



# RESTON COMMUNITY CENTER



## SUMMARY OF MINUTES RESTON COMMUNITY CENTER BOARD OF GOVERNORS MEETING October 4, 2010

### **Present:**

- Carol Ann Bradley, Chair
- Bill Bouie, Vice Chair
- Cathy Vivona, Treasurer
- Beverly Cosham
- John Gasson
- Roger Lowen
- Colin Mills

### **Absent and Excused:**

- Bill Penniman
- Bill Keefe

### **Staff:**

- Leila Gordon
- Janet Dopsovic

The Chair called the meeting to order at 8:00 p.m.

### **Approval of the Agenda:**

Carol Ann Bradley, Chair

### **MOTION #1:**

Colin moved that the Board approve the agenda as written. Cathy seconded the motion. The motion passed unanimously.

### **Approval of the September 13, 2010 Board Minutes:**

Carol Ann Bradley, Chair

### **MOTION #2:**

Colin moved that the Board approve the September 13, 2010 Board Minutes. Bill Bouie seconded the motion. The motion passed unanimously.

### **Approval of the September 13, 2010 Board Actions:**

Carol Ann Bradley, Chair

### **MOTION #3:**

Colin moved that the Board approve the September 13, 2010 Board Actions. Bill Bouie seconded the motion. The motion passed unanimously.

**Chair's Remarks:**

The Chair remarked that both the Board and staff have been very busy with events and school openings. She noted that we should be proud of our partnerships, especially the IPAR Glade Underpass public art project dedication with the students and the artist who made it all possible. The Chair encouraged all Board members to visit the site.

Carol and Leila are facilitating at the Aging in Community Forum scheduled for this Saturday, October 9, 2010 where a large turnout is expected. The forum is being presented by Supervisor Hudgins in cooperation with RCC and other Reston organizations.

She attended the Kathryn Stockett book talk, which was a great success and included overflow seating in the Community Room.

Carol spoke briefly at the Reston Association's Newcomers Night, which was combined with an open house for their new facility.

The Chair quoted an attendee at the Reston Multicultural Festival who said that this "was the best we ever had." The Festival opened with a Naturalization Ceremony for 23 people from 19 different countries. Bev Cosham led the crowd in singing the "National Anthem" and "God Bless America."

Leila and Carol attended the Reston Accessibility Committee Forum which, despite the bad weather, had a large turnout. The forum concerns are ongoing, and anyone interested in learning more about it should speak to Leila.

Carol also attended the Jazz and Blues Festival and was happy to learn that some of the performers had grown up in Reston.

She continues to attend the Senior Abstract Art Class and Yoga.

**Citizens Input**

No citizens were present.

**Board Member Input on Activities Attended**

Roger Lowen has ordered his season tickets for the CenterStage and is looking forward to the shows. He also attended the re-formatted Candidates Forum at Comcast. Roger stated that he missed the Reston Multicultural Festival due to his daughter's wedding, for which he was congratulated by the Board members.

Cathy Vivona stated that she attended the *Tartuffe* performance and enjoyed it very much.

Bill Bouie attended the Multicultural Festival, IPAR meetings, other community meetings, and stated he has lots going on.

Colin Mills attended the Multicultural Festival and the Jazz and Blues Festival. He noted that he was one of the few men present for the Kathryn Stockett book talk, which he enjoyed.

Beverly Cosham attended the IPAR Glade Underpass dedication, the Kathryn Stockett book talk, the Senior Social with Carol, the *Jim Cullum Band* performance, the Accessibility Forum, and the Jazz and Blues Festival. She also attended the Senior Wii program for the first time. Beverly noted that the Multicultural Festival was a great success and thanked staff for their hard work. She stressed that she enjoyed working with Kevin Danaher, who she knows is already making improvements for next year's festival.

John Gasson attended several IPAR Committee meetings and reported that the committee is working on new fundraising initiatives. He also attended the GRACE *Journey* exhibit and had an opportunity to learn from the artist her processes in completing her works. John is also working on the selection process for the Reston Association Board.

