



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
BOARD OF GOVERNORS' MEETING
MARCH 3, 2008**

Present:

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

Absent:

- Claudine Varesi

Staff:

- Thomas L. Ward, Acting Executive Director
- Leila Gordon, Acting Deputy Director

Visitor:

David Catalon, Director of Sales and Marketing for the Sheraton Reston Hotel and The Westin Reston Heights

The Chair called the meeting to order at 8:00 p.m., welcoming the visitor and viewing audience.

Approval of the Agenda:

Bill Bouie, Chair

MOTION #1:

Cathy Vivona moved that the Board approve the Agenda. Bill Penniman seconded the motion. The motion was unanimous.

Approval of the February 4, 2008 Board Minutes:

Bill Bouie, Chair

MOTION #2:

Colin Mills moved that the Board approve the February 4, 2008 Board Minutes. Beverly Cosham seconded the motion. The motion passed unanimously.

Approval of the February 4, 2008 Board Actions:

Bill Bouie, Chair

March 3, 2008 Board Minutes cont'd

MOTION #3:

Colin Mills moved that the Board approve the February 4, 2008 Board Actions. Beverly Cosham seconded the motion. The motion was unanimous.

Chair's Remarks:

Bill Bouie, Chair

The Chair reported that the Initiative for Public Art-Reston (IPAR) Board of Directors had negotiated a contract with two consultants to create a public art master plan for Reston. During the morning of February 25, 2008, the IPAR Board heard presentations from Joe Ritchey, Jim Cleveland, and Bob Simon on the history of Reston. In the afternoon, IPAR Board members embarked on a four-and-a-half-hour bus tour of Reston. On the following day the IPAR Board held interviews with key people who are involved in planning and development and cultural and arts activities throughout Reston. In the evening, IPAR Board members had dinner at Morton's The Steakhouse.

In response to a question from Bill P., the Chair said the public art master plan for Reston is expected to be completed in August but it may not be published until September.

Introduction of Visitors:

Bill Bouie, Chair. The Chair welcomed David Catalon, Director of Sales and Marketing for the Sheraton Reston Hotel and The Westin Reston Heights.

Citizen Input:

Bill Bouie, Chair.

David Catalon said The Westin Reston Heights will be the community's first true luxury hotel. The Westin is part of the Reston Heights development, which includes the Sheraton Reston Hotel and residential and office components. The Westin will generate approximately 90 to 100 new jobs in Reston and is currently offering job opportunities to interested citizens of Reston. The hotel will have 51 suites and 140 general deluxe guest rooms and Reston's first rooftop pool and fitness center and its meeting space and board rooms will accommodate special events and family gatherings. The Westin will unveil a restaurant on the ground floor, Vinifera, as Reston's first wine bar and bistro offering over 200 wines. The casual, upscale restaurant will welcome everyone and offer outdoor seating and an American fusion cuisine, showcasing seasonal and sustainable products and wines from at least three Virginia wineries. The restaurant will also feature wine pairings with chocolates during cocktail hour. The Westin's goal is to renew, refresh, and rejuvenate its guests. Smoking will be prohibited in the entire building and some of the guest rooms will include an elliptical trainer or a treadmill for guests to exercise in the privacy of their own room. The Westin will disperse a White Tea scent throughout the building to evoke calm, relaxation, and enjoyment among the guests. David welcomed people to visit the hotel, noting that tours were being given as the construction company allowed. The Westin is scheduled to open on Thursday, April 17, 2008.

David indicated that the Sheraton Reston Hotel offers over 22,000 square feet of meeting space. The hotel has recently undergone a \$9 million renovation to make it more contemporary with flat screen televisions installed in every room. David said he would invite Bob Simon to help celebrate the 35th anniversary of the Sheraton since it was the first hotel built in Reston.

David said he would send the RCC Board members invitations to the different grand opening events of The Westin Reston Heights.

March 3, 2008 Board Minutes cont'd

Cathy requested that David inform the Sheraton and The Westin employees that they were able to use the Center at the reduced fees for Small District 5 residents. David thanked Cathy for this information, noting that he would forward it to Beth McMahon, Director of Human Resources for both hotels.

The Chair encouraged David to pick up copies of the Summer Program Guide in the lobby so he could also promote the RCC activities to the hotel guests. David said that this idea made sense since the hotels were less than one mile away from the Center.

David thanked the RCC Board members and staff for the opportunity to speak and expressed appreciation for their hospitality.

Board Member Input on Activities Attended:

Bill Bouie, Chair

Bill K. and Karen attended the Virginia Polar Plunge event at the Lake Anne Village Center, which raised \$6,000 for Camp Sunshine. They also saw the *Oil on Canvas Paintings by Loretta Scott* exhibit at the Jo Ann Rose Gallery. Bill K. noted that the Reston Association's Parks and Recreation Planning Committee plans to work with the RCC Board on future projects. Cathy and Beverly attended the *Rob Schwimmer* and *Ahn Trio* performances at CenterStage. Bill P. takes a sculpture class at RCC Lake Anne. He also attended the *New Orleans Own Hot 8 Brass Band* and *Ahn Trio* performances at CenterStage. Karen met with various community groups. She congratulated the Chair for winning the Virginia State Racquetball Singles Championship tournament that was held February 29, 2008 through March 2, 2008 at the Crystal Gateway Sport & Health Club in Arlington. Colin attended numerous meetings at the Center. Beverly attended a Folger Consort performance featuring songs from the 11th and 12th century at the Folger Elizabethan. She rehearses with the Reston Chorale every Tuesday night at the Center. Beverly announced that the Reston Chorale will hold a concert in the Community Room at RCC Hunters Woods on Saturday, March 15, 2008. Carol is finishing a Yoga class. She also attended the *Ahn Trio* performance at CenterStage.

