SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
BOARD OF GOVERNORS MEETING
December 6, 2010

Present:
▪ Beverly Cosham, Chair
▪ Carol Ann Bradley
▪ John Gasson
▪ Roger Lowen
▪ Colin Mills
▪ Bill Penniman
▪ Cathy Vivona

Absent and Excused:
▪ Bill Bouie, Vice Chair
▪ Bill Keefe

Staff:
▪ Leila Gordon, Executive Director
▪ Janet Dopsovic, Executive Assistant

Visitors:
▪ Alec Powell, Boy Scout Troop 20, Oak Hill, VA
▪ Richard Uhrig, Boy Scout Troop 20, Oak Hill, VA

The Chair called the meeting to order at 8:07 p.m.

Approval of the Agenda:
Beverly Cosham, Chair

MOTION #1:
Colin moved that the Board approve the agenda as written and amended. Cathy seconded the motion. The motion passed unanimously.

Approval of the November 1, 2010 Board Minutes:
Beverly Cosham, Chair

MOTION #2:
Colin moved that the Board approve the November 1, 2010 Board Minutes. Carol seconded the motion. The motion passed unanimously.

Approval of the October 4, 2010 Board Actions:
Beverly Cosham, Chair
MOTION #3:
Colin moved that the Board approve the November 1, 2010 Board Actions. Carol seconded the motion. The motion passed unanimously.

Chair’s Remarks:
Beverly said that she is looking forward to the season of renewal and rejuvenation, with its many concerts and programs. She wishes everyone happy holidays. Beverly attended Wii Fit for Seniors, Michael Emery’s Farewell Celebration, which was a special and terrific event. Beverly also attended the Awards Ceremony at the County where three RCC employees were recognized. She noted that next year RCC attendees will need to bring lots of artistic work and noise makers with them to cheer on our awardees. Beverly attended the Ahn Trio performance and enjoyed it. Reston Community Orchestra had its concert. She and her grandchildren participated in the Thanksgiving Day Food Drive and said that Kevin Danaher ran a wonderful event. Beverly sang at the Reston Town Center Tree Lighting event. She attended a workshop on VFIOA at the Government Center. She also attended Reston: The Opera and the Reston Chorale Concert.

Introduction of Visitors:
The Chair introduced and welcomed two visitors, Alec Powell and Richard Uhrig, from Boy Scout Troop 20 who are working on their badges for Citizenship in the Community.

Board Member Input on Activities Attended:
John reported that The Nature House celebrated its one-year anniversary in November and that it received its LEED Gold Certification. The Nature House is one of 17 organizations in all of Virginia to receive certification. John also attended the 20th Anniversary of the Reston Town Center Holiday Parade and the Tree Lighting Ceremony. John announced that on Wednesday, IPAR's Appreciation Celebration will be at the Sheraton beginning at 5:30 p.m. So far there are 100 confirmed attendees.

Carol attended and enjoyed Reston: The Opera. She has continued to participate in the Aging in Reston initiative, having been a facilitator at October’s forum where 300 people were present and she attended the follow-up event in November with another 100 attendees. The project has been divided into four working groups: Housing, Transportation, Models and Resources. Carol has joined the Resources group which is being facilitated by Pat Williams of GraceFul Care. The grassroots committee work will span three months.

Bill Penniman has attended several Reston Master Plan Task Force meetings. He also attended the Ahn Trio’s show, which was amazing, and Reston: The Opera. Bill noted that Bill Bouie, Carol and Leila should be commended for their participation in the program. Bill has completed a sculpture class and has finished a table in his woodworking class.

Colin attended Michael Emery’s Farewell event. He also attended Reston: The Opera and was impressed with it. Colin was able to see the last showing of Wonderful Town.

Cathy enjoyed Snow White and the Seven Dwarfs and is grateful to Mark Brutsche for allowing her niece’s children to go on stage to see all the props. Cathy also attended the Ahn Trio’s concert, the Reston Town Center presentation by the Task Force Sub-Committee, and played Bridge. Cathy participated in the Northern Virginia Loudoun
Campus Food Drive to benefit Reston Interfaith which also involved her in RCC’s Food Drive.

Roger attended committee meetings during November. He has been using the pool regularly and believes the renovations are great. Roger has had an opportunity to see the IPAR artwork on the Glade Underpass and encourages everyone to experience it. Roger also plans to begin participating in Aging in Reston efforts.

Committee Reports:
Beverly Cosham, Chair

Personnel Committee – November 22, 2010
Colin Mills, Vice Chair. See attached report. Colin reported that the Personnel Committee met on November 22nd and went into Closed Session, had a discussion and then adjourned.

Finance Committee – November 22, 2010
Cathy Vivona. See attached report. Cathy reported in Bill Bouie’s absence that the Committee met and reviewed the monthly financials. The Committee discussed the status of capital projects, ADA improvements to be incorporated into the Lake Anne expansion, the Chiller replacement and the Spa Roof replacement. We are projecting being approximately $40,000 under budget for the Chiller and Spa Roof projects. Cathy noted that the CenterStage floor replacement and the loading dock repair work still need to be done.