**Committee Reports:**

Carol Ann Bradley, Chair

**Finance Committee – September 27, 2010.**

Cathy Vivona, Chair. Cathy summarized the meeting for the Board. See attached report.

**Program Policy Committee – September 27, 2010.**

Colin Mills, Chair. Colin summarized the meeting for the Board. See attached report.

**MOTION #4:**

Bill B. made a motion that the Board accept the committee reports. Beverly Cosham seconded the motion. The motion passed unanimously.

**Executive Director's Report:**

Leila Gordon, Executive Director. See attached report. Leila noted that the FY12 Budget has been submitted to DMB (Department of Management and Budget). She reported that the Lake Anne expansion is still on track.

Leila referred the Board to the RTC 20<sup>th</sup> Anniversary publication handout which was produced through the hard work of RCC's Media Department and gave thanks to Shelley Kilmer-Gaul and BeBe Nguyen for a job well done.

Leila announced that through Tom Ward's exhaustive efforts in interviewing and administering written tests and practical exercises along with SWSG and a cross-departmental team of panelists, that Fred Russo has been hired to replace Michael Emery as Building Engineer. Fred will be reporting to RCC in late October, and there will be some overlap before Michael's retirement. Roger noted that Michael has done an outstanding job for RCC over the years.

Leila encouraged the Board to take note of the statistics mentioned in her report, especially those relating to program registrations.

**New Business:**

Carol Ann Bradley announced that a nominations committee needs to be formed so that officers can be elected during the November Board meeting. Bill Bouie will chair the committee and Roger Lowen will serve on it.

Carol reminded the Board about the New Board Orientation scheduled for Saturday, October 23<sup>rd</sup> at Lake Anne. She also encouraged people to vote in the Preference Poll.

**Adjournment:**

**MOTION #5**

Collin Mills moved that the meeting be adjourned. Cathy Vivona seconded the motion. The motion passed unanimously.

The Chair adjourned the meeting at 8:27 p.m.

*Carol Ann Bradley*

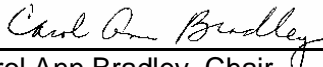
\_\_\_\_\_  
Carol Ann Bradley, Board Chair

October 27, 2010

\_\_\_\_\_  
Date

**RESTON COMMUNITY CENTER  
BOARD ACTIONS  
TAKEN AT BOARD OF GOVERNORS MEETING ON OCTOBER 4, 2010**

- |                  |           |   |
|------------------|-----------|---|
| <b>10-1004-1</b> | <b>Bd</b> | <b>That the Board approve the agenda.</b>                           |
| <b>10-1004-2</b> |           | <b>That the Board approve the September 13, 2010 Board minutes.</b> |
| <b>10-1004-3</b> | <b>Bd</b> | <b>That the Board approve the September 13, 2010 Board actions.</b> |
| <b>10-1004-4</b> | <b>Bd</b> | <b>That the Board approve the Committee reports.</b>                |
| <b>10-1004-5</b> | <b>Bd</b> | <b>That the meeting be adjourned.</b>                               |

  
\_\_\_\_\_  
Carol Ann Bradley, Chair

\_\_\_\_\_  
October 27, 2010  
Date



# RESTON COMMUNITY CENTER



## MEMORANDUM

**DATE:** September 30, 2010  
**TO:** RCC Board of Governors  
**FROM:** Cathy Vivona  
Chair, Finance Committee  
**SUBJECT:** September 27, 2010 Finance Committee Meeting

The Finance Committee met on Monday, May 17, 2010. Present were:

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

Attending from the RCC staff:

- Leila Gordon, Executive Director Assistant
- Renata Wojcicki, Finance Director
- Janet Dopsovic, Executive

The Chair called the meeting to order at 6:04 p.m.

Leila asked the committee to review the monthly financials and accompanying notes and to direct any questions to Renata. See attached report.