Committee Reports

Bill Bouie, Chair

Joint Community Relations/Program Policy Committee (February 11, 2008)

Cathy Vivona, Community Relations Committee Chair. The report was summarized and submitted for the record. Please see attached report.

Preference Poll Committee (February 25, 2008)

Colin Mills, Chair. The report was summarized and submitted for the record. Please see attached report.

Responding to questions from Cathy, the RCC Board Chair explained that revisions to the Memorandum of Understanding (MOU) to support the polling method of one vote per address for the Preference Poll beginning in 2009 would be prepared by RCC staff and presented to the RCC Board for its review and approval. The RCC Board Chair would then forward the proposed MOU language to Hunter Mill District Supervisor Catherine Hudgins for initiation and approval by the full Board of Supervisors. Between now and spring of 2009, the RCC Board would have to enact and contract an electronic and mail-in balloting process according to the terms of the revised MOU.

In response to a question from Bill K., the RCC Board Chair said RCC staff would distribute the proposed

March 3, 2008 Board Minutes cont'd

MOU revisions to the Board members prior to the April 7, 2008 Board meeting so they would be prepared to vote on the revisions during that meeting.

Responding to a question from Cathy, the RCC Board Chair explained that once the changes to the MOU were established, he and staff planned to meet with other organizations that have implemented electronic and mail-in balloting. When RCC initially investigated this method, its implementation was estimated to cost \$40,000, but it is believed to be approximately half that cost now.

Beverly called attention to the statement, "...the mechanics of the electronic and mail-in voting process and the associated costs would be considered as part of the FY2010 Budget cycle," in the Preference Poll Committee Report.

The acting deputy director reported that since the Community Picnic was not held last year, some of its funding was reallocated to Family Fun Day, which was redesigned to incorporate food components and enhance its participation. Family Fun Day was again scheduled in conjunction with this year's Community Polling Day.

Joint Finance/Building Committee (February 25, 2008)

Bill Penniman, Finance Committee Chair. The report was summarized and submitted for the record. Please see attached report.

MOTION #4:

Bill Penniman moved that the Board authorize RCC staff to contract with SWSG, PC, to provide construction administration and management services for the HVAC renovation Phase III, Natatorium renovation, theatre rigging, and fire alarm system replacement projects. Beverly Cosham seconded the motion. The motion passed unanimously.

Approval of Committee Reports:

Bill Bouie, Chair

MOTION #5:

Karen Cleveland moved that the Board approve the Committee Reports, with the exception of the February 25, 2008 Joint Finance/Building Committee Report, which will be amended and presented to the Board on April 7, 2008. Beverly Cosham seconded the motion. The motion was unanimous.

Acting Executive Director's Report:

Thomas L. Ward, Acting Executive Director. The report was summarized and submitted for the record. Please see attached report.

In response to a question from Bill P., the acting executive director said he was confident that Harvey W. Hottel would complete the HVAC renovation Phase III project by the October 31, 2008 deadline since Charles Gornowich, Senior Construction Manager with SWSG, PC, who would oversee the project, had the necessary skills and experience in administering large projects as well as in-depth knowledge of the design specifications for the project.

The acting deputy director pointed out that vacating the building was vital to the ability of the contractor to execute the project expeditiously. Phases I and II of the HVAC renovation were done while the building was occupied and involved different kinds of issues from the complete replacement scope of Phase III.

March 3, 2008 Board Minutes cont'd

Bill P. expressed concern that Hottel would not be able to finish Phase III due to its failure to complete the punch list items for Phases I and II.

The acting executive director said all three phases of the HVAC renovation are equally complex. Hottel met the substantial completion of Phases I and II and the systems are working. The punch list items are minor and simple. Based on his experience and discussions with Fairfax County Department of Facilities Management Department staff, contractors tend to have difficulty completing the last month of a project because their workers shift, because they have received a substantial amount of money by then, and/or because they are working on other projects. SWSG will hold Hottel accountable for the completion of all punch list items prior to the building reopening on October 31, 2008.

Responding to questions from Bill P., the acting executive director indicated that the Natatorium is scheduled to reopen on October 1, 2008. Contract negotiations on the leased space at the Hunters Woods Village Center began today. The County leasing agent was not able to begin negotiations until authorization by the County Executive. The acting executive director said he would call the leasing company, Regus Business Centers, tomorrow to determine the current space availability.

Old Business:

Bill Bouie, Chair. None.

New Business:

Bill Bouie, Chair.

Karen Cleveland, Chair of the Executive Director Search Committee, reported that the application process for the RCC Executive Director position closed at the end of February. The Committee reviewed all of the resumes and selected six candidates to interview. The Committee plans to schedule all of the interviews for Wednesday, March 26, 2008. After the first round of interviews is complete, the Committee will determine if a second round is needed. The Committee's goal is to present one recommendation for the RCC Executive Director to the entire RCC Board.

MOTION #6:

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

The meeting adjourned at 9:15 p.m.

