SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
BOARD OF GOVERNORS MEETING
February 6, 2012

Present:
 Beverly Cosham, Chair
 Bill Bouie
 Bill Penniman
 John Gasson
 Vicky Wingert
 Carol Ann Bradley
 Bill Keefe
 Roger Lowen
 Cathy Vivona

Staff:
 Leila Gordon, Executive Director
 Kristin Terrill, Public Information Officer

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

Approval of the Agenda:
Beverly Cosham, Chair

MOTION #1:
Bill B. moved that the Agenda be approved as written. Carol seconded the motion. The motion passed unanimously.

Approval of the January 9, 2012 Board Minutes:
Beverly Cosham, Chair

MOTION #2:
Bill B. moved that the Board approve the January 9, 2012 Board Minutes. Carol seconded the motion. The motion passed unanimously.

Approval of the January 9, 2012 Board Actions:
Beverly Cosham, Chair

MOTION #3:
Bill B. moved that the Board approve the January 9, 2012 Board Actions. Cathy seconded the motion. The motion passed unanimously.

Chair’s Remarks:
Beverly invited everyone to come to the February 13 Joint Community Relations and Program/Policy Committee meeting at 6:30 pm at RCC Hunters Woods.

Introduction of Visitors
One visitor was present. Beverly invited him to introduce himself.

Larry Butler, Reston Association
Larry thanked RCC and the Board for helping with the kids’ triathlon in August 2011. It was the first partnership between RA and the YMCA, and RCC was a major sponsor. About 50 participant slots were held for scholarship kids. About 30 bikes and helmets were donated. Clinics were held throughout the summer to train the kids. It was a great event with many success stories. One participant lost 13 pounds, and one mother of a participant was inspired and went on to lose 70 pounds herself. The event is being
planned again for August 12, 2012. More participation slots may be made available this year depending on space constraints.

Larry presented the Board with a gift of a framed medal and a souvenir towel from the event.

**Board Member Input on Activities Attended:**

Bill K. attended Nnenna Freelon's performance for the Reston Dr. Martin Luther King, Jr. Birthday Celebration, participated in a Reston Master Plan Task Force meeting, and attended a jazz program.

Roger attended a performance of Lend Me a Tenor and very much enjoyed it. He also attended a Reston Community Orchestra performance, Reston Chorale performance, and the Reston Dr. Martin Luther King, Jr. Birthday Celebration luncheon and presentation at RCC including Nnenna Freelon’s keynote speech.

Cathy attended the Board Strategic Planning Session, the Reston Dr. Martin Luther King, Jr. Birthday Celebration “Voices of Inspiration” performance, played bridge, and attended Reston Interfaith's Best of Reston reception.

Bill B. attended the Board Strategic Planning Session and the Reston Dr. Martin Luther King, Jr. Birthday Celebration including Nnenna Freelon’s keynote speech. He has also been busy with Park Authority events and efforts to work with South Lakes High School on their synthetic turf field initiative. He praised the Board’s leadership in supporting the turf field initiative.

Bill P. attended a Reston Master Plan Task Force meeting, the Board Strategic Planning Session, and a new woodworking class.

Carol attended a Reston for a Lifetime event. The Reston for a Lifetime Transportation Committee is looking into the possibility of “cruiser” vehicles, which could provide no-cost transportation to seniors and others in the community. These vehicles are in use now in Annapolis and are popular there. They require sponsors in order to offer transportation at no cost. Carol also attended the Reston Dr. Martin Luther King, Jr. Birthday Celebration events, including the presentation by Dr. William Magee of Operation Smile at South Lakes High School. This was a great presentation and the students were very receptive and engaged. Carol also enjoyed the Commemorative March and the presentation by students from Al Fatih Academy who recited Dr. Martin Luther King, Jr.’s speech. She also attended the Reston Community Orchestra performance and Nnenna Freelon’s performance. Carol also attended a senior social and the West Glade Community Meeting, where discussion focused on how police and community members can communicate effectively about community issues.

John attended the Board Strategic Planning Session, and is also helping Initiative for Public Art-Reston (IPAR) to get their fundraising committee set up for the year’s goals.