Cathy asked for clarification about whether or not an adjustment was submitted during September. Leila explained that we reviewed and approved the FY12 budget submission in September during the Long Range Planning and regular Board meetings earlier in the month.

### **Revenue**

Leila pointed out that there is nothing extraordinary in the Revenue and Personnel sections except for the note about the interest income that it is expected to be less than anticipated again in FY11. Cathy asked if the year-to-date period elapsed formula on the Revenue sheet should reflect two months. Renata agreed and stated that she would make the necessary correction.

Cathy asked why the percentage for Youth revenue achieved to date against the projected revenue was so much higher. Leila explained that the figure represents two seasons -- summer camp and the fall registration are also received in August. Leila also stated that we hope that revenue will be substantially higher in Youth at the end of the year because we have essentially doubled our capacity in Youth summer programs. Cathy had a question about whether we booked some of Camp Goodtimes in the last fiscal year. Leila stated that that had been the procedure in the past but not anymore.

### **Operating**

Colin asked for clarification on encumbrances, and Leila explained that especially for large reservations/contract reservations, e.g. those for the CenterStage performance contracts, there is a lag between the contract or expense encumbrance and the actual invoice and payment once the service is performed or completed.

### **Capital Projects**

Renata explained that the \$939,056 for the LA Expansion has already been added to the County books in September but is not included for this particular August report yet. Cathy inquired about the totals once the Lake Anne renovation project money is included and Renata verified that the totals will reflect the amount shown plus the added \$939,056 in the capital project balance. The next monthly report will include it.

Leila updated the committee on the status of the Lake Anne expansion stating that we're in the process of obtaining approvals for the mechanical design of the HVAC system installation.

Colin asked if we are still on schedule per the time table, and Leila said that we are, especially because we will be using heat pumps, which require a much shorter lead time than purchase of a chiller would have. She added that the heat pumps will be a less expensive approach overall as well.

Leila stated that we are looking solid for Fall programs' registration.

Bev inquired about the schedule for the Community Room enhancements. Leila reported that at this time it looks like the upgrade will take place during next summer's hiatus and that we will carry over the allocation of funds for it.

Renata stated that our revenue from programs and ticket sales are strong and that we usually see a lot more patrons come through the Center during the winter months. She also noted that employees are very conscious about expenditures.

The Chair adjourned the meeting at 6:20 p.m.

Reston Community Center  
 Budget vs Actuals Worksheet  
 31-Aug-10

<b>100%/12*2mos=16.66%</b>	
<b>Beginning Fund Balance</b>	\$ 8,746,168
<b>Est. Y-End Fund Balance</b>	\$ 6,551,648

	<b>Budget FY11</b>	<b>July</b>	<b>Aug</b>	<b>ENCUMBR.</b>	<b>YTD</b>	<b>REMAINING BALANCE</b>	<b>YTD % actual</b>
<b>Revenue</b>							
1 Administration	\$ 6,860,569	2,820,941	192,978		\$ 3,013,919	3,846,650	43.93%
2 Performing Arts-Theatre Admiss.	49,500		9,780		9,780	39,720	19.76%
3 PA Theatre Rental	22,990	1,000	184		1,184	21,806	5.15%
4 PA Cultural Activities/ Arts Org	0				0	0	0.00%
5 Aquatics Classes/drop-in	270,000	18,337	40,974		59,310	210,690	21.97%
6 Aquatic Rental	18,000	225			225	17,775	1.25%
7 General Programs Admin	0				0	0	0.00%
8 Teens	65,288	34,280	2,364		36,644	28,644	56.13%
9 Senior	54,200	7,135	21,018		28,153	26,048	51.94%
10 Youth	86,464	57,450	6,395		63,845	22,619	73.84%
11 Adult	122,968	6,421	34,748		41,169	81,799	33.48%
12 Community Events	0		1,500		1,500	(1,500)	0.00%
13 Arts Education	105,608	46,179	22,714		68,894	36,714	65.24%
<b>Total RCC Revenue</b>	<b>\$ 7,655,587</b>	<b>\$ 2,991,968</b>	<b>\$ 332,654</b>	<b>\$ -</b>	<b>\$ 3,324,623</b>	<b>\$ 4,330,964</b>	<b>43.43%</b>