Colin Mills, Board Secretary

Date

**RESTON COMMUNITY CENTER
BOARD ACTIONS
TAKEN AT BOARD OF GOVERNORS' MEETING ON MARCH 3, 2008**

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| 08-03-03-1 | Bd | That the Board approve the Agenda. |
| 08-03-03-2 | Bd | That the Board approve the February 4, 2008 Board Minutes. |
| 08-03-03-3 | Bd | That the Board approve the February 4, 2008 Board Actions. |
| 08-03-03-4 | Bd | That the Board authorize RCC staff to contract with SWSG, PC, to provide construction administration and management services for the HVAC renovation Phase III, Natatorium renovation, theatre rigging, and fire alarm system replacement projects. |
| 08-03-03-5 | Bd | That the Board approve the Committee Reports, with the exception of the February 25, 2008 Joint Finance/Building Committee Report, which will be amended and presented to the Board on April 7, 2008. |
| 08-03-03-6 | Bd | That the meeting be adjourned. |

Colin Mills, Board Secretary

Date



MEMORANDUM

DATE: February 21, 2008

TO: RCC Board of Governors

FROM: Cathy Vivona
Chair, Community Relations Committee

Karen Cleveland
Chair, Program Policy Committee

SUBJECT: February 11, 2008, Joint Community Relations/Program Policy Committee Meeting

The Community Relations Committee and the Program Policy Committee met in joint session on Monday, February 11, 2008. Present were:

- Cathy Vivona, Community Relations Committee Chair
- Karen Cleveland, Program Policy Committee Chair
- Beverly Cosham
- Bill Bouie
- Colin Mills
- Bill Penniman

Attending from the RCC staff were:

- Thomas L. Ward, Acting Executive Director
- Renata Wojcicki, Director of Finance
- Joe Leary, Aquatics Director
- Leila Gordon, Acting Deputy Director
- Eileen Boone, Director of General Programs
- Brian Gannon, Facility Booking Manager

Attending from the public were:

- Lloyd Kinzer, President of the Reston Community Orchestra and member of the Reston Chorale
- Joe Ritchey, member of the Board of Directors for Initiative for Public Art-Reston and Principal of Prospective Inc.
- John Alciati, President and CEO of the Greater Reston Arts Center
- Ann Rodriguez, President and CEO of the Arts Council of Fairfax County
- Mary Bronson, President of the League of Reston Artists

Carol Ann Bradley, Bill Keefe, and Claudine Varesi were absent and excused. The Community Relations Committee Chair called the meeting to order at 6:05 p.m.

Staff Briefing for Public on Programming Relocation Plans and Objectives: The director of general programs reported that during the building closure period the majority of general programs will be offered at RCC Lake Anne in addition to various community facilities. For example, the Tall Oaks at Reston Assisted Living community will host the Tot Time program; the Reston Senior Clubhouse, formally known

February Joint Community Relations/Program Policy Committee Report Page 2

as the Reston-Herndon Senior Center, and the Southgate Community Center will host some programs; the Reston Used Book Shop will host the French Club; and the Reston Historic Trust & Storefront Museum of Suburban History will host the Chess Club. RCC staff members are taking major steps in disseminating information to the public to make the program relocation process as transparent as possible. The 2008 Summer Camp Guide has recently been published, which included a letter listing the various camp locations. Staff was able to relocate 96 percent of the general programs with the exception of the summer Senior Computer classes because the lab at the Southgate Community Center will not be available during the day and the computer instructors have requested the summer off.

The aquatics director reported that during the summer, the RCC Aquatics department will operate the Vantage Hill Condominium Association's outdoor pool facility located at 11618 Vantage Hill Road in Reston. RCC is also in negotiations with the Reston Association (RA) to operate at one of its pools during the summer through September. In October, the RCC Aquatics program will be relocated to the Reston YMCA pool. Due to the limited size and footprint of Vantage Hill pool's, RCC will offer approximately 75 summer aquatics classes as opposed to the typical summer aquatics offering of 240 to 250 classes for all ages.

Joe Ritchey, member of the Board of Directors for Initiative for Public Art-Reston and Principal of Prospective Inc., said he was excited about the fact that the community is rallying for the RCC Aquatics program and the cooperation between RCC, the Reston YMCA, and RA.

The aquatics director pointed out that the Center will ensure information emphasizing its partnerships with RA and the Reston YMCA is disseminated as widely as possible.

The facility booking manager explained that the Founding Partners organizations have rented meeting space at the Center annually since its inception; therefore, they were given special priority booking based on their historic pattern of use. Fortunately, many Founding Partners organizations will be on hiatus during the summer, such as the Reston Chorale and the Reston Community Players. The organizations that will meet over the summer will be accommodated at RCC Lake Anne. The United Christian Parish of Reston located next door to RCC Hunters Woods agreed to accommodate the Reston Chorale on Tuesday evenings in the early fall. The Conservatory Ballet will host the United Christian Parish of Reston's Sunday school classes. RCC Lake Anne will host the Narcotics Anonymous and Jack and Jill groups. The rest of the Founding Partners organizations will be on hiatus until the building reopens. The facility booking manager expressed his appreciation to the United Christian Parish of Reston and the Conservatory Ballet for their assistance.

The acting deputy director reported that RCC staff will implement a marketing plan from March until the end of May to inform the community of the new locations for RCC programs and to arouse interest in the fall community events, such as the Reston Multicultural Festival at the Lake Anne Village Center. The Center is in negotiations to hire exciting artists to perform at the Reston Town Center Pavilion in September and October. Staff will roll out great activities, efforts, and opportunities for people to get involved in programs that they may not have otherwise known about because of where they live or work.

Lloyd Kinzer, President of the Reston Community Orchestra, asked if transportation will be available for the residents of the Hunters Woods Fellowship House to get to the venues that will host RCC programs. The acting deputy director replied that many of the residents at both Fellowship Houses at Hunters Woods and Lake Anne take full advantage of the bus system throughout Reston. The existing amenities and activities in this area will still be available to the residents. The director of general programs added

February Joint Community Relations/Program Policy Committee Report
Page 3

that the Hunters Woods Fellowship House agreed to host the RCC Senior program's English as a Second Language (ESL) and Mah Jongg classes.

