



**SUMMARY OF MINUTES  
RESTON COMMUNITY CENTER  
BOARD OF GOVERNORS' MEETING  
OCTOBER 6, 2008**

**Present:**

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

**Absent and Excused:**

- Karen Cleveland, Vice Chair

**Staff:**

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

**Visitors:**

None.

The Chair called the meeting to order at 8:19 p.m., welcoming the viewing audience.

**Approval of the Revised Agenda:**

Bill Bouie, Chair

The Community Relations Committee meeting scheduled for October 20 was deleted from the agenda and will no longer take place. There will be a meeting (TBD) in October for the Reston Community Center (RCC)/Reston Association (RA) Taskforce and all other interested parties. The meeting will be advertised once the date is set.

**MOTION #1:**

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

**Approval of the September 8, 2008 Board Minutes:**

Bill Bouie, Chair

**MOTION #2:**

Colin Mills moved that the Board approve the September 8, 2008 Board Minutes. Cathy Vivona seconded the motion. The motion passed unanimously.

**Approval of the September 8, 2008 Board Actions:**

Bill Bouie, Chair

## **October 6, 2008 BOG Meeting cont'd**

### **MOTION #3:**

Colin Mills moved that the Board approve the September 8 2008 Board Actions. Cathy Vivona seconded the motion. The motion was unanimous.

### **Chair's Remarks:**

Bill Bouie, Chair

The Chair decided to defer his remarks until the "Input on Activities" portion of the meeting. He did mention, however, that the RCC is in the process of having its Preference Poll. Community Polling Day will take place on October 18. He encouraged everyone to come out and express their preference for new RCC Board members.

### **Introduction of Visitors:**

Bill Bouie, Chair. The Chair noted the absence of visitors.

### **Citizen Input:**

Bill Bouie, Chair. None.

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

Bill Bouie, Chair

Claudine Varesi has been tasked to become a part of the Latchkey Kids Initiative. She said that they are in the initial phase – more to come. Bill Keefe commented that the RCC/RA Taskforce recreation center effort has gotten off to a great start. He thanked Bill Bouie for his involvement, leadership and inspiration. He also said that he hopes that community consensus can be reached sooner than later and that he was looking forward to seeing things accomplished. Cathy stated that she is a member of the RCC/RA Taskforce and that she attended the *Alexander McCall Smith* book signing, the concert performance of *Buckwheat Zydeco*, participated in the RCC Candidate Forum and played bridge. Bill P. participated in the RCC/RA Taskforce meeting, participated in the Candidate Forum and took a sculpture class. Bill B. attended many meetings. Colin attended the performance of *Buckwheat Zydeco*, hosted the Candidate Forum and attended the RCC/RA Taskforce meeting. Beverly is also a member of the RCC/RA Taskforce, performed at the Multicultural Festival and attended Reston Chorale rehearsals. Carol Ann is a member of the walking class on Mondays, attended the *Alexander McCall Smith* book signing, attended the performance of *Buckwheat Zydeco*, attended the Gentle Yoga class, went to Gettysburg, Pennsylvania with the Seniors, attended the RCC Candidate Forum and, she will start a Batik class next week.

### **Committee Reports**

Bill Bouie, Chair

#### **Program Policy Committee – September 15, 2008**

Carol Ann Bradley. The report was summarized and submitted for the record. Please see attached report.

#### **Finance Committee – September 22, 2008**

Bill Penniman, Chair. Bill P. deferred the report until the November Board meeting so that the attachments for the report could be included in the report.

#### **Long Range Planning Committee – October 6, 2008**

Beverly Cosham, Chair.

## **October 6, 2008 BOG Meeting cont'd**

Beverly reported that the Long Range Planning Committee met prior to the Board meeting at 7:00 p.m. Heidi Merkel, a Senior Planner with the Fairfax County Department of Planning and Zoning, met with the Committee at the request of Hunter Mill District Supervisor, Cathy Hudgins, to recommend a process to reassess the Reston Master Plan. The members of the Long Range Planning Committee served as a focus group and answered questions prepared by Heidi related to what is needed in Reston to help with the preliminary work to start the process. Along with the questions, Heidi also gave a presentation of the three maps that depict how the County is divided for community facilities, transportation, and land use. Beverly stated that there are other focus groups that will participate in the process.