Cathy said that the Committee discussed that we are slightly over budget for the Lake Anne Expansion, but that the project estimated budget amount includes a 15% contingency.

The Committee also discussed the schedule for other capital improvements that already exist. She noted that Leila indicated that since everything will be in relatively good shape, we have no knowledge now of any other projects that will need attention in the next couple of years.

The Committee discussed the progress of the T-Mobile tower project, and is looking forward to receiving the revenue that will be generated from the tower.

The Committee went into Closed Session to discuss a personnel matter, and came out of discussion with no motion or proposals being made.

Bill B. moved that the proposed changes to RCC staffing be moved forward to the full Board. That motion was passed.

Building Committee – December 6, 2010
Roger reported in Bill Keefe’s absence that the Committee met earlier this evening and discussed the status of the various capital projects. The Lake Anne Expansion project is on budget and progressing well. Staff has reorganized class schedules to allow for minimal disruption.
The Committee also discussed the status of the Community Room improvements, the Spa Roof replacement, and general projects for repair/enhancement to the Hunters Woods facility.

Cathy asked if the classes that are being outsourced are with some of the same partners as with RCC On The Road. Leila responded affirmatively but stated not as many as before. We are taking some of the fitness classes to Southgate Community Center, and most of the others we’ve reallocated to Hunters Woods. The Arts Education classes may have to be shifted from one space at Lake Anne to another while areas are under construction.

**Long Range Planning Committee – December 6, 2010**

Colin reported that the Committee met earlier this evening and set the agenda for the Board Retreat. The Committee then went into Closed Session to discuss a personnel matter. The Closed Session was convened to hold a discussion regarding a personnel matter pursuant to Virginia Code §2.2-3711 and the applicable exemption from open meeting requirements provided in subsection A. No action was taken during the Closed Session.

**MOTION #4:**

Colin moved that the Board support the staff recommendation to the Department of Human Resources and the Department of Management and Budget with respect to the exempt employee project. Cathy seconded the motion. The motion passed unanimously.

**MOTION #5:**

Roger moved to accept the committee reports. Cathy seconded the motion. The motion passed unanimously.

**Executive Director’s Report:**

Leila Gordon, Executive Director.

The report was summarized and submitted for the record. Leila reported that there are two important meetings taking place on the Lake Anne Expansion. The first is with the Architectural Review Board (ARB) on December 9th and the second is with the Reston Association Design Review Board (DRB) on December 14th. Bill Keefe will attend the ARB meeting on the 9th with Leila.

Leila noted that the Winter/Spring class registration is ongoing. She said that we received less food for the Thanksgiving Drive but that there were many other food drives in the area this year.

We’ve had lots of good programs during November, Aging in Reston among them. We said good-bye to our Woodshop Supervisor, Oscar Welles, who moved to Williamsburg and who will be greatly missed. We also said good-bye to Michael Emery, our Building Engineer.

Leila attended a Silver Line Progress presentation made by the Dulles Corridor Rail Association. It was very impressive to see the plans for the massive project.

Leila has been meeting with Larry Butler of the Reston Association and Sandra Stallman, Chief Planner for the Park Authority to discuss some of the issues regarding Parks & Recreation and cultural facilities that the Task Force is looking at. We have had
good conversations about what those priorities should be. We are combining objectives that will be brought to the Task Force on those matters.

**New Business:**
Cathy inquired as to plans for Helen Bryant's retirement. Leila responded that Helen's last day will be January 18 and that her send-off event will be on January 13 from 1:00 to 3:00 p.m.

Beverly reminded the Board members that the annual retreat is scheduled for January 7 and 8, 2011.

**MOTION #6:**
Colin moved that the meeting be adjourned. Carol seconded the motion. The motion passed unanimously.

The Chair adjourned the meeting at 8:33 p.m.

William Penniman, Board Secretary
December 7, 2010
RESTON COMMUNITY CENTER
BOARD ACTIONS
TAKEN AT BOARD OF GOVERNORS MEETING ON DECEMBER 6, 2010

<table>
<thead>
<tr>
<th>Code</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-1206-1</td>
<td>Bd</td>
</tr>
<tr>
<td>10-1206-2</td>
<td>That the Board approve the agenda as amended.</td>
</tr>
<tr>
<td>10-1206-3</td>
<td>Bd</td>
</tr>
<tr>
<td>10-1206-4</td>
<td>Bd</td>
</tr>
<tr>
<td>10-1206-5</td>
<td>Bd</td>
</tr>
<tr>
<td>10-1206-6</td>
<td>Bd</td>
</tr>
</tbody>
</table>

That the Board approve the November 1, 2010 Board minutes.
That the Board approve the November 1, 2010 Board actions.
That the Board supports the staff recommendation to the Department of Human Resources and the Department of Management and Budget with respect to the exempt employee project.
That the Board approve the Committee reports.
That the meeting be adjourned.