The Community Relations Committee Chair requested that the members of the public introduce themselves.

At the request of Bill B., the acting deputy director delivered a briefing on the programming and budgeting processes. She noted that the Capital Improvement Plan (CIP) described the general outline of the RCC Board's initiatives and ideas regarding capital improvements, potential projects, and associated issues. The purpose of the February and March Joint Community Relations/Program Policy Committee meetings is to examine programming issues and ideas through the Center's relationships with other community organizations.

Public Comment from Residents and/or Representatives from Organizations: Lloyd read his statement for the record. Please see attached statement.

Joe R. read his statement for the record. Please see attached statement. He added that the Friends of the Reston Community Center led in IPAR's fundraising endeavor by \$60,000 more than any other organization. The second and third largest donators were the Greater Reston Arts Center (GRACE) at \$30,000 and the Arts Council of Fairfax County at \$20,000. Joe R. also noted that according to IPAR's consultants, Reston was the first non-incorporated jurisdiction in the United States to embark upon the process of creating a public art master plan.

Bill B. commented that the Center has changed from a reactionary organization to an organization that solicits public input, thus falling in line with its strategic plan, CIP, and the Board's goals and objectives.

In response to questions from the Community Relations Committee Chair, Joe R. indicated that Lorton was the only community in Fairfax County that had established a public art plan. The Reston Public Art Advisory Committee, composed of representatives from all community organizations, began meeting every two weeks over the summer to discuss a world-class public art master plan for Reston as a template for the future development and implementation of a public art program. The committee became a 501(c)(3) incorporated organization called the Initiative for Public Art-Reston (IPAR). The objective of IPAR is to put a public art master plan in place so that it may be adopted in the Comprehensive Plan for Reston and implemented over time.

Responding to a question from Colin, Joe R. explained that in response to the uncertainty of the next generation of community leadership, the IPAR board made it an initiative to reach out and try to retain at least two 30-something year old individuals who would be involved in the creation and implementation of a world-class public art master plan for Reston over the next 20-plus years. The board actively sought out younger emerging talent: Sara Davidson, project manager for Midtown Reston Town Center; Jill Switkin, land use attorney with Cooley Godward Kronish LLP; and Marco Rando, a well-known and highly regarded artist in Reston are all young and eager to participate in leading the IPAR project as board members. IPAR board members, who were interested in recruiting emerging leaders as part of IPAR, are also encouraging other community organizations to do the same.

In response to a question from Bill P., Joe R. said the public art master plan will establish processes for locating art in primary, secondary, and tertiary locations. For example, a primary location could be a gateway site that features a fantastic sign with a piece of public work that lets people know they are

February Joint Community Relations/Program Policy Committee Report

Page 4

entering a world-class community that values art, creativity, and people. The plan would also identify the full spectrum of the different types of public art. For example, public art could be a manhole cover portrayed in a fun and inviting fashion or an electrical substation transformed at night through a stimulating and fun light display. Joe R. highly recommended the book, "The Rise and Fall of Alexandria: Birthplace of the Modern Mind" by Justin Pollard and Howard Reid, which inspired him to get involved in IPAR. He summarized the content of the book and described the similarities between ancient Alexandria and the Reston Town Center. Joe R. said he had been invited to address the Reston Philosophers on this book and its connection to IPAR and other endeavors.

Bill B. pointed out that the first floor of the former USAA building in Reston, which used to be a drive-in claims center, will be redeveloped as the offices for Architecture, Inc. in about four weeks. William Drury, President of Architecture, Inc., expressed interest in showcasing public art pieces in a garden outside of his offices and hosting meetings of the Reston Philosophers and the Reston Chorale and other organizations during the evenings and weekends so they can enjoy the garden.

Joe R. publicly thanked GRACE and the Arts Council of Fairfax County for their support and recognized Mary Bronson, President of the League of Reston Artists (LRA), who is also the Treasurer of IPAR.

John Alciati, President and CEO of GRACE, said he met with the Community Relations Committee Chair and thanked her for inviting him to this meeting. He said one of his priorities is to become more involved and reach out to the community in conjunction with RCC and its programs. John noted he will submit in writing the initiatives derived from GRACE's long-range planning process regarding potential partnership opportunities with RCC. GRACE operates an art enrichment program in over 50 schools in Fairfax County and Loudoun County and plans to offer this program in other Virginia jurisdictions. GRACE will also add the English for Speakers of Other Languages (ESOL) component to the Art in the Schools program, which could be handled jointly with RCC. GRACE could also collaborate with RCC in addition to other non-profit community arts groups to help organize the annual Northern Virginia Fine Arts Festival at the Reston Town Center. GRACE also offers highly respected juried exhibitions once a month. John said he enjoyed working with the Community Relations Committee Chair as a community liaison on the RCC Board.

Ann Rodriguez, President and CEO of the Arts Council of Fairfax County, reported that about 18 months ago the Fairfax County Board of Supervisors established a community funding pool for arts and cultural organizations serving County citizens through a grant of \$500,000 to the Arts Council to award to County arts organizations. The Board of Supervisors also charged a commission to discuss the future of the arts in the County. The commission has been meeting for the past seven months and will present its draft report to Board of Supervisors Chairman Gerald Connolly on Friday, February 15th. The report, which will be issued publicly, portrays RCC as a model for potential community centers that address the need for performing and visual arts across the County and also mentions IPAR.

