



**SUMMARY OF MINUTES  
RESTON COMMUNITY CENTER  
BOARD OF GOVERNORS MEETING  
OCTOBER 5, 2009**

**Present:**

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

**Absent and Excused:**

- John Gasson
- Claudine Varesi

**Staff:**

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

**Visitors:**

- None

The Chair called the meeting to order at 8:10 p.m.

**Approval of the Agenda:**

Carol Ann Bradley, Chair

**MOTION #1:**

Colin moved that the Board approve the agenda. Bill B. seconded the motion. The motion passed unanimously.

**Approval of the September 21, 2009 Board Minutes:**

Carol Ann Bradley, Chair

**MOTION #2:**

Colin moved that the Board approve the September 21, 2009 Board Minutes. Bill B. seconded the motion. The motion passed unanimously.

**Approval of the September 21, 2009 Board Actions:**

Carol Ann Bradley, Chair

**MOTION #3:**

Colin moved that the Board approve the September 21, 2009 Board Actions. Beverly seconded the motion. The motion passed unanimously.

**Chair's Remarks:**

Carol Ann Bradley, Chair

The Chair stated that the Candidates Forum took place on September 23. The Multicultural Festival took place at Lake Anne Plaza on September 26 and was a very successful celebration of diversity. Carol also reported that she attended the Jazz Festival at Lake Anne on October 3 and that she is enrolled in an acrylic art class. She attended Firoozeh Dumas's excellent presentation on *Funny in Farsi* about growing up in Iran and the U.S.

Carol thanked Bill P. for getting the Preference Poll materials out.

**Citizens Input**

Carol Ann Bradley, Chair

No citizens were present.

**Board Member Input on Activities Attended:**

Carol Ann Bradley, Chair

Bill Penniman introduced the Candidates Forum. He reported that Preference Poll voting is going well. He is taking sculpture but hasn't been able to attend classes or events the past couple weekends due to being out of town.

Cathy has been playing bridge and attended the Multicultural Festival, where she danced onstage.

Bill B. has attended lots of meetings. He also attended the *Funny in Farsi* reading and the IPAR Committee kickoff event. He attended the Multicultural Festival and did not dance onstage.

Colin attended numerous meetings as well as the IPAR Committee kickoff. He is on the IPAR Grants Review committee. He also attended the Multicultural Festival, which his daughter also enjoyed, and the Jazz Festival.

Beverly attended the *Funny in Farsi* reading. She danced onstage at the Multicultural Festival and sang *God Bless America*. She was pleased people did not leave the festival even after it began to rain. She attended the Jazz Festival as well as another jazz festival in Lorton.

Bill B. noted there was an article about Chuck Brown, who performed at the Reston Festival, in the *Washingtonian* magazine. Leila noted that Beverly appeared in the Style section of the *Washington Post*.

Bill K. attended the Jazz Festival. Earlier in the evening, he attended a Planning & Zoning meeting.

**Committee Reports**

Carol Ann Bradley, Chair

**Finance Committee – September 21 and September 28, 2009**

Cathy Vivona, Chair. Please see attached reports.

**Long Range Planning Committee – October 5, 2009**

Bill Bouie, Chair. The Committee met earlier in the evening to discuss the draft survey questionnaire provided by the Center for Survey Research (CSR) and amend and/or edit it. The questionnaire will be rolled out to the focus group on October 13 for testing the draft questions.

**MOTION #4:**

Colin moved to accept the draft of the questionnaire as amended in the Long Range Planning Committee

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meeting for submission to CSR, who will make edits and return to the Executive Director, Deputy Director, Colin, and Bill B. to review before turning it over to the focus groups for testing. Bill B. seconded the motion. Bill P. clarified that the Board defers to CSR on the exact wording of the questions. The motion passed unanimously.

**Approval of Committee Reports:**

Carol Ann Bradley, Chair

**MOTION #5:**

Beverly moved to accept the committee reports. Colin seconded the motion. The motion passed unanimously.

**Executive Director's Report:**

Leila Gordon, Executive Director. The report was summarized and submitted for the record. Please see attached report. Leila mentioned that a Generation Next: Reston leadership program would take place on March 25. It will be an orientation to civic structure and organizations and how to get involved in community leadership in Reston for emerging leaders aged 25 – 45. Leila asked that names of any interested participants be submitted for invitations, and she said the event would be open to the public as well.

It was noted that the meeting about the County budget at Reston Regional Library will take place on the same date as the RCC Board orientation. Leila will check with Supervisor Hudgins to make sure this is not a conflict in her schedule.