William Penniman, Board Secretary
December 7, 2010
Date
DATE: November 29, 2010

TO: RCC Board of Governors

FROM: Bill Bouie
Chair, Finance Committee

SUBJECT: November 22, 2010 Finance Committee Meeting

The Finance Committee met on Monday, November 22, 2010. Present were:

- Bill Bouie, Finance Committee Chair
- Beverly Cosham, RCC Board Chair
- Cathy Vivona

Attending from the RCC staff:

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

The Chair called the meeting to order at 7:04 p.m.

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

Revenue
Cathy asked that even though General Programs Admin is not a revenue category if it was listed there because it corresponded to something else under revenue. Renata explained that it does not correspond to anything right now, but because she does not know when things may change, she listed it as a category in the event that it becomes revenue generating.

Personnel Expenses
The Committee was comfortable with the Personnel Expenses report.
Operating
Cathy asked why many of the operational expenses were higher than the percentage for the year. Leila and Renata explained that it is due to reservations that we are spending down.

Capital Projects
Leila noted that as a result of last month’s meeting request, there is now a list of what the Hunters Woods and Lake Anne Priority 1 projects once were. Bill B. asked for a status report on improvements. Leila stated that the ADA doors’ improvements will be incorporated in the LA Expansion process; that the purchase order for the Chiller was issued in November and does not show on the report; and that both the CenterStage floor and the loading dock replacement projects are currently being reviewed. At this point we don’t know what costs will be associated for those two items. The cost for the new Chiller was about $37,000 under budget. Leila stated that we have received estimates for the LA Expansion, which are higher than anticipated. We are negotiating with the general contractor and the sub-contractor to see where there may be over-estimates or where justified changes can be made. Bill B. asked whether the higher estimate was due to the change in the economy or a change in the scope. Leila explained that some of it may be due to errors, or a function of not having loaded the design process into the original budgets, and that some of it is due to quality. She provided the example that we have asked for adjustable lighting in the Design Studio, which will result in significantly higher costs. Leila said that we will review these issues during the Building Committee meeting in December.

Bill B. asked how close we are to finalizing the plans, and Leila stated that we are far along in the process. She further stated that with reallocation of locker replacements funds ($220,000) we are currently approximately $100,000 over our original budget, which includes the 15% contingency fee. Leila cautioned that we will need to work more closely with the general and sub-contractors and SWSG before we can definitively reach a figure and that the Board would have an opportunity to review plans at the next Building Committee meeting.

Cathy inquired as to whether other budgeted expenses were on hold until we see what’s going on with Lake Anne, and Leila replied that the Chiller is on schedule, the Spa roof replacement logistics are in progress, and the Community Room work will be done during the summer; and as noted earlier, the CenterStage floor needs to be replaced and the loading dock project needs to be done as well. We will only be taking the budgeted funds for the locker replacement out of the existing repair budget.

Leila reported that we are approximately $40,000 under budget for the Chiller and the Spa roof replacement costs combined.

Cathy asked Leila to discuss with the Committee any anticipated capital expenses over the next couple of years. Leila said that we are hoping that the County will complete its approval process for the T-Mobile tower in mid-December and installation should occur in mid-January. We should then start receiving revenue from the tower ($2,000 per month) around the start of FY12. Conversion of the roof to a “white roof” is budgeted for and would not be done until after the Board approves the project, and the T-Mobile related construction is entirely completed.
Cathy moved that the Committee go into closed session to discuss a personnel matter. Beverly seconded the motion. The motion passed unanimously.

The Closed Session was convened at 8:24 p.m. to hold a discussion regarding a personnel matter pursuant to Virginia Code §2.2-3711 and the applicable exemption from open meeting requirements provided in subsection A.

Bill B. moved to certify that no resolution, rule, contract, regulation, or motion was adopted, passed, or agreed to in the Closed Session as confirmed by unanimous vote of those present at the conclusion of the Closed Session at 7:35 p.m. Beverly seconded the motion. The motion passed unanimously.

Bill B. moved that proposed changes to RCC staffing, related to merit and exempt positions, as recommended by the staff during the Closed Session, should be moved forward to the Board. Cathy seconded the motion. The motion passed unanimously.

Cathy thanked Renata for her efforts in streamlining and presenting the information for the Committee.