Mary explained that LRA started informally more than 40 years ago to provide opportunities for local artists to exhibit their work. The organization continues to grow and now represents approximately 200 artists mainly from the Reston area but also from other neighboring communities. LRA is considering a transition from an all-volunteer organization to one with a staff and a permanent location to expand its visibility in the community. LRA sponsors group exhibits at the Jo Ann Rose Gallery at RCC Lake Anne, the National Center Gallery at the U.S. Geological Survey building, the Penzance Companies (formerly Walker and Company) building at the Cascades Executive Center, and the University of Phoenix Northern Virginia Campus at Plaza Americas and continually seeks new venues and opportunities. Mary

February Joint Community Relations/Program Policy Committee Report Page 5

encouraged everyone to attend the reception for an exhibit opening at the Penzance Companies building on Wednesday, February 13th from 5 to 7 p.m.

Bill B. thanked the community leaders for their input and said the Center is very excited about participating with IPAR, LRA, the Reston Chorale, and many other community organizations to continue to foster the arts because of its importance to the future of Reston.

Lloyd thanked the RCC Board members and staff for the opportunity to speak.

The acting deputy director invited the visitors to the Joint Community Relations/Program Policy Committee Meeting on Monday, March 10th.

Board Questions/Research Areas for Staff to Report back in March: The Community Relations Committee Chair requested staff to report on RCC's current and future activities in collaboration with Reston Interfaith. The acting deputy director explained that Reston Interfaith took ownership of certain significant elements of the program content of this year's Dr. Martin Luther King, Jr. Celebration, which was an ideal intersection point between RCC and its programmatic perspective on community offerings, education, enlightenment about health issues and opportunities for recreation and leisure and Reston Interfaith's role as a provider of human services. The acting deputy director described the Reston Interfaith-sponsored Homelessness simulation/Affordable Housing Workshop that was held on Monday, January 21st.

RCC has the opportunity to be more involved with the 2008 Best of Reston event to promote its nomination of Ruth Overton and support Reston Interfaith. RCC staff is examining how to develop the partnerships over the summer in an effective, efficient way to capitalize on strengths. Staff will continue to propose ideas for different kinds of programming.

Joe R., co-chair of the Best of Reston fundraising event, said that proceeds from this event go directly to Reston Interfaith. The acting deputy director noted that RCC is a sponsor of the event.

Lloyd commented that the summer partnerships between RCC and other community organizations will greatly advance the community awareness of the Center. Bill B. said the building closure is a tremendous opportunity for RCC to reach out to the community. Beverly pointed out that there will be many fascinating activities happening with the new partnerships and venues. Lloyd said he perceived the building closure as an opportunity for the Center to develop and grow.

The Program Policy Committee Chair described the history and revitalization of an inter-agency initiative known as the Latchkey Program started by Reston founder Robert Simon. The initiative will update an inventory of existing community programs and services for youth between the ages of 11 and 15 years. Fairfax County government has also been examining this issue and decided to spearhead this initiative by creating a group of volunteer non-staff members from many community organizations that include Fairfax County Public Schools, the School Board, Brett Parks with Reston Interfaith's Laurel Learning Center, RCC, Reston Interfaith, Robert Simon, RA, and the Reston YMCA. The Reston YMCA has also just entered into an agreement with the County to assume responsibility for the Teen Center there.

The acting deputy director commented that RCC staff members are well-known, appreciated, and highly-regarded throughout the community, as evident in the results of the 2007 Citizens Survey. She said the

February Joint Community Relations/Program Policy Committee Report Page 6

Center would take advantage of the opportunity to leverage its relationships throughout the community in an effective and efficient way so that time, money, and resources are not wasted in the process.

Responding to a question from the Community Relations Committee Chair, the director of general programs said there will always be a need for programs and activities for senior adults because of their growing population. There has been a recent increase in daytime youth programs, which may be attributed to more parents staying home with their children or hiring nannies and au pairs to watch their children during the day. The aquatics director noted large increases in disabled programs for swimming and exercise as well as therapy and rehabilitation.

In response to another question from the Community Relations Committee Chair, the director of general programs said all RCC programs are adaptable for any child who has a disability and staff members will work with the parent and child as much they can. The director of general programs; the aquatics director; Elizabeth McGuire, former customer service manager; Patricia Franckewitz, Director of the Fairfax County Department of Community and Recreation Services; and other recreation staff members met extensively beginning last June to develop a standard operating procedure, intake assessment form, and action and summary plans to use as a functional Americans with Disabilities Act (ADA) plan when responding to inquiries from parents of children with disabilities and identifying specific details about their child's behavior and coping skills. The aquatics director said many of the participants with disabilities were being mainstreamed in RCC Aquatics classes that are not part of the Adapted Aquatics program. The aquatics director noted that last June RCC participated in a large function at Lake Fairfax that invited families with disabled children to explore the various recreational opportunities in the County. At the event, four staff members gave away thousands of RCC handouts within an hour.

Responding to a question from Bill P., the director of general programs indicated that participation in the RCC Adult program continues to rise every season and year. The Center is attracting young professionals, especially with its fitness and art classes. The RCC Singles Mingle social group for unmarried adults aged 30 and older living or working in the Greater Reston area have been popular. Singles Mingle events have included a Book Club and a Happy Hour. The director of general programs said she could sort the participant data by address to find out if the Center is specifically attracting people from the Reston Town Center area.