The second item on the agenda was the Initiative for Public Art-Reston (IPAR) process. Beverly stated that Leila gave an explanation of the actual overview of the implementation of the process. It was noted as well that Karen Cleveland supported the endorsement of the IPAR Public Art Master plan, although she was unable to attend the meeting. Beverly said that it was suggested that the County Attorney be contacted to assure that RCC participation in the Public Art Master plan and its endorsement of it are consistent with the MOU, and if not how the MOU should be modified to support that. The following motion came out of that meeting for Board approval:

### **MOTION #4**

Beverly Cosham moved that the Board endorse the Initiative for Public Art – Reston (IPAR) public art Master Plan and assure that it is consistent with the Reston Community Center (RCC) Memorandum of Understanding (MOU), or adapt the MOU in order to make the MOU consistent with RCC's endorsement. Bill Penniman seconded the motion. The motion passed unanimously.

### **Approval of Committee Reports:**

Bill Bouie, Chair

### **MOTION #5:**

Beverly Cosham moved that the Board approve the Committee Reports. Colin Mills seconded the motion. The motion passed unanimously.

### **Executive Director's Report:**

Leila Gordon, Executive Director. The report was summarized and submitted for the record. Please see attached report.

Leila mentioned that there are two more inspections pending in the Aquatics area before the department can open to the public. There will be a progress meeting on Tuesday, October 7, 2008. Leila said that she anticipates that the pool will open substantially prior to November 1. Leila offered that the RCC website ([www.restoncommunitycenter.com](http://www.restoncommunitycenter.com)) is the best source for information on the status of the pool.

Leila reported that in terms of the RCC/RA Taskforce, the meeting schedule proposed by the consultants that are being shared with RA suggests that the Taskforce convene two sessions – one with the current affected user groups (people who are using RCC meeting rooms and swimming facility) in one session, and then with a cross-section of both users and other people from the community who have a multitude of interests in a second session. Those sessions will be scheduled roughly around October 20 – 21 for the first group and the second group toward the end of the month – October 27 -28. Leila stated that she would contact Taskforce members to figure out possible dates and times.

In response to a question from Cathy, Leila explained that there is already a schedule for RA's interested constituents. There will be meetings with interested constituents such as the tennis community and the outdoor swimming community, nature group, and sports groups for RA. RCC's interested constituents would be the indoor swimming community and some cross-section of RCC's meeting room/class room

**October 6, 2008 BOG Meeting cont'd**

program users. The second RCC group may be a broader cross-section of people that do not necessarily have a vested interest in the planned center, but who do have a vested interest in the RCC, i.e., people from the arts community, bridge players, or those among the RCC's founding partners and others who would want to know what is going on and who may have opinions about the type of facility planned. Cathy commented that the missing piece, in her opinion, is people who are not interested in RA or the RCC. Leila explained that that piece would be addressed as a consequence of the process going forward, because nothing will take place unless there is a broader public input schedule and context. Leila further explained that the consultant's research task is to reveal whether there is sufficient data, market and interest on the part of the likeliest users to support the initiative. Cathy stated that she would strongly prefer to have all of the issues addressed before a public hearing is announced. Bill B. explained that it is a part of the plan with Brailsford and Dunlavy to iron all those things out and that Cathy's concerns would be addressed prior to a public hearing being scheduled.

**Old Business:**

Bill Bouie, Chair. None.

**New Business:**

Bill Bouie, Chair.

Bill B. appointed the following Board members to the Nominating Committee:

- Bill Keefe – Chair
- Beverly Cosham
- Claudine Varesi

**MOTION #7:**

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

The meeting adjourned at 8:48 p.m.

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Colin Mills, Board Secretary

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Date

**RESTON COMMUNITY CENTER  
BOARD ACTIONS  
TAKEN AT BOARD OF GOVERNORS' MEETING ON OCTOBER 6, 2008**

- |                   |           |   |
|-------------------|-----------|---|
| <b>08-10-06-1</b> | <b>Bd</b> | <b>That the Board approve the Revised Agenda.</b>   |
| <b>08-10-06-2</b> | <b>Bd</b> | <b>That the Board approve the October 6, 2008 Board Minutes.</b>  |
| <b>08-10-06-3</b> | <b>Bd</b> | <b>That the Board approve the October 6, 2008 Board Actions.</b>  |
| <b>08-10-06-4</b> | <b>Bd</b> | <b>That the Board endorse the Initiative for Public Art – Reston (IPAR) public art Master Plan and assure that it is consistent with the Reston Community Center (RCC) Memorandum Of Understanding (MOU) or adapt the MOU in order to make the MOU consistent with RCC's endorsement.</b> |
| <b>08-10-06-5</b> | <b>Bd</b> | <b>That the Board approve the Committee Reports.</b>  |
| <b>08-10-06-6</b> | <b>Bd</b> | <b>That the meeting be adjourned.</b>   |

