



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
BOARD OF GOVERNORS' MEETING
DECEMBER 1, 2008**

Present:

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

Absent and Excused:

- Claudine Varesi

Staff:

- Leila Gordon, Executive Director
- Denise Snyder, Executive Assistant

Visitors: Karen Cleveland

The Chair called the meeting to order at 8:01 p.m., welcoming the viewing audience.

Approval of the Agenda:

Carol Ann Bradley, Chair

MOTION #1:

Colin Mills moved that the Board approve the Agenda. Beverly Cosham seconded the motion. The motion was unanimous.

Approval of the November 3, 2008 Board Minutes:

Carol Ann Bradley, Chair

A correction was made under the title: "Officer Slate" on page 3. "Carol Bradley" was revised to read "Carol Ann Bradley."

MOTION #2:

Colin Mills moved that the Board approve the November 3, 2008 Revised Board Minutes. Bill Penniman seconded the motion. The motion passed unanimously.

Approval of the November 3, 2008 Board Actions:

Carol Ann Bradley, Chair

MOTION #3:

Bill Penniman moved that the Board approve the November 3, 2008 Board Actions. Beverly Cosham seconded the motion. The motion was unanimous.

December 1, 2008 BOG Meeting cont'd

Chair's Remarks:

Carol Ann Bradley, Chair

On behalf of the Board, Bill B. presented Karen Cleveland with a departing gift for her dedication and service to the Reston Community Center. He told her that she will be greatly missed. Karen was unable to attend the November Board meeting when the presentation was originally scheduled to take place.

Karen stated that it was a pleasure for her to serve on the Board and to see Carol Ann take over as Chair. She also expressed how delighted she was to see how the Board has evolved over the past two years and how it has come out of what was a turbulent time just over two years ago. Karen also said that it was great to be a part of such a cohesive group and to see all of the progress that was made. Finally, Karen said that she was thrilled to see Leila at the helm of the RCC.

Karen was invited to become a citizen member of any Board committee of her choosing.

Carol Ann thanked Karen for her contributions to the Board and for helping to bring Leila on board as the new RCC Director and also for her work with the Chamber in helping to strengthen that partnership. The Chair wished Karen good luck in her new endeavors.

Introduction of Visitors:

Carol Ann Bradley, Chair.

The Chair noted the absence of visitors other than Karen.

Citizen Input:

Carol Ann Bradley, Chair.

None.

Board Member Input on Activities Attended:

Carol Ann Bradley, Chair

Bill K. attended the Nature House groundbreaking ceremony - September is the projected opening date. Bill P. signed up for several winter classes. Cathy V. attended several committee meetings, including an RCC/RA Task Force meeting, and played bridge. Bill B. attended several meetings as well as RCC/RA Task Force meetings. He said that IPAR announced that the Fairfax County Council for the Arts endorsed the IPAR Master Plan unanimously so all of the six major organizations in Reston and the County Arts Council have now approved the plan. He stated that it is now time to move into implementation. There will be an official unveiling on December 2 at 5:30 p.m. at GRACE. Bill B. will be attending the Americans for the Arts event this week. Bill B. also volunteered to help with the RCC Thanksgiving Food Drive at the RCC. Colin M. stated that the Reston Citizens Association has revived their community service award (now called the "Citizen of the Year" award.) This year, Hank Blakely was chosen as the recipient of that award. Colin thanked Leila and the RCC for engraving the plaque, which hangs in the hallway of the community room. Leila stated that Hank served on both last year's and this year's MLK Day Celebration Planning Committees and has been involved with the faith communities in Reston and Reston Interfaith and has done a lot of service and volunteer work. Colin added that Hank is a leader in the causes of social justice and civil rights.

Beverly C. volunteered her services at the RCC Thanksgiving Food Drive, attended Chorale rehearsals (there is an upcoming concert on Saturday, December 6, at 6:00p.m. and 8:00:p.m.), attended RCC/RA Task Force meetings, participated with the Chorale at the Christmas tree lighting at the Reston Town Center, and attended the performance of Jasmine Muhammad. Beverly will also attend the event at GRACE on December 2. John G. attended the groundbreaking ceremony for the Nature House and

December 1, 2008 BOG Meeting cont'd

attended an RCC Finance Committee meeting. Carol Ann attended the RCC/RA Task Force meetings, a yoga class, a crayon Batik class, and the performances of Doug Varone and Jasmine Muhammad. Carol Ann said that Jasmine was a student at Terraset when she was the principal there. Carol Ann further stated that she met with Leila who has been helping to get her acclimated to her new position as chair. Finally, Carol Ann attended a diabetes program sponsored by the Reston Chapter of Links and she also attended the groundbreaking ceremony for the Nature Center.