The acting deputy director pointed out that Barbara Rovin, Executive Director of the Reston Town Center Association, disseminated a few hundred of the CenterStage Theater brochures among the different residential and corporate properties within the Town Center. The Greater Reston Chamber of Commerce has initiated and collaborated with the Center to distribute the RCC Program Guide, the CenterStage brochure, and the CenterStage Rush Hour Kit, once it is published, to major employment centers. The Greater Reston Chamber of Commerce also distributed 200 of the RCC Winter/Spring Program Guides in Welcome Center kits to realtors and business contacts. The acting deputy director noted these efforts have helped to increase enrollment in RCC Adult programs and increase attendance at the CenterStage performances over last season.

Bill P. said it appears that extra efforts are being undertaken to market the Center to young professionals, but asked whether staff needed to adapt programs or offer any special kinds of programs that would attract them to the Center and help fulfill their needs.

In response to a question from Bill P., Bill B. said he has not seen any data that confirms that the demographic profile of the residents of the Reston Town Center is any different from that of the residents

February Joint Community Relations/Program Policy Committee Report Page 7

Karen pointed out that GRACE sponsors a series of creative evening programs for adults to encourage attendance from the Reston Town Center. Bill P. suggested that RCC staff consider partnering with GRACE to offer these programs and to help engage participants in both RCC and GRACE activities. The acting deputy director agreed with this suggestion.

Joe R. noted that GRACE hosted a well-attended “Art with a Twist” event on January 17th where attendees enjoyed martinis in their personally decorated martini glass, which attracted a large percentage of young adults. He also recommended that RCC staff identify the nine-digit zip codes associated with Reston Town Center residential addresses in the registration database.

The director of general programs said RCC will gain visibility in the Reston Town Center by participating in more collaborative events, such as the Dance Under the Stars event and the Reston Festival.

The Community Relations Committee Chair and the director of general programs discussed the idea of RCC hosting a book fair in collaboration with the Fairfax County Public Library featuring County authors.

The acting deputy director reported that Alexander McCall Smith, author of “No. 1 Ladies' Detective Agency”, will sell his books at the Jo Ann Rose Gallery in September. She said staff is considering inviting past CenterStage performers who are big favorites of Reston audiences, such as author David Sedaris, to make a reunion visit next season to celebrate RCC’s 30th anniversary. Staff is also exploring how to translate the anniversary into programming that will make people feel it is like a family reunion and attract new visitors to the Center.

The Community Relations Committee Chair proposed an idea of adding a component to RCC’s ESL program that addresses the professional needs of the immigrant community. The Center could collaborate with Northern Virginia Community College (NVCC) or a similar organization to design a program that taught skills in interviewing, dressing, giving speeches, and business writing to help members of the immigrant community prepare for the business world. Joe R. reported that there is a Washington, D.C. affiliate of Dress for Success, a non-profit organization providing gently-used professional clothing, mentoring support, and career skills to women who are making the transition from welfare to work.

Joe R. suggested Reston Interfaith as an appropriate partner for the proposed ESL business preparation program. The Program Policy Committee Chair added that the Greater Reston Chamber of Commerce should also be approached with this idea. Bill P. noted that Fairfax Bar Association members could participate voluntarily to talk about legal information.

Bill P. asked if the proposed program could be expanded to appeal to recent high school graduates entering the workforce instead of attending college. The Community Relations Committee Chair replied that this program should initially be targeted to the immigrant community and if it was successful, it could be expanded. She said Reston Interfaith and Fairfax County government could help RCC plan and market this program. The acting deputy director recommended offering this program as a two-hour or three-hour workshop on a frequent basis. She reported that the director of general programs was pursuing opportunities for RCC to offer an interactive classroom laboratory environment that delivered videotaped or broadcasted training.

The Community Relations Committee Chair requested that staff review the ideas presented by the members of the public and RCC Board. The acting deputy director agreed and noted that at the March

February Joint Community Relations/Program Policy Committee Report
Page 8

10th meeting, staff will revisit the CIP components regarding the adaptations to the Community Room and the bridge between a stand-alone or bigger theater facility. The aquatics director will provide a report on the Infant Swimming Resource drown-prevention program concepts. Staff will also update the Board on policy issues concerning the special events template and an upcoming project to incorporate all of the Center's rental policies across program areas into a unified framework to create a policy booklet consistent with the Code of Behavior and operational and risk management requirements.

The Community Relations Committee Chair requested adding the final report on the RCC Citizen Survey to the March 10th meeting agenda.

With no further business, the meeting adjourned at 7:39 p.m.



MEMORANDUM

DATE: February 27, 2008
TO: RCC Board of Governors
FROM: Colin Mills
Chair, Preference Poll Committee
SUBJECT: February 25, 2008 Preference Poll Committee Meeting

The Preference Poll Committee met on Monday, February 25, 2008. Present were:

- Colin Mills, Chair
- Bill Keefe
- Bill Bouie
- Beverly Cosham

Carol Ann Bradley and Claudine Varesi were absent and excused.

Attending from the RCC staff were:

- Thomas L. Ward, Acting Executive Director
- Leila Gordon, Acting Deputy Director

The Chair called the meeting to order at 6:12 p.m.

How to Conduct the Preference Poll in 2008: The Chair noted that last year, Family Fun Day had been held in conjunction with Community Polling Day in lieu of the Community Picnic, which saved approximately \$7,000 to \$8,000, as depicted on the handout entitled “Cost Sheet for RCC Board of Governors’ 2007 Preference Poll”. As a result, the overall cost of the Preference Poll was cut roughly in half.

In response to a question from Beverly, the acting executive director said he would provide the Committee with the cost of Family Fun Day and added that this was an existing program.

The Chair commented that the Community Picnic was not driving voter turnout in the way the Center had anticipated, noting that the majority of the picnic attendees did not vote despite repeated encouragement to do so. Since the Center did not gain any value from the picnic, the Chair recommended not holding it again this year. Committee members and the acting executive director agreed with this recommendation.

