40,232	83,644	32.48%
15 L&L Senior	119,174	1,462	11,229		18,907	100,267	15.87%
16 L&L Youth	191,049	20,367	14,890		92,623	98,426	48.48%
17 L&L Adult	165,197	9,931	29,759		68,321	96,876	41.36%
18 Community Events	107,279	7,905	14,061		34,997	72,282	32.62%
19 Arts Education	271,256	16,031	24,646		140,489	130,767	51.79%
<b>Total Personnel Expenses</b>	<b>\$ 4,950,638</b>	<b>\$ 294,993</b>	<b>\$ 486,488</b>	<b>\$ -</b>	<b>\$ 1,380,665</b>	<b>\$ 3,569,973</b>	<b>27.89%</b>

Fitness Director costs included in Adult CC

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	Budget FY12	Sept	Oct	ENCUMBR.	YTD	REMAINING BALANCE	% Budget Used Ytd
<b>Operational Expenses</b>							
1 Administration	256,304	22,417	5,029	18,324	65,570	190,734	25.58%
2 Board	59,000	9,814	17,111	500	28,540	30,460	48.37%
3 Booking	118,794	3,672	3,957	60,510	72,025	46,769	60.63%
4 Comptroller/Customer Service	538,926	22,481	39,546	14,697	345,857	193,069	64.18%
5 Facility Engineer	191,945	9,853	11,865	14,915	41,943	150,002	21.85%
6 Maintenance	301,274	40,043	20,240	162,364	256,658	44,616	85.19%
7 IT	144,303	33	22,633	0	25,764	118,539	17.85%
8 Media	445,532	11,862	37,492	540	118,509	327,023	26.60%
9 Community Partnerships	135,000	0	1,742	40,000	82,135	52,865	60.84%
10 Performing Arts	350,009	13,999	58,777	23,055	133,928	216,081	38.26%
11 Aquatics	94,015	8,693	6,588	12,084	38,207	55,808	40.64%
12 Leisure & Learning (L&L) Programs Admin	6,850	623	370	0	1,843	5,007	26.90%
13 L&L Fitness	0				-	0	0.00%
14 L&L Teens	133,250	20,148	2,996	22,350	81,250	52,000	60.98%
15 L&L Senior	89,688	5,537	8,524	8,310	31,195	58,493	34.78%
16 L&L Youth	137,330	17,714	4,063	13,360	64,664	72,666	47.09%
17 L&L Adult	105,724	2,044	2,526	9,350	22,820	82,904	21.58%
18 Community Events	167,690	14,524	10,965	350	64,559	103,131	38.50%
19 Arts Education	75,794	4,544	1,985	7,148	21,426	54,368	28.27%
<b>Total Operational Expenses</b>	<b>\$ 3,351,428</b>	<b>\$ 208,000</b>	<b>\$ 256,411</b>	<b>\$ 407,857</b>	<b>\$ 1,496,894</b>	<b>\$ 1,854,534</b>	<b>44.66%</b>

Reston Community Center  
 Budget vs Actuals Worksheet  
 31-Oct-11

<b>100%/12*4mos=33.32%</b>	
<b>Beginning Fund Balance</b>	\$ 7,835,841
<b>Est. Y-End Fund Balance</b>	\$ 4,485,520

	Budget FY12	Sept	Oct	ENCUMBR.	YTD	REMAINING BALANCE	% Budget Used Ytd
<b>Capital Proj. Expenses/ Capital Equipment</b>							
1 RCC Improvements 003716	\$ 494,064	2,471	\$ 123,179	\$ 36,158	193,027	301,037	39.07%
2 Facility Enhancement LA 003717.11	765,087	813		294,466	396,887	368,200	51.87%
3 Comm. Room HW Enhcmnts. 003717.12/3718.12	634,810	2,820	240,522	262,137	507,257	127,552	79.91%
4 HW White Roof 003717.13/3719	98,000				0	98,000	0.00%
					0	0	0.00%
					0	0	0.00%
					0	0	0.00%
<b>Total Capital Expenses</b>	<b>\$ 1,991,960</b>	<b>\$ 6,104</b>	<b>\$ 363,701</b>	<b>\$ 592,762</b>	<b>\$ 1,097,171</b>	<b>\$ 894,789</b>	<b>55.08%</b>
<b>Total RCC Expenditures</b>	<b>\$10,294,026</b>	<b>\$ 509,097</b>	<b>\$ 1,106,600</b>	<b>\$ 1,000,619</b>	<b>\$ 3,974,730</b>	<b>\$ 6,319,296</b>	<b>38.61%</b>