Finance Committee – November 17, 2008

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

Approval of Committee Reports:

Carol Ann Bradley, Chair

MOTION #4:

Bill Bouie moved that the Board approve the Committee Reports. Beverly Cosham 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.

In response to a question from Bill P., Leila stated that the RCC will either consider the possibility of having another scholarship workshop in the Spring or consider the possibility of having more than one workshop next Fall. Bill suggested having a workshop in January. Leila stated that there will be more SAT workshops coming up. Leila also stated that last year was the first time that all of the allocation for RCC scholarship funds was used. The potential for adjusting the formula that is used to set aside scholarship funds was discussed. The plan is to assess the status of the fund at the end of December and if it is appropriate, to bring forward recommendations to be considered, whether it be expanding the percentage, adjusting the formula or continuing to spend up to a certain amount. The Finance Committee will decide what is appropriate. Bill P. stated that if it appears that the demand is going to exceed what is budgeted, that the Board should be made aware of it. Leila agreed to report to the Board the status and recommended changes.

Old Business:

Carol Ann Bradley, Chair.

None.

New Business:

Carol Ann Bradley, Chair.

Colin requested that a Community Relations Committee meeting be scheduled for December 8 at 6:00 p.m.

There was a brief discussion on whether a Board meeting should be scheduled for January in order to approve any motions that may come out of the scheduled Board retreat that will take place on January 9/10. The Board normally does not meet in the month of January due to the scheduled retreat. It was the general consensus of the Board to make that decision during the week of the retreat.

Carol Ann reminded everyone of the following scheduled meetings for the month of December:

December 1, 2008 BOG Meeting cont'd

- December 3, RCC/RA Task Force, 6:30 p.m.
- December 8, Program Policy, 7:00 p.m.
- December 15, Finance, 6:00 p.m.

MOTION #5:

Colin Mills moved that the meeting be adjourned. Beverly Cosham seconded the motion. The motion was unanimous.

The meeting adjourned at 8:41 p.m.

Colin Mills, Board Secretary

Date

**RESTON COMMUNITY CENTER
BOARD ACTIONS
TAKEN AT BOARD OF GOVERNORS' MEETING ON DECEMBER 1, 2008**

- | | | |
|-------------------|-----------|---|
| 08-12-01-1 | Bd | That the Board approve the Agenda. |
| 08-12-01-2 | Bd | That the Board approve the November 3, 2008 Revised Board Minutes. |
| 08-12-01-3 | Bd | That the Board approve the November 3, 2008 Board Actions. |
| 08-12-01-4 | Bd | That the Board approve the Committee Reports. |
| 08-12-01-5 | Bd | That the meeting be adjourned. |

Colin Mills, Board Secretary

Date



MEMORANDUM

DATE: November 25, 2008
TO: RCC Board of Governors
FROM: Cathy Vivona, Chair
Finance Committee
SUBJECT: November 17, 2008 Finance Committee Report

The Finance Committee met on Monday, November 17, 2008. Present were:

- Cathy Vivona, Chair
- Bill Bouie
- John Gasson

Bill Penniman was absent and excused.

Attending from the RCC staff was:

- Leila Gordon, Executive Director
- Renata Wojcicki, Director of Finance

The Finance Committee Chair officially called the meeting to order at 6:15 p.m.

October Financials: Cathy called the meeting to order. Renata began the review of the monthly financials by explaining the format used each month to newest member, John Gasson. In addition, the Fund Statement for the agency was provided per request of Cathy. Cathy stated that quarterly provision of the Fund Statement would be sufficient and provide an overview of the agency expenditure and revenue categories across the relevant fiscal years.

Renata reviewed the Revenues for the current fiscal year, indicating that approximately 33% of the year has transpired for comparison. She pointed out for the benefit of John Gasson that certain revenue categories such as summer camps have received all the revenue that will be booked to these programs for the fiscal year. Others have periodic cycles of revenues that align with registration periods.