The Chair noted that there had been discussion at the RCC Board Retreat about the possibility of eliminating the tents at the polling sites for Community Polling Day. Bill B. replied that the tents should remain for this year’s Preference Poll since no alternative voting method would be available. The acting executive director pointed out that it was important to continue using the tents this year given the fact that RCC Hunters Woods would be closed so as to avoid disrupting the current polling pattern. Bill B. added

February 25, 2008 Preference Poll Committee Meeting
Page 2

that if RCC decided to rent the available space at the Hunters Woods Village Center during the building closure, the Center would still have a presence in the area for walk-in voting.

The Committee agreed to continue using the polling tents for this year's Preference Poll.

Discussion on Electronic and Mail-in Voting in 2009 Preference Poll: The Chair stated that at the RCC Board Retreat, Bill B. had asked that the Preference Poll Committee consider a study of electronic voting options and associated costs. The Chair requested that RCC staff provide the Committee with an accurate estimate of the costs to implement electronic and mail-in voting for the Preference Poll.

Bill B. said the plan to implement electronic and mail-in voting should establish parameters and identify the goals, the constituency and how to reach them, who would be eligible, and the anticipated number of voters. The Memorandum of Understanding (MOU) will also need to be changed, which will require at least a two-thirds majority vote by the Fairfax County Board of Supervisors.

Bill B. noted that people who are currently eligible to participate in the Preference Poll are 18 years old and over and have to produce documentation with their name and address as proof that they live in Small District 5 (SD5). They did not have to be a U.S. citizen or have a driver's license. Bill B. said the most accurate electronic and mail-in voting method was one vote per property.

A brief discussion ensued on the voting method for the Reston Association (RA) Board of Directors.

The acting deputy director explained that the RCC Preference Poll was not an election and the Center did not necessarily encounter the same risks as RA because its election governs the structure and operation of the corporation and does not pass through an intermediary like the Preference Poll. The acting executive director pointed out that the main difference is that RA is a corporation and its voters are shareholders; whereas, RCC is a government entity.

Responding to a question from Bill K., the acting deputy director reported that the recommended outcome of the RCC Governance Panel is to publish the ballot in the local newspapers; however, Hunter Mill District Supervisor Catherine Hudgins opposed this change to the MOU because the process could not be verified. This recommendation had not been submitted to Michael Long, County Attorney, for his review.

Beverly said the proposed change to one vote per household had to be framed in a way that would not cause people to feel disenfranchised.

MOTION: Bill Bouie moved that the Preference Poll Committee recommend that the RCC Board change the Preference Poll to one vote per address for 2009 and express the fact that it is not a vote but a preference as a recommendation to the Hunter Mill District Supervisor to appoint members to serve on the RCC Board of Governors. At the same time, RCC should move to implement a combination of electronic and mail-in balloting that can be verified by an independent third party. Bill Keefe seconded the motion. The motion was unanimous.

In response to a question from Beverly, Bill B. stated that the mechanics of the electronic and mail-in voting process and the associated costs would be considered as part of the FY2010 Budget cycle.

February 25, 2008 Preference Poll Committee Meeting
Page 3

Responding to a question from Bill K., the acting executive director indicated that RCC purchased an address list based on zip codes for each Preference Poll and deleted those properties that were outside of SD5.

The acting deputy director commented that this proposed polling process may have the added benefit of driving up participation through the committee process because ongoing, regular community input is more significant at the committee level than at the Preference Poll level.

Bill B. pointed out that electronic and mail-in balloting will eliminate the need for walk-in voting and polling tents. In addition, RCC may hire a counting firm instead of the League of Women Voters to certify the ballots.

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



Executive Director's Report March 3, 2008

Programming Notes

General Programs

The creativity of our General Programs staff was evident for all to see in February. Five activities were offered last month that had not been offered in the past. In the youth program area first-time activities *Mother/Son Woodworking* and *Imagination and Science* were both fully subscribed, attracting a total of 37 Restonians to the Center. Attendance at the Father/Daughter dance for children 6 years and older, however, was not as strong as the programming staff would have liked, with only 22 attendees. Nonetheless, many of the fathers who were in attendance encouraged Debbie Heron, the Youth Program Director, to host the event again but at a different time of the year. They attributed the low participation to competition from other youth dances in February.

In the teen program area RCC offered a workshop for students and parents on paying for college. *Paying for College* was an addition to the popular college-bound series and was led by representatives from MetLife financial planners. The presenters provided an overview of resources available for tuition assistance, as well as partial-pay and full-pay tuition reimbursement programs.

The Connection to Wellness series for adults continued in February with *Live Your Best Life Together*. This series is a four-week program that is targeted at couples, both married and unmarried, who wish to deepen their bond with one another. It places an emphasis on enhancing self-awareness and developing strategies for improving communication and conflict resolution.

Finally, the ever popular Reston Presents attracted nearly 80 seniors to RCC in February with a discussion led by local historians Bob Eldridge and Tom Evans. Their presentation was geared towards individuals interested in learning how the Civil War directly affected the "Reston" area. It included a 78-minute self-produced video documenting the War's impact on a seven-mile stretch of Hunters Mill Road.

Summer Camps

Summer camp registration began on February 1st as scheduled. At that time, RCC received feedback from the Community indicating that a large proportion of households had not received the *Summer Camp Guide, 2008* in advance. In investigating why the camp guide had not been received by area residents on a timely basis, it was found that the mail house had missed its deadline for delivering the guide to the Post Office. To accommodate those residents who had not received their camp guide, I extended the priority camp registration for Small District 5 residents by a week. Looking forward, I will be reviewing the Summer Guide production timeline to ensure that the problem does not reoccur.