Vicky attended the Board Strategic Planning Session, and is also working with IPAR on a fall exhibit planned for the Reston Museum at Lake Anne. She also attended the Reston Museum’s meeting about Metro, and is participating in an RCC drawing class. Vicky invited everyone to a performance featuring Beverly Cosham and Menda Ahart with pianist Felicia Kessel-Crawley on Saturday, February 11 at the Reston Museum.

Beverly attended the Board Strategic Planning Session, the Reston Community Orchestra concert, and Reston Interfaith’s Best of Reston reception. She is glad to see that Reston Little League is being recognized. She is busy with the orchestra and is planning a Caribbean Night fundraiser to be held here at RCC Hunters Woods.

**Finance Committee Report**
See attached report.

**Approval of the Committee Report**
Beverly Cosham, Chair

**MOTION #4**
February 6, 2012 Board of Governors Meeting Minutes

Bill B. moved that the Board approve the February 6, 2012 Finance Committee Report. Carol seconded the motion. The motion passed unanimously.

Executive Director’s Report:
See attached report.

Old Business:
There was no old business.

New Business:
Roger asked about a message that had come into the RCC Contact email box expressing concern about the safety of holding children’s dance classes in an area that is very close to the woodshop on Saturday mornings. The patron questioned whether RCC has a dust collection system to collect sawdust from the woodshop and whether RCC has considered the possibility of accidents occurring between patrons with woodworking materials and children attending dance classes. Leila stated that RCC does have a dust collection system and we will communicate with our woodshop and dance patrons about being mindful and aware of their surroundings when using our facilities. Dance classes and woodshop activities have been held in that area for some time and we have not had any accidents. There are no alternative doors for use by either group of patrons.

MOTION #5:
Bill B. moved that the meeting be adjourned. Carol seconded the motion. The motion passed unanimously.

The Chair adjourned the meeting at 8:41 p.m.

William Penniman,
Board Secretary

February 21, 2012
Date
BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON NOVEMBER 7 2011

12-0206-1  Bd  That the Board approve the agenda.

12-0206-2  Bd  That the Board approve the January 9, 2012 Board minutes.

12-0206-3  Bd  That the Board approve the January 9, 2012 Board actions.

12-0206-4  Bd  That the Board approve the February 6, 2012 Finance Committee Report.

12-0206-5  Bd  That the meeting be adjourned.

________________________________________

William Penniman,
Board Secretary

February 21, 2012
Date
MEMORANDUM

DATE: February 6, 2012

TO: RCC Board of Governors

FROM: Cathy Vivona
Chair, Finance Committee

SUBJECT: February 6, 2012 Finance Committee Meeting

The Finance Committee met on Monday, February 6, 2012. Present were:

- Cathy Vivona, Committee Chair
- John Gasson, Committee Vice Chair
- Beverly Cosham, RCC Board Chair
- Bill Bouie
- Carol Bradley
- Roger Lowen

Attending from the RCC Staff:

- Leila Gordon, Executive Director
- Renata Wojcicki, Finance Director
- Kristin Terrill, Public Information Officer

The meeting was called to order at 6:33pm.

Monthly Financial Data
Monthly financial data and accompanying notes for the months of October, November, and December 2011 were handed out for committee members to review. Renata and Leila provided an overview of the reports and the impacts of the new FOCUS system.

Cathy asked about savings related to not doing a community survey. Leila said she does not expect to do a survey in FY12 or FY13, but one of the goals for the new website is to be able to get more immediate feedback on programs and services. Bigger picture issues will likely come back up and we can formulate those types of questions for the next big survey.

John G. asked when a decision will be made on the South Lakes High School turf field initiative. Bill B. said a decision will be made February 8 and will be announced February 15.

Renata said the FOCUS implementation has been very labor intensive. It is a good system but is very different from the previous system. It offers higher internal control from an audit perspective. It combines processes that used to work separately. Once everything is working, it should help us avoid duplication of effort and streamline work. But the transition has been very challenging, from the centralization of processes to different formats of reports to unexpected bugs still being worked out.
Third Quarter FY12 Update
Leila stated that budget meetings were held with each administrative and program group and savings were identified from the allocation for our community survey to be redirected toward offset of the Board approved $100,000 allocation to the South Lakes High School synthetic turf fields project. Leila will work with the Fairfax County Department of Purchasing and Supply Management, Neighborhood and Community Services, and South Lakes High School to ensure that we will be able to spend the money equally between the FY12 and FY13 budgets without requiring any adjustments to our fund balance or request for use of reserve funds.