**Old Business**

Cathy stated that several residents she spoke with were unclear that there were three open seats on the Board and they could vote for three people. Beverly said she had received similar comments. Leila noted that she has been asked several times why RCC is conducting the Preference Poll with an uncontested election. She explained that it is a legal requirement based on our MOU with Fairfax County to conduct the Poll. Furthermore, the policies and procedures of the Poll are determined prior to the candidates' declaring, so we do not know in advance if the election will be contested or not.

Leila reported that participation in the Preference Poll has increased relative to previous years. Voting is open until October 14 at 5:00 p.m. Voting is available online, by mail, or in person at Hunters Woods and Lake Anne. Anyone with questions is encouraged to call RCC.

**New Business**

Carol asked Beverly to chair the Nominating Committee and Bill P. and Bill K. to serve on the committee. They agreed. The Nominating Committee will work on officer nominations and new committee assignments for the coming year.

Carol reported that the Board has been approached by Robert Goudie to discuss RCC operations. Mr. Goudie is invited to attend the Program Policy Committee meeting in November (the agenda is already set for October).

There was a discussion about the T-Mobile antenna to be located on the roof of RCC HW on top of the theatre. The Design Review Board has approved the most recent proposal for masking the appearance of the antenna. The lease for the antenna will be negotiated by the County. Dave Sarver from SWSG will be consulted regarding installation and maintenance issues. The Board agreed it would be desirable to add antennae from other carriers. It will increase reception – and therefore safety – and will also provide additional revenue.

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It was decided to hold a Long Range Planning Committee meeting, rather than a Building Committee meeting, in early November to address the antenna project.

Bill P. asked about changing the roof from black to white for energy savings. Leila will check with the Deputy Director about this and report back to the Board.

**Adjournment**

**MOTION #6:**

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

The Chair adjourned the meeting at 8:50 p.m.



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Colin Mills, Board Secretary

October 13, 2009

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Date

**RESTON COMMUNITY CENTER  
BOARD ACTIONS  
TAKEN AT BOARD OF GOVERNORS MEETING ON OCTOBER 5, 2009**

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|-----------|----|--|
| 09-10-5-1 | Bd | That the Board approve the Agenda.                                 |
| 09-10-5-2 | Bd | That the Board approve the September 21, 2009 Board Minutes.       |
| 09-10-5-3 | Bd | That the Board approve the September 21, 2009 Board Actions.       |
| 09-10-5-4 | Bd | That the Board approve the amended questionnaire to return to CSR. |
| 09-10-5-5 | Bd | That the Board approve the Committee Reports.                      |
| 09-10-5-6 | Bd | That the meeting be adjourned.                                     |



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Colin Mills, Board Secretary

October 13, 2009

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Date



## MEMORANDUM

**DATE:** September 22, 2009  
**TO:** RCC Board of Governors  
**FROM:** Cathy Vivona  
Treasurer and Chair, Finance Committee  
**SUBJECT:** September 21, 2009 Finance Committee Meeting

The Finance Committee met on Monday, September 21, 2009. Present were:

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

Attending from the RCC staff:

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

The Committee Chair officially called the meeting to order at 6:07 p.m.

The Chair stated that this Committee meeting was being held to recommend minor changes to the fund statement to present to the full Board and then include as part of the FY 2011 budget submission to the Board of Supervisors.

The first change to the fund statement is an increase in interest in the amount of \$14,318. This is based on the ending fund balance as of June 30, 2009.

The second change is a decrease in General Programs revenue in the amount of \$17,596.

These two changes decrease the bottom line revenue by \$3,278.

A motion was made to accept the FY 2011 budget with the changes to the fund statement and forward to the full Board for consideration and approval. The motion was seconded and passed unanimously.

The Chair adjourned the meeting at 6:15 p.m.



## MEMORANDUM

**DATE:** September 29, 2009  
**TO:** RCC Board of Governors  
**FROM:** Cathy Vivona  
Treasurer and Chair, Finance Committee  
**SUBJECT:** September 28, 2009 Finance Committee Meeting

The Finance Committee met on Monday, September 28, 2009. Present were:

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

Attending from the RCC staff:

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

The Committee Chair, Cathy Vivona, called the monthly finance committee meeting to order at 6:07 p.m.

Leila conducted a review of the monthly budget vs. actuals worksheet. She stated that footnotes are included on the worksheet to explain anomalies in the percentage of revenue realized or funds expended relative to the elapsed amount of time in the fiscal year.

### Revenue

There was a question about aquatics rentals (line 6) and why over 87% has already been received. Renata stated that there have been some glitches in the reconciliation process being completed by the finance staff, and she will look into it.