Reston Community Center  
 Budget vs Actuals Worksheet  
 31-Aug-10

<b>100%/12*2mos=16.66%</b>	
<b>Beginning Fund Balance</b>	\$ 8,746,168
<b>Est. Y-End Fund Balance</b>	\$ 6,551,648

	<b>Personnel Expenses</b>	<b>Budget FY11</b>	<b>July</b>	<b>Aug</b>	<b>ENCUMBR.</b>	<b>YTD</b>	<b>REMAINING BALANCE</b>	<b>% Budget Used Ytd</b>
1	Administration	653,628	14,314	23,033		37,347	616,281	5.71%
2	Board OG	-				-	-	0.00%
3	Booking	139,025	6,568	11,461		18,029	120,996	12.97%
4	Comptroller	318,244	9,919	19,655		29,574	288,670	9.29%
5	Customer Service	321,988	12,899	24,595		37,493	284,495	11.64%
6	Facility Engineer	144,151	7,299	12,741		20,040	124,111	13.90%
7	Maintenance	305,254	14,753	26,232		40,986	264,268	13.43%
8	IT	106,322	4,647	7,647		12,294	94,028	11.56%
9	Media	247,398	7,430	13,345		20,774	226,624	8.40%
10	Performing Arts	429,530	16,044	32,599		48,644	380,886	11.32%
11	Aquatics	623,516	31,115	53,175		84,290	539,226	13.52%
12	General Programs Admin	85,924	3,942	7,347		11,289	74,635	13.14%
13	Teens	126,585	12,978	16,335		29,313	97,272	23.16%
14	Senior	133,258	3,945	10,612		14,557	118,701	10.92%
15	Youth	184,655	22,155	32,727		54,882	129,773	29.72%
16	Adult	178,248	11,470	16,761		28,230	150,018	15.84%
17	Community Events	103,965	7,680	7,469		15,148	88,817	14.57%
18	Arts Education	278,205	22,488	67,589		90,077	188,128	32.38%
	<b>Total Personnel Expenses</b>	<b>\$ 4,379,896</b>	<b>\$ 209,645</b>	<b>\$ 383,322</b>	<b>\$ -</b>	<b>\$ 592,967</b>	<b>\$ 3,786,929</b>	<b>13.54%</b>

Reston Community Center  
 Budget vs Actuals Worksheet  
 31-Aug-10

<b>100%/12*2mos=16.66%</b>	
<b>Beginning Fund Balance</b>	\$ 8,746,168
<b>Est. Y-End Fund Balance</b>	\$ 6,551,648

	Budget FY11	July	Aug	ENCUMBR.	YTD	REMAINING BALANCE	% Budget Used Ytd
<b>Operational Expenses</b>							
1 Administration	158,921	2,050	3,210	27,011	32,270	126,651	20.31%
2 Board	59,000	222		9,495	9,717	49,283	16.47%
3 Booking	103,294	1,711	7,076	73,527	82,313	20,981	79.69%
4 Comptroller/Customer Service	421,616	23,142	23,311	138,720	185,173	236,443	43.92%
5 Facility Engineer	169,729	(1,978)	21,978	16,277	36,278	133,451	21.37%
6 Maintenance	314,475	14,015	14,043	142,748	170,806	143,669	54.31%
7 IT	163,905	1,455	720	22,169	24,344	139,561	14.85%
8 Media	294,833	7,798	57,446	40,700	105,944	188,889	35.93%
9 Community Partnerships	135,000	174	40,000	37,500	77,674	57,326	57.54%
10 Performing Arts	295,876	21,970	33,604	85,125	140,699	155,177	47.55%
11 Aquatics	81,245	2,042	10,461	24,457	36,960	44,285	45.49%
12 General Programs Admin	6,850	356	778	0	1,134	5,716	16.56%
13 Teens	123,660	8,744	14,518	14,973	38,235	85,425	30.92%
14 Senior	86,450	4,648	493	3,506	8,647	77,803	10.00%
15 Youth	110,130	11,177	6,686	6,124	23,987	86,143	21.78%
16 Adult	107,663	5,195	6,949	23,066	35,210	72,453	32.70%
17 Community Events	163,200	44,974	1,651	5,766	52,390	110,810	32.10%
18 Arts Education	86,919	3,205	8,373	7,700	19,277	67,642	22.18%
<b>Total Operational Expenses</b>	<b>\$ 2,882,766</b>	<b>\$ 150,900</b>	<b>\$ 251,295</b>	<b>\$ 678,864</b>	<b>\$ 1,081,060</b>	<b>\$ 1,801,707</b>	<b>37.50%</b>