Reston Festival
Leila presented the committee with the rationale for the RCC concurring with Reston Association and Reston Festival, Inc. to suspend the 2012 Reston Festival and reexamine our portfolio of community events. This review will include the RCC “Signature Events,” Reston Multicultural Festival and the annual Dr. Martin Luther King, Jr. Celebration, as well as other community events we are significant sponsors and partners in providing, including Founders Day, Northern Virginia Fine Arts Festival, Lake Anne Jazz and Blues Festival, Festival on the Square, and the Thanksgiving Holiday Parade.

Roger suggested possibly creating an event around sustainability. This might capture more attention in the community and already has some interest. Leila said this might be possible as the Sustainable Reston effort moves forward. Bill B. said RA is having a sustainability leadership workshop this Saturday.

The meeting was adjourned at 7:46 pm.
## Reston Community Center Budget vs Actuals Worksheet

### 31-Dec-11

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Budget FY12</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>ENCUMBR.</th>
<th>YTD</th>
<th>REMAINING BALANCE</th>
<th>YTD % actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Administration</td>
<td>$6,106,732</td>
<td>$37,337</td>
<td>$1,824,645</td>
<td>$1,074,696</td>
<td>$6,015,575</td>
<td>91,157</td>
<td>98.51%</td>
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</tr>
<tr>
<td>2 Performing Arts-Theatre Admiss.</td>
<td>49,500</td>
<td>4,125</td>
<td>4,095</td>
<td>9,396</td>
<td>36,401</td>
<td>13,099</td>
<td>73.54%</td>
<td></td>
</tr>
<tr>
<td>3 PA Theatre Rental</td>
<td>22,990</td>
<td>1,092</td>
<td>1,092</td>
<td>21,898</td>
<td>1,092</td>
<td>21,898</td>
<td>4.75%</td>
<td></td>
</tr>
<tr>
<td>4 PA Cultural Activities/ Arts Org</td>
<td>0</td>
<td>8,049</td>
<td>12,048</td>
<td>(15,589)</td>
<td>9,646</td>
<td>(9,646)</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td>5 Aquatics Classes/drop-in</td>
<td>246,000</td>
<td>11,492</td>
<td>10,395</td>
<td>44,281</td>
<td>137,104</td>
<td>108,897</td>
<td>55.73%</td>
<td></td>
</tr>
<tr>
<td>6 Aquatic Rental</td>
<td>19,000</td>
<td>5,990</td>
<td>7,940</td>
<td>11,060</td>
<td>41.79%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 L&amp;L Fitness</td>
<td>8,928</td>
<td>0</td>
<td>8,928</td>
<td>0.00%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 L&amp;L Teens</td>
<td>91,186</td>
<td>841</td>
<td>(720)</td>
<td>4,136</td>
<td>49,038</td>
<td>42,148</td>
<td>53.78%</td>
<td></td>
</tr>
<tr>
<td>9 L&amp;L Senior</td>
<td>67,047</td>
<td>728</td>
<td>859</td>
<td>21,713</td>
<td>51,848</td>
<td>15,199</td>
<td>77.33%</td>
<td></td>
</tr>
<tr>
<td>10 L&amp;L Youth</td>
<td>99,018</td>
<td>875</td>
<td>17</td>
<td>14,274</td>
<td>99,057</td>
<td>(39)</td>
<td>100.04%</td>
<td></td>
</tr>
<tr>
<td>11 L&amp;L Adult</td>
<td>107,821</td>
<td>2,722</td>
<td>937</td>
<td>37,959</td>
<td>92,328</td>
<td>15,493</td>
<td>85.63%</td>
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</tr>
<tr>
<td>12 Community Events</td>
<td>2,500</td>
<td>941</td>
<td>985</td>
<td>37,191</td>
<td>111,268</td>
<td>(1,052)</td>
<td>100.95%</td>
<td></td>
</tr>
<tr>
<td>13 Arts Education</td>
<td>110,216</td>
<td>941</td>
<td>985</td>
<td>37,191</td>
<td>111,268</td>
<td>(1,052)</td>
<td>100.95%</td>
<td></td>
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<tr>
<td><strong>Total RCC Revenue</strong></td>
<td><strong>$6,930,938</strong></td>
<td><strong>$67,110</strong></td>
<td><strong>$1,853,261</strong></td>
<td><strong>$1,235,139</strong></td>
<td><strong>$6,611,296</strong></td>
<td><strong>$319,642</strong></td>
<td><strong>95.39%</strong></td>
<td></td>
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</tbody>
</table>