Leila noted that DTA has reduced its tax revenue estimate from \$7,035,203 to \$6,639,319. This change will be made to the budget and should be included in the October reports.

There is currently nothing in PA Cultural/Arts Organizations (line 4) because ticket revenue from community arts organizations has not been coming in or paid out yet in the current fiscal year.

Some programs are showing high percentages because they are either for summer only or a lot of money is collected during registration periods, the most recent one being fall program registration fees that are collected in August.

There was a question about whether the DTA tax revenue estimates include interest. Renata stated they do not. The revenue amount is based on the most recent evaluation of the tax base.

## September 28, 2009 Ad Hoc Committee on 2009 Community Survey Meeting

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### Personnel Expenses

Leila explained that payroll period 14 overlaps fiscal years. She also noted that payroll is two weeks behind actual time worked to date. There was a question about Board personnel expenses, and Leila explained that the item is zeroed out because staff other than the Executive Assistant no longer attends Board or committee meetings. Camp Goodtimes expenditures are complete for the year.

### Operational Expenses

Administration includes a "master blanket" procurement tool that is used for administrative, program, or unanticipated expenditure reservations. However, staff is now working to use different procurement methods which book reservations directly to the proper department.

The Facility Engineer line shows higher than normal expenses related to mitigating the leak behind the building. There will be some reimbursement for those expenses from a special account established by the state.

The Booking reservation is remarkable due to custodial services and heating oil encumbrances that are drawn down as we go through the year.

Community Partnerships is a new category created to more accurately reflect the nature of our joint projects with other organizations. (In the past funds were allocated to media and program departments.)

There was a question about which account pays for the Preference Poll and the community survey. Leila stated that they are allocated to Board. The combined expenses will exceed the budgeted amount of \$50K because the survey, which was budgeted for two years ago, will be more costly than anticipated then. Some funds will have to be reallocated due to this overage. In the past, most of the preference poll expenses were allocated to media, but because of the change in our process, the fee for the electronic and mail balloting is shown in the Board line.

In the program areas, a lot of encumbrances occur at the beginning of the fall season and are subsequently spent down as the season progresses.

### Capital Projects

Leila stated that we are not planning to use all of the money allocated. Anticipated savings are approximately \$300K.

The theatre rigging project is completed. You should see very little happening with items 1-4 for the next several months since they should be ending. Notes 1, 2, and 3, are related to FY 10 projects that originally showed up in the FY 09 budget but were moved to FY 10 because of the facility calendar. The theater dressing room renovation has been done but significant punch list issues involved with that remain to be resolved.

On the list of HW LA Priority 1, the public hearing numbers that are in the left hand column relate to the public hearing for the FY 09 budget. We deferred many of the HW Community Room-related items until after we get the architectural and engineering information on the upgrades to the acoustics and environmental elements.

The back dock improvements are on hold. The Lake Anne storefront will be replaced.

It is proposed that the Lake Anne front desk redesign be rolled into the A&E study being done on the Community Room at Hunters Woods. The acoustics of the Lake Anne front desk area and gallery will be studied, and the goal is to correct the problems under the budgeted amount for the front desk redesign.

There was a question about the HVAC expenses. Leila stated that we are awaiting resolution on the last schedule of change orders. We are close to an agreement on the final tally and are waiting for the

## **September 28, 2009 Ad Hoc Committee on 2009 Community Survey Meeting**

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contractor to come back with time and materials invoices. They also owe us manuals. Leila stated the involvement of SWSG has been helpful in bringing this to resolution.

The items where money is allocated in the FY 09 column on the table are planned to be done.

Bill P. asked for clarification about the Lake Anne items. Leila explained that the front desk redesign is being looked at in terms of an acoustical fix which might resolve some of the other problems with the front desk, such as making it easier for the front desk staff to work and assist patrons without disrupting activities in the gallery. Bill requested that the Board be notified if the front desk redesign is changed in scope to an acoustical project. Leila agreed that the advice would be considered by the building committee.

### **New Business**

There was a question about the County budget. Leila stated that the County has begun hosting community meetings about their general fund budget. There is also a series of county employee meetings taking place. Details can be found on the County website.

A number of consolidation efforts are being looked at to save money in the general fund agencies. One of the efforts involves looking at CRS, the Park Authority and Human Services and seeking savings that can be achieved through consolidation of programs.

Personnel expenditures represent the biggest line item in the County's budget. In FY 10 they already cut back on vacant and exempt positions. For FY 11, the County is looking at eliminating layers of middle management. Leila stated that RCC is already a lean organization with no employees who are strictly mid-level managers. She said taxpayers have shown a preference to limit cuts to services – both core and quality of life – as much as possible.