003716 include:  
 ADA Door Enhancements  
 Center Stage Floor  
 HW Loading Dock

## Revenue

**General Note:** Registration for Fall 2011 activities started on August 1st.

1. **Administration:** The Administration revenue budget shows combined tax, interest and facility rental revenues. The estimated revenue from taxes was revised downward for FY12 to \$5.9M with the BOS FY11 Carryover approval in September; revenue is tracking to the lowered estimate. Facility rental revenue includes T-Mobile antenna and room rental revenue. We have collected 83.9% of estimated Facility Rental revenue (which also includes 8K year-to-date collected T-Mobile antenna revenue) and 26.7% of the projected interest revenue. The interest revenue projection was revised down to \$47.7K with BOS FY11 Carryover approval in September.
2. **Performing Arts:** Revenue collection is very uneven depending on scheduled shows and their related box office revenue.
3. **Performing Arts Theatre Rental:** No revenue recorded to date. Theatre rental payments are typically made at the end of the fiscal year; revenue targets in future years will be adjusted for new rates, policies, and activity levels.
4. **Performing Arts Cultural Activities/Arts Organizations:** The community arts box office receipts and payments clearing line.
5. **Aquatics Classes/drop-in:** Year-to-date revenue is for summer and fall program registration.
6. **Aquatics Rental:** Year-to-date revenue represents a natatorium rental fee.
7. **L&L Fitness:** Revenue tracked for FY12 in Adult Department until 3<sup>rd</sup> Quarter Review.
8. **L&L Teens:** Year-to-date amount includes summer and fall program registration revenue.
9. **L&L Seniors:** Year-to-date amount includes summer and fall program registration revenue.
10. **L&L Youth:** Year-to-date amount includes summer and fall program registration revenue.
11. **L&L Adults:** Year-to-date amount includes summer and fall program registration revenue.
12. **Community Events:** No revenue collection to date.
13. **Arts Education:** Year-to-date amount includes summer and fall program registration revenue.

L&L - Leisure & Learning

**Personnel Expenses:**

**General Note:** Personnel budget reallocation has been processed for October 2011 after BOS approval of FY11 Carryover which provided additional funding for the 9 new merit positions as well as new programs and capital projects (Community Room and ADA DOJ Settlement) requested for FY12.

1. **Administration:** Administration's allocated budget is typically under-spent; funding provides for OPEB costs and contingencies such as increases in fringe benefit costs.
3. **Booking:** Personnel costs are at the expected level and include costs of 1 additional merit status position (conversion).
4. **Comptroller:** Personnel costs are at the expected level.
5. **Customer Service:** Personnel costs are at the expected level and include costs of 3 additional merit status positions (conversion).
6. **Facility Engineer:** Personnel costs are at expected level.
7. **Maintenance:** Personnel costs are at expected level and include costs of 1 additional merit status position (conversion).
8. **Information Technology:** Personnel costs are at expected levels.
9. **Media:** Personnel costs are at expected levels and include costs of 1 additional merit status position (conversion).
10. **Performing Arts:** Personnel costs are at expected levels and include costs of 1 additional converted to merit status position. This position is shared with the Aquatics department.
11. **Aquatics:** Personnel costs are at expected levels.
12. **Leisure and Learning Administration:** Personnel costs are at expected levels and include costs of 2 additional merit status positions (one of which is shared with the Arts Education Dept.; positions from conversion process) Additional funding reallocation was completed for October 2011.
13. **L&L Fitness:** Budget reallocation completed for October 2011. Fitness Director's position remains vacant. Instructors' labor costs are temporarily tracked within Adult Cost Center.
14. **L&L Teens:** Personnel costs are higher than the benchmark and include summer camp labor costs which occurred in July/August 2011.
15. **L&L Senior:** Personnel costs are at a lower than normal level due to the position vacancy of the Senior Program Director.
16. **L&L Youth:** Personnel costs are higher than the benchmark and include Camp Goodtimes labor costs which occurred in July/August 2011.
17. **L&L Adult/Fitness:** Personnel expenditures are at expected levels.
18. **Community Events:** Personnel expenditures are at expected levels.
19. **Arts Education:** Personnel expenditures are higher than the benchmark and include LARK/YAT summer labor costs which occurred in July/August 2011.