L&L - Leisure & Learning
<table>
<thead>
<tr>
<th>Personnel Expenses</th>
<th>Budget FY12</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</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>669,838</td>
<td>32,701</td>
<td>21,915</td>
<td>21,312</td>
<td>127,567</td>
<td>542,271</td>
<td>19.04%</td>
<td></td>
</tr>
<tr>
<td>2 Board OG</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>3 Booking</td>
<td>179,437</td>
<td>17,691</td>
<td>13,127</td>
<td>12,371</td>
<td>74,116</td>
<td>105,321</td>
<td>41.30%</td>
<td></td>
</tr>
<tr>
<td>4 Comptroller</td>
<td>337,629</td>
<td>37,039</td>
<td>25,013</td>
<td>23,862</td>
<td>146,861</td>
<td>190,768</td>
<td>43.50%</td>
<td></td>
</tr>
<tr>
<td>5 Customer Service</td>
<td>450,935</td>
<td>45,141</td>
<td>30,325</td>
<td>28,727</td>
<td>175,926</td>
<td>275,009</td>
<td>39.01%</td>
<td></td>
</tr>
<tr>
<td>6 Facility Engineer</td>
<td>97,408</td>
<td>11,508</td>
<td>7,406</td>
<td>7,092</td>
<td>44,401</td>
<td>53,007</td>
<td>45.58%</td>
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</tr>
<tr>
<td>7 Maintenance</td>
<td>409,400</td>
<td>40,197</td>
<td>27,300</td>
<td>26,247</td>
<td>159,628</td>
<td>249,772</td>
<td>38.99%</td>
<td></td>
</tr>
<tr>
<td>8 IT</td>
<td>106,645</td>
<td>11,860</td>
<td>7,959</td>
<td>7,948</td>
<td>47,609</td>
<td>59,036</td>
<td>44.64%</td>
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</tr>
<tr>
<td>9 Media</td>
<td>307,257</td>
<td>35,450</td>
<td>23,674</td>
<td>22,739</td>
<td>125,137</td>
<td>182,120</td>
<td>40.73%</td>
<td></td>
</tr>
<tr>
<td>10 Performing Arts</td>
<td>486,574</td>
<td>53,429</td>
<td>34,993</td>
<td>39,582</td>
<td>209,801</td>
<td>276,774</td>
<td>43.12%</td>
<td></td>
</tr>
<tr>
<td>11 Aquatics</td>
<td>641,189</td>
<td>75,967</td>
<td>52,569</td>
<td>50,025</td>
<td>292,117</td>
<td>349,072</td>
<td>45.56%</td>
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</tr>
<tr>
<td>12 Leisure &amp; Learning (L&amp;L) Programs</td>
<td>198,509</td>
<td>23,051</td>
<td>15,224</td>
<td>14,948</td>
<td>96,293</td>
<td>102,216</td>
<td>48.51%</td>
<td></td>
</tr>
<tr>
<td>13 L&amp;L Fitness</td>
<td>87,986</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.00%</td>
</tr>
<tr>
<td>14 L&amp;L Teens</td>
<td>123,876</td>
<td>7,870</td>
<td>8,003</td>
<td>6,674</td>
<td>54,909</td>
<td>68,967</td>
<td>44.33%</td>
<td></td>
</tr>
<tr>
<td>15 L&amp;L Senior</td>
<td>119,174</td>
<td>11,229</td>
<td>11,781</td>
<td>10,044</td>
<td>40,732</td>
<td>78,442</td>
<td>34.18%</td>
<td></td>
</tr>
<tr>
<td>16 L&amp;L Youth</td>
<td>191,049</td>
<td>14,890</td>
<td>12,503</td>
<td>8,721</td>
<td>113,847</td>
<td>77,202</td>
<td>59.59%</td>
<td></td>
</tr>
<tr>
<td>17 L&amp;L Adult</td>
<td>165,197</td>
<td>29,759</td>
<td>20,048</td>
<td>14,615</td>
<td>102,984</td>
<td>62,213</td>
<td>62.34%</td>
<td></td>
</tr>
<tr>
<td>18 Community Events</td>
<td>107,279</td>
<td>14,061</td>
<td>7,632</td>
<td>8,125</td>
<td>50,754</td>
<td>56,525</td>
<td>47.31%</td>
<td></td>
</tr>
<tr>
<td>19 Arts Education</td>
<td>271,256</td>
<td>24,646</td>
<td>16,535</td>
<td>10,118</td>
<td>167,142</td>
<td>104,114</td>
<td>61.62%</td>
<td></td>
</tr>
<tr>
<td><strong>Total Personnel Expenses</strong></td>
<td><strong>$ 4,950,638</strong></td>
<td><strong>$ 486,488</strong></td>
<td><strong>$ 336,007</strong></td>
<td><strong>$ 313,150</strong></td>
<td><strong>$ -</strong></td>
<td><strong>$ 2,029,822</strong></td>
<td><strong>$ 2,920,816</strong></td>
<td><strong>41.00%</strong></td>
</tr>
</tbody>
</table>