There being no further business to discuss, the Chair adjourned the meeting at 7:37 p.m.
<table>
<thead>
<tr>
<th>Revenue</th>
<th>Budget FY11</th>
<th>Sept</th>
<th>Oct</th>
<th>ENCUMBR.</th>
<th>YTD</th>
<th>REMAINING BALANCE</th>
<th>YTD % actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Administration</td>
<td>6,860,569</td>
<td>31,591</td>
<td>$ 34,303</td>
<td>$ 3,079,813</td>
<td>3,780,756</td>
<td>44.89%</td>
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</tr>
<tr>
<td>2 Performing Arts-Theatre Admis.</td>
<td>49,500</td>
<td>10,840</td>
<td>2,950</td>
<td>23,570</td>
<td>25,930</td>
<td>47.62%</td>
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<tr>
<td>3 PA Theatre Rental</td>
<td>22,990</td>
<td>985</td>
<td>218</td>
<td>2,387</td>
<td>20,603</td>
<td>10.38%</td>
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<tr>
<td>4 PA Cultural Activities/ Arts Org</td>
<td>0</td>
<td>426</td>
<td>10,368</td>
<td>10,794</td>
<td>(10,794)</td>
<td>0.00%</td>
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</tr>
<tr>
<td>5 Aquatics Classes/drop-in</td>
<td>270,000</td>
<td>11,699</td>
<td>12,060</td>
<td>83,070</td>
<td>186,930</td>
<td>30.77%</td>
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<tr>
<td>6 Aquatic Rental</td>
<td>18,000</td>
<td>6,550</td>
<td>3,975</td>
<td>10,750</td>
<td>7,250</td>
<td>59.72%</td>
<td></td>
</tr>
<tr>
<td>7 General Programs Admin</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td>8 Teens</td>
<td>65,288</td>
<td>329</td>
<td>1,154</td>
<td>38,127</td>
<td>27,162</td>
<td>58.40%</td>
<td></td>
</tr>
<tr>
<td>9 Senior</td>
<td>54,200</td>
<td>2,547</td>
<td>1,551</td>
<td>32,251</td>
<td>21,950</td>
<td>59.50%</td>
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<tr>
<td>10 Youth</td>
<td>86,464</td>
<td>1,315</td>
<td>24</td>
<td>65,184</td>
<td>21,280</td>
<td>75.39%</td>
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</tr>
<tr>
<td>11 Adult</td>
<td>122,968</td>
<td>7,419</td>
<td>(438)</td>
<td>48,150</td>
<td>74,818</td>
<td>39.16%</td>
<td></td>
</tr>
<tr>
<td>12 Community Events</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td>13 Arts Education</td>
<td>105,608</td>
<td>2,473</td>
<td>907</td>
<td>72,274</td>
<td>33,334</td>
<td>68.44%</td>
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<tr>
<td><strong>Total RCC Revenue</strong></td>
<td><strong>7,655,587</strong></td>
<td><strong>$ 76,176</strong></td>
<td><strong>$ 67,071</strong></td>
<td><strong>$ 3,467,869</strong></td>
<td><strong>$ 4,187,718</strong></td>
<td><strong>45.30%</strong></td>
<td></td>
</tr>
</tbody>
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Tax revenue collection is very strong in the first months of the fiscal year; half usually is collected in July. Road Ruiz summer camp revenue

YAT summer revenue
## Personnel Expenses

<table>
<thead>
<tr>
<th></th>
<th>Budget FY11</th>
<th>Sept</th>
<th>Oct</th>
<th>ENCUMBR.</th>
<th>YTD</th>
<th>REMAINING BALANCE</th>
<th>% Budget Used Ytd</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Administration</td>
<td>653,628</td>
<td>22,266</td>
<td>27,050</td>
<td>86,663</td>
<td>566,965</td>
<td>-</td>
<td>13.26%</td>
</tr>
<tr>
<td>2 Board OG</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>3 Booking</td>
<td>139,025</td>
<td>11,464</td>
<td>11,852</td>
<td>41,344</td>
<td>97,681</td>
<td>29.74%</td>
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</tr>
<tr>
<td>4 Comptroller</td>
<td>318,244</td>
<td>25,938</td>
<td>22,622</td>
<td>78,134</td>
<td>240,110</td>
<td>24.55%</td>
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</tr>
<tr>
<td>5 Customer Service</td>
<td>321,988</td>
<td>24,214</td>
<td>23,864</td>
<td>85,571</td>
<td>236,417</td>
<td>26.58%</td>
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</tr>
<tr>
<td>6 Facility Engineer</td>
<td>144,151</td>
<td>10,797</td>
<td>7,291</td>
<td>38,128</td>
<td>106,023</td>
<td>26.45%</td>
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</tr>
<tr>
<td>7 Maintenance</td>
<td>305,254</td>
<td>25,458</td>
<td>26,328</td>
<td>92,772</td>
<td>212,482</td>
<td>30.39%</td>
<td></td>
</tr>
<tr>
<td>8 IT</td>
<td>106,322</td>
<td>7,647</td>
<td>7,647</td>
<td>27,589</td>
<td>78,733</td>
<td>25.95%</td>
<td></td>
</tr>
<tr>
<td>9 Media</td>
<td>247,398</td>
<td>18,250</td>
<td>18,540</td>
<td>57,565</td>
<td>189,833</td>
<td>23.27%</td>
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</tr>
<tr>
<td>10 Performing Arts</td>
<td>429,530</td>
<td>31,166</td>
<td>33,128</td>
<td>112,938</td>
<td>316,592</td>
<td>26.29%</td>
<td></td>
</tr>
<tr>
<td>11 Aquatics</td>
<td>623,516</td>
<td>37,680</td>
<td>49,701</td>
<td>171,670</td>
<td>451,846</td>
<td>27.53%</td>
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<tr>
<td>12 General Programs Admin</td>
<td>85,924</td>
<td>7,347</td>
<td>7,347</td>
<td>25,983</td>
<td>59,941</td>
<td>30.24%</td>
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</tr>
<tr>
<td>13 Teens</td>
<td>126,565</td>
<td>6,974</td>
<td>7,639</td>
<td>43,927</td>
<td>82,658</td>
<td>34.70%</td>
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<tr>
<td>14 Senior</td>
<td>133,258</td>
<td>7,739</td>
<td>11,810</td>
<td>34,105</td>
<td>99,153</td>
<td>25.59%</td>
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</tr>
<tr>
<td>15 Youth</td>
<td>184,655</td>
<td>20,961</td>
<td>10,652</td>
<td>86,495</td>
<td>98,160</td>
<td>46.84%</td>
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</tr>
<tr>
<td>16 Adult</td>
<td>178,248</td>
<td>7,928</td>
<td>17,544</td>
<td>53,703</td>
<td>124,545</td>
<td>30.13%</td>
<td></td>
</tr>
<tr>
<td>17 Community Events</td>
<td>103,965</td>
<td>7,554</td>
<td>9,144</td>
<td>31,847</td>
<td>72,118</td>
<td>30.63%</td>
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</tr>
<tr>
<td>18 Arts Education</td>
<td>278,205</td>
<td>14,406</td>
<td>17,904</td>
<td>122,386</td>
<td>155,819</td>
<td>43.99%</td>
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**Total Personnel Expenses**: $4,379,896 $287,789 $310,064 - $1,190,820 $3,189,076 27.19%
## Operational Expenses