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Colin Mills, Board Secretary

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Date



## MEMORANDUM

**DATE:** September 16, 2008

**TO:** RCC Board of Governors

**FROM:** Karen Cleveland  
Chair, Program Policy Committee

**SUBJECT:** September 15, 2008 Program Policy Committee Meeting

The Program Policy Committee met on Monday, September 15, 2008. Present were:

- Bill Bouie, Board Chair
- Karen Cleveland, Chair
- Beverly Cosham
- Carol Ann Bradley

Claudine Varesi was absent and excused. Attending from the RCC staff was Leila Gordon, Executive Director. The Chair called the meeting to order at 7:10 p.m.

**Preference Poll 2009 Policy Review (MOU):** The Committee discussed the requirements that would need to be in place in order for the RCC Preference Poll to move towards electronic or mail-in voting. Bill stated that anything that requires a change in eligibility of the voters will require a change in the MOU. Leila pointed out that in her review of the MOU, changes would have to be made to the following sections:

- Section 1 - Definitions: needs to be updated because of the redrawing of the boundaries
- Section 4a - Selection: (describes who is eligible to participate in the preference poll and who may vote) would need to be changed

Leila stated that the changes would take approximately two months to go through the Board of Supervisors' approval process. She explained that the process normally flows as follows: Supervisor Hudgins is alerted as a courtesy; the RCC Board will hash out what is deemed an appropriate policy change; the change to the MOU will then be moved and then the full Board will vote on it; the RCC is then charged with executing the proper steps to get the County Executive review; the County Attorney will then review it; and then it's put on the agenda for BOS approval.

Leila reminded the committee that the last time this proposal came up, Supervisor Hudgins was concerned that there was no provision made for the preference poll to be verifiable independently. The process that was proposed previously was a simple published ballot in the local newspapers and a mailed ballot sent to all households along with an affidavit to be signed by another individual attesting to the fact that the individual voting was a bonifide resident of Small District 5. Bill pointed out that the proposal never came out of committee and was never presented to Supervisor Hudgins. Leila, therefore,

**September 15, 2008 Program Policy Committee Meeting**  
**Page 2**

recommended that however the change is approached; the Board must be able to specifically address a process that will provide some measure of transparency and accountability.

The committee moved on to discuss the cost of switching to electronic voting and it was agreed that it would more than likely be far more inexpensive than when it was originally discussed. In previous research, the cost was approximately \$40,000. The process that is in place now incurs a significant amount of money in advertisement and public relations. Those things would be eliminated once the switch is made because the payoff is for potentially much greater participation because it would be an easier process available to people electronically or by mail.

Leila suggested that an electronic balloting system would be much better than a mailed out ballot because with mail out, there is much more opportunity for mischief. Bill stated that the new process should be a mailed out ballot that gives the option of either mailing it in or going online. Karen commented that that is why it is so important to set things up in such a way that it puts the onus on the voter because otherwise, taking the time to get everyone's emails and then testing them for accuracy would be very challenging.

In response to a question from Beverly, Leila stated that a mailing list is bought for the program guide and the same list would be used for this purpose. She also said that Joe Ritchey is able to pull commercial occupants from his database and that he supplied the list last year for the commercial property post cards that were mailed out. The commercial property mailing list or participation should be determined to be needed or not needed as the Board moves forward. Participation is negligible.

Leila stated that once the MOU is revised, there will be a part of the By-Laws that will also need to be revised as follows:

- Functional Statement for the Preference Poll: the Board would have to think through and identify whether or not they want to put any reference to the preference poll mechanics into the By-Laws for the purposes of directing that particular ad-hoc committee.

Leila pointed out that there is nothing that requires that changes to the By-Laws be approved beyond the Board members; however, the By-Laws must be consistent with the MOU. If there is a conflict between the By-Laws and MOU, the MOU overrules the By-Laws.

In response to a question from Carol Ann, Leila stated that the easiest thing would be to duplicate the language in the MOU with respect to the commercial property voucher and basically describe the poll as a residential property voucher system.

In response to a question from Karen, Leila stated that she would suggest the language in the By-Laws that reference the functional statement of the preference poll committee is revised and that the committee not be referred to as an ad-hoc committee. Leila will contact the County Attorney to verify that those changes can be made by the Board and then proceed from there regarding the changes to the MOU.

The committee spoke briefly about deleting Section 5e of the MOU. Leila will bring back some language and a process for next month's meeting regarding all of the suggested changes/modifications to the MOU and By-Laws.