Fitness Director costs included in Adult CC
### Reston Community Center
### Budget vs Actuals Worksheet
### 31-Dec-11

#### 100%/12*6mos=50.00%

- **Beginning Fund Balance**: $7,835,841
- **Est. Y-End Fund Balance**: $4,485,520

#### Operational Expenses

<table>
<thead>
<tr>
<th>Operational Expenses</th>
<th>Budget FY12</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</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>256,304</td>
<td>5,029</td>
<td>1,486</td>
<td>15,781</td>
<td>8,631</td>
<td>73,144</td>
<td>183,160</td>
<td>28.54%</td>
</tr>
<tr>
<td>2 Board</td>
<td>59,000</td>
<td>17,111</td>
<td>1,430</td>
<td>3,798</td>
<td>1,500</td>
<td>34,768</td>
<td>24,232</td>
<td>58.93%</td>
</tr>
<tr>
<td>3 Booking</td>
<td>118,794</td>
<td>3,957</td>
<td>330</td>
<td>23,555</td>
<td>1,900</td>
<td>37,300</td>
<td>81,494</td>
<td>31.40%</td>
</tr>
<tr>
<td>4 Comptroller/Customer Service</td>
<td>538,926</td>
<td>39,546</td>
<td>12,780</td>
<td>4,895</td>
<td>2,515</td>
<td>351,350</td>
<td>187,576</td>
<td>65.19%</td>
</tr>
<tr>
<td>5 Facility Engineer</td>
<td>191,945</td>
<td>11,865</td>
<td>324</td>
<td>18,587</td>
<td>27,044</td>
<td>72,982</td>
<td>118,963</td>
<td>38.02%</td>
</tr>
<tr>
<td>6 Maintenance</td>
<td>301,274</td>
<td>20,240</td>
<td>3,315</td>
<td>82,025</td>
<td>81,752</td>
<td>261,386</td>
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<td>86.76%</td>
</tr>
<tr>
<td>7 IT</td>
<td>144,303</td>
<td>22,633</td>
<td>2,926</td>
<td>44,435</td>
<td>30,819</td>
<td>113,484</td>
<td>21.36%</td>
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</tr>
<tr>
<td>8 Media</td>
<td>445,532</td>
<td>37,492</td>
<td>15,742</td>
<td>3,048</td>
<td>540</td>
<td>137,300</td>
<td>308,232</td>
<td>30.82%</td>
</tr>
<tr>
<td>9 Community Partnerships</td>
<td>135,000</td>
<td>1,742</td>
<td>35,100</td>
<td>5,000</td>
<td>82,235</td>
<td>52,765</td>
<td>60.91%</td>
<td></td>
</tr>
<tr>
<td>10 Performing Arts</td>
<td>350,009</td>
<td>58,777</td>
<td>4,742</td>
<td>18,734</td>
<td>77,815</td>
<td>212,164</td>
<td>137,845</td>
<td>60.62%</td>
</tr>
<tr>
<td>11 Aquatics</td>
<td>94,015</td>
<td>6,588</td>
<td>3,977</td>
<td>5,734</td>
<td>6,643</td>
<td>42,477</td>
<td>51,538</td>
<td>45.18%</td>
</tr>
<tr>
<td>12 Leisure &amp; Learning (L&amp;L) Programs</td>
<td>6,850</td>
<td>370</td>
<td>0</td>
<td>1,843</td>
<td>5,007</td>
<td>26.90%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13 L&amp;L Fitness</td>
<td>0</td>
<td>0</td>
<td>-</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td>14 L&amp;L Teens</td>
<td>133,250</td>