<table>
<thead>
<tr>
<th>#</th>
<th>Operational Expenses</th>
<th>Budget FY11</th>
<th>Sept</th>
<th>Oct</th>
<th>ENCUMBR.</th>
<th>YTD</th>
<th>REMAINING BALANCE</th>
<th>% Budget Used Ytd</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Administration</td>
<td>158,921</td>
<td>8,324</td>
<td>10,428</td>
<td>15,968</td>
<td>39,979</td>
<td>118,943</td>
<td>25.16%</td>
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<tr>
<td>2</td>
<td>Board</td>
<td>59,000</td>
<td>476</td>
<td>23,369</td>
<td>2,983</td>
<td>27,050</td>
<td>31,950</td>
<td>45.85%</td>
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<tr>
<td>3</td>
<td>Booking</td>
<td>103,294</td>
<td>3,519</td>
<td>8,695</td>
<td>61,025</td>
<td>82,025</td>
<td>21,269</td>
<td>79.41%</td>
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<tr>
<td>4</td>
<td>Comptroller/Customer Service</td>
<td>421,616</td>
<td>14,169</td>
<td>16,291</td>
<td>131,810</td>
<td>208,723</td>
<td>212,893</td>
<td>49.51%</td>
</tr>
<tr>
<td>5</td>
<td>Facility Engineer</td>
<td>169,729</td>
<td>5,616</td>
<td>1,587</td>
<td>33,403</td>
<td>60,606</td>
<td>109,123</td>
<td>35.71%</td>
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<td>Maintenance</td>
<td>314,475</td>
<td>15,833</td>
<td>33,316</td>
<td>106,445</td>
<td>183,652</td>
<td>130,823</td>
<td>58.40%</td>
</tr>
<tr>
<td>7</td>
<td>IT</td>
<td>163,905</td>
<td>19,258</td>
<td>20,908</td>
<td>4,026</td>
<td>46,368</td>
<td>117,537</td>
<td>28.29%</td>
</tr>
<tr>
<td>8</td>
<td>Media</td>
<td>294,833</td>
<td>20,339</td>
<td>34,295</td>
<td>29,851</td>
<td>149,730</td>
<td>145,103</td>
<td>50.78%</td>
</tr>
<tr>
<td>9</td>
<td>Community Partnerships</td>
<td>135,000</td>
<td>13,350</td>
<td>6,569</td>
<td>47,500</td>
<td>107,593</td>
<td>27,407</td>
<td>79.70%</td>
</tr>
<tr>
<td>10</td>
<td>Performing Arts</td>
<td>296,876</td>
<td>32,331</td>
<td>33,104</td>
<td>84,745</td>
<td>205,754</td>
<td>90,122</td>
<td>69.54%</td>
</tr>
<tr>
<td>11</td>
<td>Aquatics</td>
<td>81,245</td>
<td>14,379</td>
<td>3,538</td>
<td>13,404</td>
<td>43,825</td>
<td>37,420</td>
<td>53.94%</td>
</tr>
<tr>
<td>12</td>
<td>General Programs Admin</td>
<td>6,850</td>
<td>1,201</td>
<td>317</td>
<td>2,653</td>
<td>4,197</td>
<td>38.73%</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Teens</td>
<td>123,660</td>
<td>2,618</td>
<td>21,688</td>
<td>37,826</td>
<td>65,405</td>
<td>38.255</td>
<td>69.06%</td>
</tr>
<tr>
<td>14</td>
<td>Senior</td>
<td>86,450</td>
<td>5,425</td>
<td>11,217</td>
<td>15,610</td>
<td>37,394</td>
<td>49.056</td>
<td>43.25%</td>
</tr>
<tr>
<td>15</td>
<td>Youth</td>
<td>110,130</td>
<td>2,120</td>
<td>19,016</td>
<td>12,790</td>
<td>51,789</td>
<td>58.341</td>
<td>47.03%</td>
</tr>
<tr>
<td>16</td>
<td>Adult</td>
<td>107,663</td>
<td>6,179</td>
<td>2,624</td>
<td>48,126</td>
<td>69,073</td>
<td>38,590</td>
<td>64.16%</td>
</tr>
<tr>
<td>17</td>
<td>Community Events</td>
<td>163,200</td>
<td>14,091</td>
<td>23,650</td>
<td>916</td>
<td>85,281</td>
<td>77,919</td>
<td>52.26%</td>
</tr>
<tr>
<td>18</td>
<td>Arts Education</td>
<td>86,919</td>
<td>3,261</td>
<td>5,467</td>
<td>15,248</td>
<td>35,554</td>
<td>51,365</td>
<td>40.90%</td>
</tr>
</tbody>
</table>