In response to questions from John, she described that tax revenues are being booked as received and that we will see revenue from taxes in approximately two parts; with half being collected in July, and the second half roughly at the end of the year, and may be booked in December/January. She further indicated that revenue from user fees for rentals of rooms (not including theatre rentals) is also included in the Administration category. Leila told the committee that revenues from registration, ticket sales,

November 17, 2008 Finance Committee Report
Page 2

room rentals, in short, user fees across all areas, are holding strong and in some cases increasing. This is likely to continue as people seek value for their discretionary dollars and try to minimize expenses in the current economy without sacrificing all recreational pursuits for their families or their children.

In response to a group of questions from John, Renata reviewed the accounting differences in the County budgeting from private sector accounting practices. In terms of expenditures, she explained that a large dollar amount of funds is reserved in the administration cost center to "draw down" as the year progresses. Leila explained that each of the different areas of the budget is controlled by individual program directors, but that all expenditures over \$1,000.00 are reviewed and approved by the Executive Director. She described the agency budget software and how it relates to the budget as a control device to let program directors and administrative staff see on a line item by line item basis how their expenses are tracking against the budgets established for them. This software is used to generate cover sheets for expenditures to allow the staff to know where they are spending in their budget and what remaining balances are and if adjustments must be made prior to making expenditures. Renata explained that as the year progresses, the balances in encumbrances will go down and adjust as real time expenditures occur. In response to questions from John, Renata pointed out the areas where the program cycles impact the percentage of the annual budget expended.

In reply to a question from Cathy, Leila indicated that the expenses related to the Taskforce study will show up in January. She further discussed the Taskforce report forming the basis for understanding the expenses that recommendations may propose and that the calendar timeframe for the committee and the Board to consider changes based on those recommendations would come at third quarter.

In response to John's question, Renata described the budget calendar and process that is undergone in Fairfax County to adjust to changes in anticipated revenues or expenditures. Leila stated that the results of the overall areas of County efforts to trim the budget would most likely begin to take shape in January and that barring more unforeseen information, it was appearing that the Small District 5 revenues would be in fairly good shape. The impact of current economic concerns is being most felt in the interest payments being credited to the County and RCC.

In response to questions from Cathy, Leila stated that out of cycle changes to the RCC CIP or to our plans for expenditures related to Taskforce recommendations would be addressed through the third quarter review of the FY09 budget and FY10 proposal.

Capital Projects: The committee reviewed the progress in the capital projects budgets.

In response to a question from John, Leila stated that she would be looking for overall savings to still be accomplished once all aspects of the projects have been completed. Although significant unforeseen expenditures occurred, and there were Board decisions to move forward with related change orders and adjustments to projects, there is likely to remain a positive overall balance once all projects have been completed. Leila is hoping to provide the Committee a complete project spreadsheet of expenditures and changes to scope, due to unforeseen issues, as well as due to opportunities to address issues, in the December meeting. In response to input from the Committee, Renata agreed that added footnote details could be provided on the Capital Projects summary sheet that would clarify what each project covers.

There being no further business, Bill Bouie moved the meeting be adjourned at 7:15 p.m.

Personnel Expenses	Budget FY09	Sept	Oct	ENCUMBR.	YTD	REMAINING BALANCE	% Budget Used Ytd
Administration	486,635	24,455	24,455		89,738	396,897	18.44%
Board OG	5,764				135	5,629	2.34%
Booking	109,897	8,589	8,897		30,854	79,043	28.08%
Comptroller	302,284	19,709	19,859		73,427	228,857	24.29%
Customer Service	359,374	12,449	12,760		45,184	314,190	12.57%
Engineering	91,103	6,445	6,930		23,964	67,139	26.30%
Maintenance	269,473	24,986	26,408		92,133	177,340	34.19%
IT	102,483	7,106	7,106		26,219	76,264	25.58%
Media	160,971	15,888	15,256		48,846	112,125	30.34%
Performing Arts	418,860	14,031	19,422		71,622	347,238	17.10%
Aquatics	638,023	31,309	29,475		125,005	513,018	19.59%
General Programs Admin	96,027	6,136	6,136		22,619	73,408	23.55%
Teens	124,365	6,318	6,476		37,354	87,011	30.04%
Senior	138,576	6,534	8,002		28,362	110,214	20.47%
Youth	160,724	5,235	7,367		37,969	122,755	23.62%
Adult	152,053	8,024	10,992		33,829	118,224	22.25%
Community Events	157,564	12,109	11,369		37,161	120,403	23.58%
Camp Goodtimes	82,041	45			65,414	16,627	79.73%
Arts Education	247,729	11,130	16,031		98,470	149,259	39.75%
Total Personnel Expenses	\$ 4,103,946	\$ 220,497	\$ 236,940	\$ -	\$ 988,306	\$ 3,115,640	24.08%