Despite the delay in mailing the summer camp guide, on a year-to-date basis, this year's summer camp enrollment has outpaced last year's enrollment:

Executive Director's Report March 3, 2008

- LARK and YAT are fully subscribed with 173 enrollments.
- Road Rulz has 144 teens enrolled.
- Specialty camps are nearly 60% subscribed with 76 enrollments.
 - Children's Cooking Camp is completely subscribed.
 - Children's Basic Sewing Camp is completely subscribed.
 - Children's Historical Swordsmanship Camp is 85% subscribed.
 - Chess Camp, Computer Camp and Robotics Camp enrollments are lagging.
- Camp Goodtimes has 37 more enrollments this year as compared to last year
 - Nearly 70% of the slots over the seven-week camp have been filled.
 - 360 enrollments have been processed.

SOS Program

As many of you are aware, the SOS (Support on Suspension) program is designed to provide Reston's youth and teens that have been suspended from school with an opportunity to continue their studies while on suspension. RCC has been sponsoring the SOS program for approximately five years. During the current academic year we have served 22 students. Many of those students were placed on a 10-day suspension with a recommendation for expulsion from school, extending their participation in the SOS program to 4-6 weeks.

RCC's SOS program is one of three remaining programs of its kind in Fairfax County, in large measure due to the continued financial support of the Board of Governors. It is a program worthy of your continued support. Nonetheless, the SOS program faces a number of challenges: (1) none of the remaining SOS programs are supported by the FCPS School Board; (2) enrollment in the program has been declining; and (3) our program has not received the support it deserves from the Fairfax County Partnership for Youth. Moreover, we lack the quantitative and qualitative data necessary to determine the effectiveness of the program. As a consequence, I have asked Eileen Boone and Nakish Jordan to work with the Fairfax County Partnership for Youth to (1) undertake a critical evaluation of the effectiveness of our program to ensure that it is accomplishing the goals and objectives that have been established for it and (2) propose any adjustments to the program that may be necessary to bring it into alignment with those goals and objectives.

Facility Booking

I am pleased to announce that RCC will be hosting Vermont Systems annual user's group conference at the Hunters Woods facility on April 9th. The conference will be attended by 75-100 parks and recreation professionals from around the Virginia and Maryland area. It will be an opportunity for us to showcase our fine facilities and programs.

Survey Status Update

Citizen Survey Update

The University of Virginia has completed its analysis of the survey data and submitted its report for final review by Cathy and distribution to the Board. The next step in the process will be to prepare a press release highlighting the results of the survey.

**Executive Director's Report
March 3, 2008**

Focus Group Update

No progress was made in February on the focus group component of the Board's citizen survey process. With the telephone survey completed, planning for the focus groups can progress.

Capital Project Status Update

HVAC Replacement Phase I/II

As I reported last month, we continue to add items to the punch list. None of these items are critical to system performance. Nevertheless, they continue to be a source of concern. During a meeting with Jeff Hottel, President of Harvey W. Hottel, on Tuesday February 5th, I expressed my concern about his firm's lack of commitment to project completion. He assured me that he was personally committed to elevating the priority of our HVAC projects within his firm.

HVAC Replacement Phase III

I met with Charles Gornowich and Dave Sarver of SWSG on February 28th to discuss the HVAC Phase III timeline. They agreed with my assessment that the project is on track, but also noted that the contractor should not be allowed to permit project deadlines to slip. As a consequence, we are requiring Jeff Hottel's attendance at the next regularly scheduled project meeting on Tuesday, March 11. At that meeting we expect Hottel to make available:

- An accurate, concise construction schedule.
- A detailed work plan showing the cascading sequence of events in the order they are to occur.
- An updated submittals register.
- Confirmation that all long lead orders have been placed.
- A mechanical permit from Fairfax County showing the Phase III HVAC upgrade.
- The proposed project superintendent's credentials along with three references.
- The proposed General Contractor's recent and similar projects along with three references.
- An application for payment to ensure that the A/P process functions correctly.

Natatorium Renovation Project

On February 22nd we submitted the IFB to purchasing for review and processing. Critical milestones for the project (subject to change) are:

- IFB Issued 3/21/2008
- Bid Date 4/11/2008
- Contract Awarded..... 5/2/2008
- RCC Closes to Public..... 5/30/2008
- Start of Construction..... 6/16/2008
- Substantial Completion..... 9/1/2008
- Pool Drain Down, Refill, Heat & Treat..... 9/15/2008
- Final Completion 9/15/2008
- RCC Re-opens Pool to Public 10/1/2008

Executive Director's Report

March 3, 2008

Fire Alarm Replacement

The fire alarm project remains on track. SWSG has completed its revisions to the specification and drawings. We are awaiting a price quote from MC Dean, the firm that holds the County contract for new installation.

Theatre Electrics Project

The contract was approved by the Department of Purchasing on February 28th.

Relocation Planning

Planning continues for vacating the Hunters Woods facility during the summer construction period. On February 28th the County Executive approved my request that he authorize FMD to enter into lease negotiations for the Hunters Woods space on behalf of the Community Center.

The Aquatic's Department has reached an understanding in principle with both the Vantage Hill Condo Association and the Reston Association for the use of their pools during the summer.

Personnel Update

The advertisement for the Aquatic Assistant Director and the Aquatic Night Manager closed late last month. Interviews have been completed for the night manager's position. I anticipate that an offer will be extended to the best candidate later this week. Interviews for the assistant aquatic director will begin next week.