**Operating Expenses:**

**General Note: Reservations at the beginning of the year are higher; funds are spent down from them.**

1. **Administration:** Current month expenses include professional service payments and fixtures costs. Reservations are for SWSG consulting services, conference registrations, and conference-related travel costs.
2. **Board:** Current month expense is for hospitality and Preference Poll printing and postage costs. Reservation is for Preference Poll League of Women Voters.
3. **Booking:** Current month expenses are for supply costs and storage facility rent. Reservations are for piano tuning, storage facility rent, and security.
4. **Comptroller:** Current month expenditures include bank fees, office supplies, and utilities costs. Reservations are for utilities costs.
5. **Facility Engineering:** Current month expenses include repair and maintenance costs. Reservation is for repair and maintenance.
6. **Maintenance:** Current month expenditures include custodial services, supplies, and repair and maintenance costs. Reservations are for custodial services, fuel costs, and repair and maintenance.
7. **IT:** Current month expense is for cellular phone bill, DIT telecommunication charges for the remaining part of the year, and computer purchasing.
8. **Media:** Current month expenses include supplies, advertising and printing costs. Reservation is for printing.
9. **Community Partnerships:** Current month expenses are for speaker fee and program supplies (Sustainable Reston). Reservations are for IPAR (public art projects) and RHT (community history celebrations/exhibit events, speaker series, Founders Day 2012, artist showcases.)
10. **Performing Arts:** Current month expenses include contractor advance payments, repair and maintenance, communication equipment, and miscellaneous operating costs. Reservations are for contractor advance payments, and repair and maintenance.
11. **Aquatics:** Current month expenditures are for pool supplies and repair and maintenance. Reservations are for pool supplies, recreational equipment, and repair and maintenance.
12. **Leisure and Learning Administration:** Current month expense is for conference travel.
13. **L&L Fitness:** Operating Program costs currently are tracked in Adult cost center. Will reallocate at Third Quarter.
14. **L&L Teens:** Current month expenditures include program instruction, supply, and recreational activities' costs. Reservations are for program instruction and transportation costs.
15. **L&L Senior:** Current month expenditures include contractor pay, transportation, recreational activities and program supply costs. Reservations are for program instruction and transportation.
16. **L&L Youth:** Current month expenditures are for program instruction, program supplies, and conference travel costs. Reservations are for program instruction and transportation costs.
17. **L&L Adult/Fitness:** Current month expenditures include program instruction, recreational activities, program supplies costs, and conference attendance travel costs. Reservations are for program instruction and transportation.
18. **Community Events:** Current month expenditures are for program contractor and supply costs and equipment rental for MCF. Reservation is for contractor costs.
19. **Arts Ed:** Current month expenditures are for program related supply costs, and equipment repair and maintenance. Reservation is for program instruction contract costs.

## Capital Project Expense

All capital projects except the White Roof and Stage Floor projects which did not start yet have been completed or are at the last stages.

1. **RCC Improvements / 003716:** Includes ADA Door, CenterStage Floor, and HW Loading Dock projects.
2. **Facility Enhancement Lake Anne / 003717.11:** Includes Art Studio, LA Expansion, LA Hallway Acoustics projects. Current month expenditures are for SWSG services. Reservations are for SWSG service and SG Construction Services Inc.
3. **Community Room Hunters Woods Enhancements / 003717.12/3718.12:** Current month expenditures are for SWSG service. Reservations are for SWSG service and SG Construction Services Inc.
4. **HW White Roof 003717.13/3719:** Deferred.



# RESTON COMMUNITY CENTER



## SUMMARY OF MINUTES RESTON COMMUNITY CENTER BOARD OF GOVERNORS ORIENTATION November 19, 2011

### Present:

- Beverly Cosham, Chair
- Bill Bouie
- Cathy Vivona
- Bill Keefe
- Carol Ann Bradley
- Roger Lowen
- Vicky Wingert

### Staff:

- Leila Gordon, Executive Director

### Guests:

- Catherine Hudgins, Hunter Mill District Supervisor

The orientation began at 9:15 a.m.