**Total Operational Expenses**  
$2,882,766 $ 182,489 $ 276,090 $ 661,677 $ 1,522,452 $ 1,360,314 $ 52.81%
### Reston Community Center

**Budget vs Actuals Worksheet**  
31-Oct-10

<table>
<thead>
<tr>
<th>Capital Proj. Expenses/ Capital Equipment</th>
<th>Budget FY11</th>
<th>Sept</th>
<th>Oct</th>
<th>ENCUMBR.</th>
<th>YTD</th>
<th>REMAINING BALANCE</th>
<th>% Budget Used Ytd</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. RCC Improvements 003716</td>
<td>$ 541,656</td>
<td></td>
<td></td>
<td>0</td>
<td></td>
<td>541,656</td>
<td>100%</td>
</tr>
<tr>
<td>2. HW LA Priority 1 003717.5</td>
<td>235,032</td>
<td>214</td>
<td></td>
<td>30,203</td>
<td>30,417</td>
<td>204,616</td>
<td>12.94%</td>
</tr>
<tr>
<td>3. Nat. Spa Roof 003717.10</td>
<td>42,000</td>
<td></td>
<td></td>
<td>0</td>
<td>42,000</td>
<td>0.00%</td>
<td>0.00%</td>
</tr>
<tr>
<td>4. Facility Enhancement LA 003717.11</td>
<td>1,259,756</td>
<td>2,102</td>
<td></td>
<td>49,223</td>
<td>51,325</td>
<td>1,208,431</td>
<td>4.07%</td>
</tr>
<tr>
<td>5. Comm. Room HW Enhancements 003717.12</td>
<td>500,000</td>
<td></td>
<td></td>
<td>0</td>
<td>500,000</td>
<td>0.00%</td>
<td>0.00%</td>
</tr>
<tr>
<td>6. Aquatics-Slide</td>
<td>9,000</td>
<td></td>
<td></td>
<td>0</td>
<td>9,000</td>
<td>0.00%</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

**Total Capital Expenses**  
$ 2,587,444  
$ 2,316  
$ 79,426  
$ 81,742  
$ 2,505,703  
3.16%

**Total RCC Expenditures**  
$ 9,850,107  
$ 472,594  
$ 586,154  
$ 741,103  
$ 2,795,014  
$ 7,055,093  
28.38%

109K ADA Door Enhancement, 305K Chiller, 40K Center Stage Floor, 50K HW Loading Dock.