Reston Community Center  
 Budget vs Actuals Worksheet  
 31-Aug-10

<b>100%/12*2mos=16.66%</b>	
<b>Beginning Fund Balance</b>	\$ 8,746,168
<b>Est. Y-End Fund Balance</b>	\$ 6,551,648

	Budget FY11	July	Aug	ENCUMBR.	YTD	REMAINING BALANCE	% Budget Used Ytd
1 RCC Improvements 003716	\$ 541,656			\$ -	0	541,656	
2 HW LA Priority 1 003717.5	235,032			30,417	30,417	204,616	12.94%
3 Nat. Spa Roof 003717.10	42,000				0	42,000	0.00%
4 Facility Enhancement LA 003717.11	320,700			51,325	51,325	269,375	16.00%
5 Comm. Room HW Enhancements 003717.12	500,000				0	500,000	0.00%
6 Aquatics-Slide	9,000				0	9,000	0.00%
add 939K for LA					0	0	0.00%
Expansion part of					0	0	0.00%
Carryover 09/10 BOS					0	0	0.00%
approval							
<b>Total Capital Expenses</b>	<b>\$ 1,648,388</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 81,742</b>	<b>\$ 81,742</b>	<b>\$ 1,566,647</b>	<b>4.96%</b>
<b>Total RCC Expenditures</b>	<b>\$ 8,911,051</b>	<b>\$ 360,545</b>	<b>\$ 634,617</b>	<b>\$ 760,606</b>	<b>\$ 1,755,768</b>	<b>\$ 7,155,282</b>	<b>19.70%</b>

003716 includes cost estimates for:  
 ADA Door Enhancements  
 Chiller  
 Center Stage Floor  
 HW Loading Dock

## Revenue

1. **Administration:** The Administration revenue budget shows combined tax, interest and facility rental revenues. To date, RCC has collected 44.40% of the estimated tax revenue, 68% of estimated Facility Rental revenue and 9.10% of the estimated interest revenue. Interest revenue is significantly lower than collections for this same period in the previous fiscal year due to lower investment performance and a smaller fund balance earning interest income.
2. **Performing Arts:** Year-to-date revenue equals \$9.8K which represents 19.76% of the budget revenue estimate; revenue collection is very uneven depending on scheduled shows and their related box office revenue. The beginning of the year revenue results from ticket sales for the season as a whole.
3. **Performing Arts Theatre Rental:** Year-to-date revenue has reached \$1.1K which represents 5.15% of the budget revenue estimate. This amount relates to rent due by a significant Historical User for the previous fiscal year they were unable to pay on time. Theatre rental payments are typically made at the end of the fiscal year.
4. **Performing Arts Cultural Activities/Arts Organizations:** This is the revenue clearing line for the community arts box office receipts and payments.
5. **Aquatics Classes/drop-in:** Year to date revenue represents partial registration for fall programming.
6. **Aquatics Rental:** To date RCC has collected \$225.00 in Aquatics rental revenue.
7. **General Programs Administration:** This is not a revenue earning category.
8. **Teens:** Year-to-date revenue includes some summer (post July 1) and partial fall program revenue.
9. **Seniors:** Year-to-date revenue includes some summer (post July 1) and partial fall program revenue.
10. **Youth:** Year-to-date revenue includes some summer (post July 1) and partial fall program revenue. It also includes Camp Goodtimes 2010 summer revenue.
11. **Adults:** Year-to-date revenue includes some summer (post July 1) and partial fall program revenue.
12. **Community Events:** Collected revenue of \$1.5K relates to vendor fees for the Reston Multicultural Festival.
13. **Arts Education:** Year to date revenue includes some summer (post July 1) and partial fall program revenue.