Leila reviewed the contents of the orientation notebooks. Board members present were asked to look through the information and present any comments or questions. Supervisor Hudgins arrived at 9:25.

Supervisor Hudgins discussed the coming year and how RCC can be involved in her efforts to better connect the students in Small District 5 schools and the larger community. Board members and Leila shared some of the highlights of recent efforts to put artists in the schools and the upcoming pilot program for summer 2012 for students at Dogwood Elementary school.

She also discussed the next phase of the Reston Master Plan Special Study Task Force and different issues that would be part of the community's thinking and conversations about the future of Reston Village Centers. In addition to that, members discussed various transportation approaches that might be helpful in moving people to and from RCC programs. The future will present new opportunities for growth of RCC programs and facilities in relationship to increases in the population and different demands aligned with changing demographics. Cathy is very pleased with all the developments pursued by Reston Community Center to connect with other civic organizations and to provide collaboration and support to many different community-wide initiatives.

Supervisor Hudgins left at 10:30 a.m.

The current draft of the RCC Board of Governors Bylaws was brought to the attention of members and the group agreed to a Long Range Planning Committee meeting to be held at 6:30 p.m. on December 5 to discuss the agenda for our Strategic Planning meeting in January and to review the suggested edits to update the Bylaws and bring them into alignment with our current Memorandum of Understanding.

The meeting adjourned at 10:50 a.m.

\_\_\_\_\_  
Cathy Vivona,  
Board Treasurer (Acting as Secretary)

\_\_\_\_\_  
Date



Executive Director's Report  
November, 2011

### **Administration**

The completion of the major features of the Community Room renovation occurred prior to the concerts presented in November by the Reston Community Orchestra and the December 3 concerts by Reston Chorale. Both organizations experienced some issues with respect to adjusting to the acoustical changes and we have had meetings to discuss further efforts we can make to accomplish an outcome that works better for these two groups. Both of the concerts presented were extremely successful events from the perspective of the audience turnout and very evident enthusiasm. Each organization expressed their great appreciation of the lighting improvements and are both committed to working with us to continue to improve the sound environment to meet their unique requirements.

BeBe Nguyen and I travelled at the end of the month to the LERN (Learning Resources Network) Conference in New Orleans. I was very gratified by the many features of RCC operations and programs that reflect best practices as identified by this important association of people involved in continuing and adult education programs across the country. We took away some very useful concepts with respect to marketing and using electronic media formats.

Our annual Risk Management inspection/audit once again resulted in a "clean" finding for RCC Hunters Woods; to quote directly from the report: "The entire facility appears organized and is well maintained with no safety-related concerns or issues identified during the inspection." This is a great testament to RCC staff team work and the leadership of our Facility Manager Brian Gannon and his department.

### **Programs**

The staff teams are polishing our 2012 Summer Camps brochure and gearing up for the winter and spring programming cycles. The Reston registration for our programs began on December 1; people in Reston received their program guides in the third and fourth week of November and interest in offerings has been very high.

The November Thanksgiving Food Drive was a resounding success with 150 volunteers boxing up over 6,000 pounds of food for Reston Interfaith's pantry. Many community partners are the key to the success of this annual effort to assure that people in our community have nourishment; the enthusiasm of the people and businesses involved provides profound nourishment for our souls.

### **Executive Director**

November activities included IPAR meetings and the annual fundraising event for IPAR; the Washington West Film Festival Premiere at Reston Town Center; meetings with the Master Arts Plan Task Force; Arts Council of Fairfax County Board of Directors; the convening of an "all staff" meeting discussion of RCC efforts related to the communications objective of our Strategic Plan; Senior Management Team meeting with County Executive Tony Griffin; RCC's Board Orientation meeting with Supervisor Hudgins; Reston Community Orchestra and Reston Chorale meetings; and a Northern Virginia Parks and Recreation Directors meeting. I will be chairing this group for the 2012 cycle – we meet informally on a quarterly basis to discuss common interests and issues.