939K LA expansion, 305K Art Studio, 15.7K Gallery Acoustics
<table>
<thead>
<tr>
<th>Priority #</th>
<th>Project Description</th>
<th>FY2009 Revised</th>
<th>FY2010</th>
<th>FY2011</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Replace Asbestos Floors</td>
<td>30,000</td>
<td></td>
<td></td>
<td>Cancelled</td>
</tr>
<tr>
<td></td>
<td>Replace Popcorn Ceiling</td>
<td>10,000</td>
<td>10,000</td>
<td></td>
<td>Completed</td>
</tr>
<tr>
<td></td>
<td>Replace Drywall Kitchen Area</td>
<td>2,000</td>
<td>2,000</td>
<td></td>
<td>Completed</td>
</tr>
<tr>
<td></td>
<td>Enhance CR Acoustics</td>
<td>42,000</td>
<td>60,000</td>
<td></td>
<td>Approved BOG</td>
</tr>
<tr>
<td></td>
<td>Upgrade CR Sound System</td>
<td>68,000</td>
<td></td>
<td></td>
<td>Defer</td>
</tr>
<tr>
<td></td>
<td>Staging/Seating Equipment</td>
<td>24,000</td>
<td></td>
<td></td>
<td>Defer</td>
</tr>
<tr>
<td></td>
<td>Performance Lighting</td>
<td>45,000</td>
<td></td>
<td></td>
<td>Defer</td>
</tr>
<tr>
<td></td>
<td>Blackout Curtains</td>
<td>10,000</td>
<td></td>
<td></td>
<td>Defer</td>
</tr>
<tr>
<td></td>
<td>Replace Exterior Skylights</td>
<td>15,000</td>
<td></td>
<td></td>
<td>Defer</td>
</tr>
<tr>
<td></td>
<td>Replace Back Dock</td>
<td>15,000</td>
<td>15,000</td>
<td></td>
<td>Awaiting BOG</td>
</tr>
<tr>
<td></td>
<td>LA Wood Storefront replacement</td>
<td>6,000</td>
<td>6,000</td>
<td></td>
<td>Awaiting BOG</td>
</tr>
<tr>
<td></td>
<td>LA ADA compliant doors</td>
<td>5,000</td>
<td>5,000</td>
<td></td>
<td>Awaiting BOG</td>
</tr>
<tr>
<td></td>
<td>LA Front Desk Re-Design</td>
<td>10,000</td>
<td></td>
<td></td>
<td>Defer</td>
</tr>
<tr>
<td></td>
<td><strong>Total HW and LA Priority 1 and 2</strong></td>
<td><strong>282,000</strong></td>
<td></td>
<td><strong>98,000</strong></td>
<td></td>
</tr>
</tbody>
</table>
1. **Administration:** The Administration revenue budget shows combined tax, interest and facility rental revenues. To date, RCC has collected 45.00% of the estimated tax revenue, 91.70% of estimated Facility Rental revenue and 14.20% of the estimated interest revenue. Interest revenue is significantly lower than collections for this same period in the previous fiscal year due to lower investment performance and a smaller fund balance earning interest income.

2. **Performing Arts:** Revenue collection is very uneven depending on scheduled shows and their related box office revenue. The beginning of the year revenue results from ticket sales for the season as a whole. Given lowering of prices for SD 5, it is likely that revenue will underperform for the year as a whole. Revenue targets have been adjusted for the FY12 budget accordingly.

3. **Performing Arts Theatre Rental:** Revenue recorded in August-October relates to rent due from a significant Historical User for the previous fiscal year they were unable to pay on time. Theatre rental payments are typically made at the end of the fiscal year; revenue targets in future years will be adjusted for new rates, policies, and activity levels.

4. **Performing Arts Cultural Activities/Arts Organizations:** This is the revenue clearing line for the community arts box office receipts and payments.

5. **Aquatics Classes/drop-in:** Year-to-date revenue represents registration for fall programming.

6. **Aquatics Rental:** Year-to-date revenue represents natatorium rental fee for the fall (Masters).

7. **General Programs Administration:** This is not a revenue earning category.

8. **Teens:** Year-to-date amount includes summer (post July 1) and fall program revenue.

9. **Seniors:** Year-to-date amount includes summer (post July 1) and fall program revenue.

10. **Youth:** Year-to-date amount includes summer (post July 1) and fall program revenue, and Camp Goodtimes 2010 summer revenue.

11. **Adults:** Year-to-date amount includes summer (post July 1) and fall program revenue.

12. **Community Events:** Collected revenue represents vendor fees for the Reston Multicultural Festival.

13. **Arts Education:** Year-to-date amount includes summer (post July 1) and fall program revenue.

### Personnel Expenses:

1. **Administration:** Administration’s allocated budget is typically under-spent; funding provides for contingencies.

2. **Booking:** Personnel costs are in an appropriate range for the period of the year.

3. **Comptroller:** Personnel costs are lower due to a merit position vacancy.

4. **Customer Service:** Personnel costs are at expected levels.

5. **Facility Engineer:** Personnel costs reflect additional costs for an exempt position (July only) and one merit (end of October hire) utilized to prepare for our Building Engineer’s retirement in the fall of 2010.

6. **Maintenance:** Personnel costs are at expected levels.

7. **Information Technology:** Personnel costs are at expected levels.

8. **Media:** Personnel costs are somewhat behind the calendar as expenditures will fluctuate based on workflow.

9. **Performing Arts:** Personnel costs are at expected levels.

10. **Aquatics:** Personnel costs are at expected levels. Aquatics exempt staff hourly rates were evaluated and increased in FY10 to match industry standards.

11. **General Programs Administration:** Personnel costs are at expected levels.

12. **Teens:** Personnel costs appear higher than the benchmark as they reflect Road Rulz summer labor costs which occurred in July/August 2010. Road Rulz offerings increased in FY11.