## Personnel Expenses:

1. **Administration:** Administration's allocated budget is typically under-spent; funding provides for contingencies.
3. **Booking:** Personnel costs are in an appropriate range for the period of the year.
4. **Comptroller:** Personnel costs are lower due to a merit position vacancy.
5. **Customer Service:** Personnel costs are at expected levels.
6. **Facility Engineer:** Personnel costs reflect additional costs for an exempt position utilized to prepare for our Building Engineer's retirement in the fall of 2010.
7. **Maintenance:** Personnel costs are at expected levels.
8. **Information Technology:** Personnel costs are at expected levels.
9. **Media:** Personnel costs are somewhat behind the calendar as expenditures will fluctuate based on workflow.
10. **Performing Arts:** Personnel costs are at expected levels.
11. **Aquatics:** Personnel costs are at expected levels. Aquatics exempt staff hourly rates were evaluated and increased in FY10 to match industry standards.
12. **General Programs Administration:** Personnel costs are at expected levels.
13. **Teens:** Personnel costs reflect Road Rulz summer camp labor costs which occurred in July/August 2010. Road Rultz offerings increased in FY11.
14. **Senior:** Personnel costs are at expected levels.
15. **Youth:** Personnel costs include Camp Goodtimes labor costs which occurred in July/August 2010.
16. **Adult:** Personnel expenditures are at expected levels.
17. **Community Events:** Personnel expenditures are at expected levels.
18. **Arts Education:** Personnel expenditures reflect LARK/YAT summer camps' labor costs which occurred in July/August 2010.

**Operating Expenses:**

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

1. **Administration:** Current month expenditures primarily reflect costs for consulting expenses (SWSG) related to capital projects. Reservations are for those contract/consulting services.
2. **Board:** Reservation is for Preference Poll electronic and mailed ballot vendor cost (Votenet).
3. **Booking:** Current month expenditures are for security monitoring, supplies, and storage facility rental. Reservations are for security monitoring and storage facility rental.
4. **Comptroller:** Current month expenditures include bank service charges, office supplies, electricity, and water. Reservations are for electricity, gas, and water.
5. **Facility Engineering:** Current month expenditures are for repair and maintenance. Reservations are for repair and maintenance and for grounds maintenance.
6. **Maintenance:** Current month expenditures include custodial service payment and supplies costs. Reservations are for custodial service, equipment, fuel, and repair and maintenance.
7. **IT:** Current month expenditures include miscellaneous supplies. Reservations are for cellular phone billing and purchase of computers.
8. **Media:** Current month expenditures are for printing materials and advertising. Reservations are for advertising.
9. **Community Partnerships:** Current month expenditures include IPAR and Reston Historic Trust (RHT) payments. Reservations are for IPAR and RHT.
10. **Performing Arts:** Current month expenditures include contracts, miscellaneous operating costs, communication equipment, repair and maintenance, and hospitality costs.
11. **Aquatics:** Current month expenditures are for various pool supply costs and repair and maintenance.
12. **General Programs Admin:** Current month expenditures include supplies and professional membership costs.
13. **Teens:** Current month expenditures are for program transportation, miscellaneous operating costs, and recreational activities. Reservations are for program instruction, program transportation, and recreational activities.
14. **Senior:** Current month expenditures are for supplies and professional membership. Reservations are for program instruction and program transportation.
15. **Youth:** Current month expenditures are for program instruction and recreational activities. Reservations are for program instruction and program transportation.
16. **Adult:** Current month expenditures are for class instruction, program transportation, program supply costs, recreational activities, and professional membership fees. Reservations are for program instruction, program transportation, and recreational activities.
17. **Community Events:** Current month expenditures are contractor payments and operating supplies' costs. Reservations are for event contracts and food supply costs.
18. **Arts Ed:** Current month expenditures are for program related supplies, instruction costs, and contractor advance payments. Reservations are for program instruction and contractor advance payments.