Leila noted that information will be presented to the program policy and finance committees in October or November regarding a proposed change to the nature of the summer camp and scholarship programs. The goal would be to serve more children better at a lower cost by giving qualified children scholarships to attend Reston Association or YMCA traditional summer camp programs. This would also allow more money to be invested in RCC's specialty camps. Under this arrangement each organization would be maximizing its strengths. This would not have a significant net impact on revenue, but it would involve reallocating funds. Currently scholarships are unrealized revenue; under the proposed new system, scholarships would be shown as an expense.

Bill P. and Cathy expressed concern about the public's perception of the scholarship program and the nature of the proposed partnership with Reston Association and the YMCA. Leila agreed that the program change would be brought through the Board and that these issues should be thoroughly addressed prior to implementing any of the changes. The concepts and financial data will be addressed through the program policy and finance committees or could be handled through the long range planning committee.

With no additional business, the Chair adjourned the meeting at 6:59 p.m.



## Executive Director Report for September 2009

### Administration

The FY 2011 Budget submission has been sent to the County. As the Board of Supervisors considers how to close an approximately \$350M gap between projected revenues and expenditures for that fiscal year, a number of community budget dialogs are being held to ascertain what people believe the right strategies should be for the development of another very lean budget. In the Hunter Mill District, two meetings are planned, one on October 24<sup>th</sup>, Saturday, from 10:00 a.m. to noon at the Reston Regional Library, and another on October 29<sup>th</sup>, Thursday, from 7:00 p.m. to 9:00 p.m. at South Lakes High School. County employees are invited to attend any of a number of scheduled dialogs with DMB, HR and the County Executive's staff. This year's General Fund budget process will be more challenging than last year's because of the significant cuts made already for the FY 2010 budget. With respect to RCC, we are seeing the impact of lowered assessments in our revenue collection from taxes/interest, and for FY 2011, we can anticipate some added reductions to the commercial tax revenue base if current forecasts hold. In anticipation of reduced resources, we are looking at areas where we can consolidate programs and/or collaborate with other community providers to continue to serve as many people in our community as possible. We do not anticipate a need to go into the economic and program contingency reserves as yet.

I will be holding a meeting for our staff on Tuesday, October 13<sup>th</sup>, from 2:00 p.m. to 3:00 p.m., to answer employee questions about the FY 2011 budget development process and to also brief the staff on our Balanced Scorecard Projects from last year and carrying into this year.

### Programs

#### Arts and Events/General Programs

The Reston Multicultural Festival represented the combined efforts of the Arts and Events and General Programs teams along with a sustained and expanded media campaign. The event also drew upon the resources of the Reston Association events and volunteer staff team. Although dampened a bit by rain that began at around 2:00 p.m., this year's festival was a resounding success. Over 100 volunteers set it up and took it down and managed to maintain a lively, litter-free and family-fun oriented atmosphere throughout the day. Three stages offered entertainment, five food vendors and local Lake Anne establishments kept folks fed, twelve craft and artisan vendors from Bolivia, Jamaica, Europe, Cambodia, India, Latin America, Taiwan, Thailand, Indonesia, Pakistan and the United States had strong sales despite having to close up shop a bit earlier than planned. Interactive fun and festivities were hosted by plaza merchants Jasmine Café, Lakeside Café, Small Change, Reston Museum and Historic Trust, Lake Anne Florist, Reston Art Gallery and Studios, and Reston Used Book Store.

The event is overdue for a sunny day! On the whole, everyone was happier with the later date in September for planning purposes and we hope the weather will continue to improve. Everyone involved, from Bev Cosham kicking off the event to the last splash from loading the supply truck was key to this rousing display of Reston's diversity at its best!

#### Aquatics

Although a couple of unplanned power outages from issues related to Dominion Power have interrupted our aquatics offerings in the Terry L. Smith Aquatics Center, classes and drop in activities continue at their typical robust rate with near or at capacity registration and attendance. We continue to see wait lists for our classes at very high numbers.

### Executive Director Outreach

**Meetings/Events:** Arts Council of Fairfax County Grants Committee, RCC-hosted Initiative for Public Art Reston Committee Orientation/Kick-off and IPAR September board meeting, RCC Board of Governors Candidates Forum, Greater Reston Chamber of Commerce First Responders Committee, Reston Town Center 20<sup>th</sup> Anniversary Documentation Project meeting, Reston Citizens Association Meeting, Land Use College session, Generation Next Reston Leadership planning session, Lake Anne Jazz Festival.