13. **Senior:** Personnel costs are at expected levels.

14. **Youth:** Personnel costs appear higher than the benchmark and include Camp Goodtimes labor costs which occurred in July/August 2010.

15. **Adult:** Personnel expenditures are at expected levels.

16. **Community Events:** Personnel expenditures are at expected levels.

17. **Arts Education:** Personnel expenditures appear higher than the benchmark and include LARK/YAT summer labor costs which occurred in July/August 2010.
Operating Expenses:

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

1. **Administration:** Current month expenditures reflect costs for consulting expenses (SWSG) related to capital projects and preventive maintenance roof warranty payment. Reservations are for SWG consulting services, professional training, and fabrication and installation of RCC signage.
2. **Board:** Current month expenses include postage costs for Preference Pol, Votenet payments and deposit for BOG retreat reservation. Reservation is for BOG retreat.
3. **Booking:** Current month expenditures are for security monitoring, supplies, fixtures, and storage facility rental. Reservations are for security monitoring and storage facility rental.
4. **Comptroller:** Current month expenditures include office supplies, water, electricity, and copying. Reservations are for electricity, gas, and water.
5. **Facility Engineering:** Current month expenditures are for repair and maintenance. Reservations are for repair and maintenance and for grounds maintenance.
6. **Maintenance:** Current month expenditures include custodial service payment, fuel costs, and repair and maintenance. Reservations are for custodial service, equipment, fuel, and repair and maintenance.
7. **IT:** Current month expenditures include miscellaneous supplies, DIT communications charges, and purchase of computers. Reservation is for cellular phone billing.
8. **Media:** Current month expenditures are for advertising and printing materials. Reservations are for advertising and professional training/conference.
9. **Community Partnerships:** Current month expenditures include other operating supplies. Reservations are for IPAR and RHT.
10. **Performing Arts:** Current month expenditures include advance contractor fees and miscellaneous operating costs, and hospitality costs. Reservations are for advance contractor fees and other operating expenses.
11. **Aquatics:** Current month expenditures are for various pool supply costs, conference fee and license fee. Reservations are for supplies, and repair and maintenance.
12. **General Programs Admin:** Current month expenditures include conference travel expenditures.
13. **Teens:** Current month expenditures are for program transportation and miscellaneous program operating costs. Reservations are for program instruction, program transportation, and recreational activities.
14. **Senior:** Current month expenditures are for contact payments, transportation, supplies, recreational activities, and conference travel costs. Reservations are for program instruction, recreational activities, and program transportation.
15. **Youth:** Current month expenditures are for program supplies and recreational activities. Reservations are for program instruction.
16. **Adult:** Current month expenditures are contractor fees and supply costs. Reservations are for program instruction and program transportation.
17. **Community Events:** Current month expenditures are contractor fees, recreational equipment rental fee, and program and operating supplies' costs. Reservations are for event contracts.
18. **Arts Ed:** Current month expenditures are contract advance payment and program related supplies and conference travel costs. Reservations are for program instruction and contractor payments.

Capital Project Expense

1. **RCC Improvements / 003716:** Includes ADA Doors, Chiller, CenterStage Floor, and HW Loading Dock projects.
2. **Hunters Woods and Lake Anne Priority 1 / 003717.5:** Remaining funding for several capital projects not pursued by the BOG.
3. **Natatorium Spa Roof / 003717.10:** No activity.
4. **Facility Enhancement Lake Anne / 003717.11:** Includes Art Studio, LA Expansion, LA Hallway Acoustics projects. Reservation is for LA expansion design service. Expansion funding allocation has been added by DMB staff ($939,000).
5. **Community Room Hunters Woods Enhancements / 003717.12:** No activity.
6. **Aquatics Slide:** No activity.
MEMORANDUM

DATE: November 29, 2010

TO: RCC Board of Governors

FROM: Colin Mills
Vice Chair, Personnel Committee

SUBJECT: November 22, 2010 Personnel Committee Meeting

The Personnel Committee met on Monday, November 22, 2010. Present were:

- Colin Mills, Personnel Committee Vice Chair
- Beverly Cosham, RCC Board Chair
- Bill Bouie
- Cathy Vivona, attending as a Board member, not on Committee

Attending from the RCC staff:

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

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

Beverly moved that the Committee go into closed session to discuss a personnel matter. Bill B. seconded the motion. The motion passed unanimously.

The Closed Session was convened at 6:08 p.m. to hold a discussion regarding a personnel matter pursuant to Virginia Code §2.2-3711 and the applicable exemption from open meeting requirements provided in subsection A.

Bill B. moved to certify that no resolution, rule, contract, regulation, or motion was adopted, passed, or agreed to in the Closed Session as confirmed by unanimous vote of those present at the conclusion of the Closed Session at 7:00 p.m. Beverly seconded the motion. The motion passed unanimously.

The Vice Chair adjourned the meeting at 7:01 p.m.