**Capital Project Expense**

1. **RCC Improvements / 003716:** Includes ADA Doors, Chiller, CenterStage Floor, and HW Loading Dock projects.
2. **Hunters Woods and Lake Anne Priority 1 / 003717.5:**
3. **Natatorium Spa Roof / 003717.10:** No activity.
4. **Facility Enhancement Lake Anne / 003717.11:** Includes Art Studio, LA Expansion, LA Hallway Acoustics projects. Reservation is for LA expansion design service. Expansion cost allocation will be added. (\$939,000)
5. **Community Room Hunters Woods Enhancements / 003717.12:** No activity.
6. **Aquatics Slide:** No activity.



## MEMORANDUM

**DATE:** September 30, 2010  
**TO:** RCC Board of Governors  
**FROM:** Colin Mills  
Chair, Community Relations Committee  
**SUBJECT:** September 27, 2010 Program/Policy Committees Meeting

Program/Policy Committee met on Monday, September 27, 2010. Present were:

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

Attending from the RCC staff:

- Leila Gordon, Executive Director
- Janet Dopsovic, Executive Assistant

The Chair called the meeting to order at 7:00 p.m. and stated the objectives of the meeting were to review the By-laws to ensure their compliance with the most recent MOU and to review the compendium of the policy motions.

**By-laws Review:** Leila reported that she had marked up the By-laws to include suggested changes and asked the committee to review the document before them. The first item requiring adjustment is the new date for the By-laws.

The Committee agreed as follows:

Section III-B-1-i- (1): Replace "all unfinished Governing Board business" with "all routine business issues before the Board of Governors." Leila will ask for clarification from the County's Attorney on this to assure that it doesn't imply more than normal business/housekeeping kinds of matters.

Section III-B-1-i-(2): Since staff prepares an Annual Report, this item should be edited to read: "Assures an Annual Report is compiled by RCC staff and distributed to Governing Board members and the Board of Supervisors."

Section III-B-1-i-(3): The words "and a presentation of the Chairperson's annual report" should be deleted.

Section III-B-3-a: The last sentence should be replaced with the following language: “The secretary shall also comply with provisions applicable to public bodies contained in the Virginia Freedom of Information Act.”

Section III-B-3-c: The paragraph should be deleted, as the term limit for officers was removed from the MOU.

Section IV-D: Leila will clarify as to whether the language should read business or calendar days. Sub item 3) (Executive Director’s Report) should be deleted.

Section IV-F: Add Executive Director’s Report.

Section V-B-1-c: Add language to reflect “consistent with Board of Supervisors and County HR guidelines and requirements”.

Section V-B-2-c: Delete paragraph pertaining to Ad Hoc Committees – Liaison as it is no longer consistent with assignment of Board Members to organizations.

Section V-B-2-c: Add paragraph about Building Committee to Ad Hoc Committees.

Further, Leila will consult with the County Attorney as to which Committees should be called out as Standing or Ad Hoc.

### **Compendium of Policy Motions**

After reviewing and discussing the Policy packet in its draft format, the Committee discussed the need to review the document in greater detail and continue to meet to establish the recommended format and content, including related materials, a consolidated policy compendium should contain. The Committee will also recommend to the full Board what policies are still applicable and how to sunset those which have been superseded over time by other considerations.

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

The Chair adjourned the meeting at 8:06 p.m.