In response to a question from Beverly, Leila stated that there are no hearing requirements for changes to the MOU. During the annual public hearing for programs and budget, it was announced that there would be a change to the MOU to allow for mail/electronic balloting by households. Leila stated that an announcement about the changes can also be included in press releases that announce the preference poll results and the winter/spring program guide, and it can also be placed in the summer/fall guides.

**Policy Development for Rentals of CenterStage/Terry L. Smith Aquatics Center/Facility Rental**

**Policy Integration:** Leila informed the committee that the above topic has been on the strategic plan “to do” list for quite some time and had been bumped because of other priorities. She said that there is a rental rate structure for both the pool and the theatre that is so far out of date that the level of inquiries and demand from within and without Small District 5 is extraordinary. She said that there is no real reason to shy away from a highly subsidized set of rental rates even though theatre users know that there has to be some kind of shift or change. Leila stated that once the Arts & Events position is filled, the priority will be to get those meetings back on the calendar with the users. She also added that with the RCC’s current policies, there is no way for a user to get a footprint on the calendar that is predictable if they are not a founding partner. This is a very important element for performers.

Leila further stated that the Arts & Events position will be advertised beginning next Saturday for a three-week period. Leila suggested that a Board member sit on the interview panel. She added that County regulations state that anyone who sits on the panel must be an equivalent grade level or higher. The only people in the agency who are higher than that position are the executive director and deputy director. Leila stated that to avoid pulling Tom from the tail end of the capital projects to sit in interviews; she would rather have someone from the Board so that the community’s interest is represented. She stated that she would ask Clare Kiley, Deputy Director of the McLean Community Center, to sit on the panel as well. Clare had been the MCC’s Performing Arts Director for many years prior to becoming its Deputy Director.

**Online Registration/Ticketing: Update:** Leila reported that the RCC is moving closer to having the capability of offering our patrons online ticketing. During a brief discussion on whether or not it could be assumed that most people will have access to a computer, it was agreed that most people do have access whether it be in their own homes, the library or even at the Community Center. There was also some discussion on the parameters that would need to be set regarding when patrons would be able to log on to register. Leila promised to keep the committee updated as things progress.

In response to a question from Carol Ann, Leila stated that they will launch online ticketing either in Winter/Spring or Summer. She also confirmed that each Board member is entitled to two complimentary tickets to Professional Touring Artist Series events.

**Strategy Map and Balanced Scorecard Initiative:** Leila briefed the Committee on the status of the strategy Map/Balanced Scorecard initiative. She explained that the Strategy Map is designed to help each agency envision whether their agency is functioning at its peak capacity and the Balanced Scorecard is a list of project initiatives that the agency will undertake that are going to move the agency towards its end state. These initiatives include things that the agency needs to address; things where there may be gaps or where updating needs to take place or where the agency needs to redouble their efforts. Leila stated that the status, in terms of projects that the agency desires to take on in the coming months, is as follows:

- The agency wants to create some specialized controlled access sections of the RCC Website. Specifically, a controlled access section for the Board so that the Board can communicate amongst themselves – not to conduct business - but to have access to information and to provide information to one another, and an employee section of the web so that employees can go in and see what the expectations of the agency are, read past newsletters, get information on policies and procedures and the like
- A section on the web for theatre specifications; attributes of RCC rental space.
- Develop a training orientation package for new employees
- The integration of the customer service processes for all three points of contact, the Hunters Woods Desk, Lake Anne Desk and Terry L. Smith Aquatics Center Desk
- Facilitation of online registration and online ticket sales

## September 15, 2008 Program Policy Committee Meeting

### Page 4

- Collaboration with Reston Association in the process of the Taskforce to explore joint ownership of a new recreation facility
- Integration of equipment inventory management and replacement schedules across cost centers.
- Integration of facility rental policies and rate establishment for all rental environments
- Support the Board adopted desire to migrate to electronic or mail-in preference poll.
- Signage information displays for both buildings so that they will both look attractive and have a consistent look at both facilities

Leila stated that she held two meetings with the rest of the staff to give them opportunities to give their input. She said that this will be just the beginning of a continuing experience.

In response to a question from Carol Ann, Leila responded that the Balanced Scorecard documentation is due back to the County Executive at the end of September. She said that she would give the Committee some feedback on what comes out of the final project.

Karen commented that the strategy map and balanced scorecard concepts were excellent ways to keep track of your "big picture" issues and maintain consistency with it by focusing the efforts from all layers of the operation toward achieving those "end states." Committee members were very impressed with the staff efforts and support the continued development of both tools.

With no further business, the meeting adjourned at 8:02 p.m.