<td>2,996</td>
<td>2,769</td>
<td>3,476</td>
<td>18,000</td>
<td>83,145</td>
<td>50,105</td>
<td>62.40%</td>
</tr>
<tr>
<td>15 L&amp;L Senior</td>
<td>89,688</td>
<td>8,524</td>
<td>1,157</td>
<td>14,928</td>
<td>2,835</td>
<td>41,805</td>
<td>47,883</td>
<td>46.61%</td>
</tr>
<tr>
<td>16 L&amp;L Youth</td>
<td>137,330</td>
<td>4,063</td>
<td>3,232</td>
<td>10,329</td>
<td>16,221</td>
<td>81,086</td>
<td>56,244</td>
<td>59.04%</td>
</tr>
<tr>
<td>17 L&amp;L Adult</td>
<td>105,724</td>
<td>2,526</td>
<td>8,012</td>
<td>14,172</td>
<td>1,774</td>
<td>37,428</td>
<td>68,296</td>
<td>35.40%</td>
</tr>
<tr>
<td>18 Community Events</td>
<td>167,690</td>
<td>10,965</td>
<td>3,831</td>
<td>2,061</td>
<td>15,250</td>
<td>85,351</td>
<td>82,339</td>
<td>50.90%</td>
</tr>
<tr>
<td>19 Arts Education</td>
<td>75,794</td>
<td>1,985</td>
<td>1,496</td>
<td>4,936</td>
<td>14,648</td>
<td>35,358</td>
<td>40,436</td>
<td>46.65%</td>
</tr>
</tbody>
</table>

#### Total Operational Expenses

- **Budget**: $3,351,428
- **Oct**: $256,411
- **Nov**: $64,623
- **Dec**: $264,085
- **ENCUMBR.**: $284,197
- **YTD**: $1,701,942
- **REMAINING BALANCE**: $1,649,486
- **% Budget Used Ytd**: 50.78%
### Reston Community Center
### Budget vs Actuals Worksheet
### 31-Dec-11

#### 100% 12'6mos=50.00%

<table>
<thead>
<tr>
<th></th>
<th>Beginning Fund Balance</th>
<th>Est. Y-End Fund Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$7,835,841</td>
<td>$4,485,520</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Capital Proj. Expenses/ Capital Equipment</th>
<th>Budget FY12</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</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>$494,064</td>
<td>$123,179</td>
<td>$12,565</td>
<td>$23,593</td>
<td>193,026</td>
<td>301,037</td>
<td>39.07%</td>
<td></td>
</tr>
<tr>
<td>2 Facility Enhancement LA 003717.11</td>
<td>765,087</td>
<td>294,032</td>
<td>435</td>
<td>396,888</td>
<td>368,199</td>
<td>51.87%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Comm. Room HW Enhcmnts. 003717.12/3718.12</td>
<td>634,810</td>
<td>240,522</td>
<td>264,447</td>
<td>509,567</td>
<td>125,243</td>
<td>80.27%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 HW White Roof 003717.13/3719</td>
<td>98,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.00%</td>
<td></td>
</tr>
</tbody>
</table>

| Total Capital Expenses | $1,991,960 | $363,701 | $-   | $294,032 | $288,475 | $1,099,481 | $892,479 | 55.20% |

| Total RCC Expenditures | $10,294,026 | $1,106,600 | $400,630 | $871,267 | $572,672 | $4,831,245 | $5,462,781 | 46.93% |