Operational Expenses	Budget FY09	Sept	Oct	ENCUMBR.	YTD	REMAINING BALANCE	% Budget Used Ytd
Administration	389,844	12,340	15,580	393,647	433,978	(44,134)	111.32%
Board	38,150	723	536	4,500	6,301	31,849	16.52%
Booking	70,347	99	229	7,421	14,253	56,094	20.26%
Comptroller	456,501	16,527	19,653	163,948	233,593	222,908	51.17%
Customer Service	4,825				-	4,825	0.00%
Facility Engineer	86,539			21,019	23,836	62,703	27.54%
Maintenance	342,966	10,891	9,806	18,309	51,625	291,341	15.05%
IT	176,413	2,500	5,473	3,628	12,286	164,127	6.96%
Media	293,947	53,645	5,626	46,252	112,749	181,198	38.36%
Performing Arts	351,410	33,622	33,502	1,970	70,468	280,942	20.05%
Aquatics	95,150	3,428	1,402	5,149	17,948	77,202	18.86%
General Programs Admin	5,100	225			225	4,875	4.41%
Teens	128,983	20,382	18,049	6,793	73,029	55,954	56.62%
Senior	99,002	4,010	8,291	21,633	46,422	52,580	46.89%
Youth	42,814	1,388	3,025	8,060	16,688	26,126	38.98%
Adult	134,084	5,483	5,764	73,863	97,272	36,812	72.55%
Community Events	81,818	11,200	6,511	32	58,358	23,459	71.33%
Camp Goodtimes	31,960	12,766	1,728	0	26,058	5,902	81.53%
Arts Education	100,703	(4,281)	4,347	13,175	34,854	65,849	34.61%
Total Operational Expenses	\$ 2,930,555	\$ 184,947	\$ 139,520	\$ 789,399	\$ 1,329,944	\$ 1,600,611	45.38%

Capital Proj. Expenses	Budget FY09	Sept	Oct	ENCUMBR.	YTD	REMAINING BALANCE	% Budget Used Ytd
HVAC Upgrade 003717.1	\$ 2,593,822	644,689	\$ 50,973	\$ 475,330	1,712,271	\$ 881,551	66.01%
Natatorium 003717.2	\$ 1,278,055	373,811	\$ 433,277	\$ 150,276	960,519	\$ 317,536	75.15%
Theatre Rigging 003717.3	\$ 181,090	13,454	\$ 63,904	\$ 87,216	164,574	\$ 16,516	90.88%
Fire Alarm Repl. 003717.8	\$ 203,990		\$ 78,376	\$ 99,007	177,383	\$ 26,607	86.96%
Lockers Repl. 003717.4	\$ -				0	\$ -	0.00%
HW LA Priority 1 003717.5	282,000				0	282,000	0.00%
Moving Lights 003717.6	39,540				0	39,540	
Theatre Dressing Room Renov.	60,000				0	60,000	
Total Capital Expenses	\$ 4,638,497	\$1,031,954	\$ 626,530	\$ 811,829	\$ 3,014,747	\$ 1,623,751	64.99%
Total RCC Expenditures	\$ 11,672,998	\$1,437,398	\$ 1,002,989	\$ 1,601,227	\$ 5,332,997	\$ 6,340,002	45.69%

FUND STATEMENT

Fund Type G10, Special Revenue Funds

Fund 111, Reston Community Center

	FY 2008 Actual	FY 2009 Adopted Budget Plan	FY 2009 Revised Budget Plan	FY 2009 Actual YTD	FY 2010 Advertised Budget Plan
Beginning Balance	\$7,244,262	\$4,940,060	\$9,266,814	\$5,739,197	\$5,739,197
Revenue:					
Taxes	\$7,057,365	\$7,035,203	\$7,035,203	\$3,621,266	\$7,197,297
Interest	457,402	240,000	240,000	94,889	197,602
Aquatics	228,935	288,000	288,000	13,037	296,125
General Programs	339,776	329,888	334,888	150,336	329,888
Rental	105,136	75,000	75,000	31,284	75,000
Arts and Events	212,805	177,290	172,290	90,210	183,690
Theatre Box Office	0	0	0	0	0
Lake Anne	0	0	0	0	0
Total Revenue	\$8,401,419	\$8,145,381	\$8,145,381	\$4,001,022	\$8,279,602
Total Available	\$15,645,681	\$13,085,441	\$17,412,195	\$9,740,219	\$14,018,799
Expenditures:					
Personnel Services	\$3,388,317	\$4,103,946	\$4,103,946	\$988,306	\$4,277,415
Operating Expenses	2,179,424	2,902,157	2,930,555	1,329,944	2,897,699
Capital Equipment	0	0	0	0	0
Subtotal	\$5,567,741	\$7,006,103	\$7,034,501	\$2,318,250	\$7,175,114
Capital Projects	811,126	1,895,490	4,638,497	3,014,747	\$85,000
Total Expenditures	\$6,378,867	\$8,901,593	\$11,672,998	\$5,332,997	\$7,260,114
Total Disbursements	\$6,378,867	\$8,901,593	\$11,672,998	\$5,332,997	\$7,260,114
Ending Balance¹	\$9,266,814	\$4,183,848	\$5,739,197	\$4,407,222	\$6,758,685
Maintenance Reserve	\$930,386	\$977,446	\$977,446	\$977,446	\$993,552
Feasibility Study Reserve	155,064	162,908	162,908	162,908	\$165,592
Capital Project Reserve ²	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Unreserved Balance	\$7,181,364	\$2,043,494	\$3,598,844	\$2,266,869	\$4,599,541
Tax Rate per \$100 of Assessed Value	\$0.047	\$0.047	\$0.047	\$0.047	\$0.047

1 The fund balance in Fund 111, Reston Community Center, is maintained at adequate levels relative to projected personnel and operating requirements. Available fund balance is divided into three reserve accounts designated to provide funds for unforeseen catastrophic facility repairs, feasibility studies for future programming and funds for future capital projects.

2 Funds reserved for capital projects are not encumbered based on normal accounting practices; however, they are allocated for future capital projects.



Executive Director Report for November 2008

Programs

Aquatics: The Terry L. Smith Aquatics Center Dedication panel is up; it is very beautiful and Rita Smith came to look at it and take pictures to share with her family at Thanksgiving. Water temperature issues have been resolved; two major mechanical issues in spa resolved; punch list underway. Fall “mini-session” underway and well enrolled; four new lifeguards, two new instructors hired; SLHS swim team practices are taking place here now every week.

Arts and Community Events: *Arts Education:* Classes and workshops winding down for fall, YAT opened our theatre on November 1; Annual Gifts from the HeART exhibit goes up in December—RCC Ceramics faculty will be on hand to sell their wares to benefit Reston Interfaith at the reception on December 7th at the Jo Ann Rose Gallery from 1 p.m. to 5 p.m. this year, and the students of the SLHS culinary arts program will be the event caterers. *Performing Arts* (as of 11/30): \$31,169.00 in sales (well over half of the projection for the year); 2,189 tickets processed; the audience for the Doug Varone and Dancers program included a large group of local dance and theatre students. *Community Events:* Very successful Thanksgiving Food Drive (5 tons of food; 150 volunteers) and Parade sponsorship (thousands of people in attendance).

General Programs: *Youth:* Three new programs with full enrollment; especially innovative and sweet—Letters to Santa program (75 children.) *Teen:* Incredibly successful scholarship workshop by Marianne Ragins full (80) and waitlisted. *Adult:* fall classes winding down and exciting improvements in the woodworking shop completed (directed by Oscar Wells.) *Senior:* Eamonn Garvey is rejoining Community and Recreation Services; we are advertising our position through December 19.

Operations

Media: Working on another marketing effort with RA—100 Free Things to Do in Reston!; Reston Observer front page coverage of the HW reopening; CNN Newsmakers piece on reopening and 30th Anniversary celebrations; Cross-marketing of MLK Celebrations at Thanksgiving Food Drive event; winter/spring guide is “on the street,” and registrations are rolling in.

Facility Rentals: Founding Partners are returning to RCC HW. All are pleased we were able to re-open on time. Reston Community Orchestra had their first concert of this season November 16th. We cosponsored with LINKS a Diabetes Awareness event on November 22nd.

Operations – Building and Projects: Calibrating and balancing the new system is continuing; work on the pool overlook and program office begins tomorrow.

Executive Director Outreach

Meetings/Events: IPAR; Nature House Dedication; Joint Task Force support. Introduced CenterStage audiences to our new Arts and Events Director.