003716 include:
- ADA Door Enhancements
- Center Stage Floor
- HW Loading Dock
<table>
<thead>
<tr>
<th></th>
<th>Budget</th>
<th>YTD</th>
<th>Remaining Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue</strong></td>
<td>6,930,938</td>
<td>1,853,261</td>
<td>1,235,139</td>
</tr>
<tr>
<td><strong>Personnel</strong></td>
<td>4,950,638</td>
<td>336,007</td>
<td>313,150</td>
</tr>
<tr>
<td><strong>Operating</strong></td>
<td>3,351,428</td>
<td>64,623</td>
<td>264,085</td>
</tr>
<tr>
<td><strong>Capital Projects</strong></td>
<td>1,991,960</td>
<td>0</td>
<td>294,032</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>10,294,026</td>
<td>871,267</td>
<td>4,831,245</td>
</tr>
<tr>
<td><strong>Revenue less Total Expenses</strong></td>
<td>-3,363,088</td>
<td>1,452,631</td>
<td>-572,672</td>
</tr>
</tbody>
</table>

- **Beginning Fund Balance**: $7,835,841
- **Est. Y-End Fund Balance**: $4,485,520

100% 12' 6mos=50.00%
Revenue

General Note: Registration for Winter / Spring activity registration started December 1st.

1. **Administration:** The Administration revenue budget shows combined tax, interest and facility rental revenues. The estimated revenue from taxes was revised downward for FY12 to $5.9M with the BOS FY11 Carryover approval in September; revenue is tracking to the lowered estimate. Facility rental revenue includes T-Mobile antenna and room rental revenue. We have collected 110% of estimated Facility Rental revenue (which also includes 10K year-to-date collected T-Mobile antenna revenue) and 27% of the projected interest revenue. The interest revenue projection was revised down to $47.7K with BOS FY11 Carryover approval in September.

2. **Performing Arts:** Revenue collection is very uneven depending on scheduled shows and their related box office revenue.

3. **Performing Arts Theatre Rental:** 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:** The community arts box office receipts and payments clearing line.

5. **Aquatics Classes/drop-in:** Year-to-date revenue is for summer, fall and initial winter/spring program registration.

6. **Aquatics Rental:** Year-to-date revenue represents a natatorium rental fee.

7. **L&L Fitness:** Revenue tracked for FY12 in Adult Department until 3rd Quarter Review.

8. **L&L Teens:** Year-to-date amount includes summer, fall and initial winter/spring program registration revenue.

9. **L&L Seniors:** Year-to-date amount includes summer, fall and initial winter/spring program registration revenue.

10. **L&L Youth:** Year-to-date amount includes summer, fall and initial winter/spring program registration revenue.

11. **L&L Adults:** Year-to-date amount includes summer, fall and initial winter/spring program registration revenue.

12. **Community Events:** No revenue collection to date.

13. **Arts Education:** Year-to-date amount includes summer, fall and initial winter/spring program registration revenue.

L&L - Leisure & Learning
General Note: Personnel budget reallocation has been processed for October 2011 after BOS approval of FY11 Carryover which provided additional funding for the 9 new merit positions requested for FY12.

1. **Administration**: Administration’s allocated budget is typically under-spent; funding provides for OPEB costs and contingencies such as increases in fringe benefit costs.
2. **Booking**: Personnel costs are at the expected level and include costs of 1 additional merit status position (conversion).
3. **Comptroller**: Personnel costs are at the expected level.
4. **Customer Service**: Personnel costs are at the expected level and include costs of 3 additional merit status positions (conversion).
5. **Facility Engineer**: Personnel costs are at expected level.
6. **Maintenance**: Personnel costs are at expected level and include costs of 1 additional merit status position (conversion).
7. **Information Technology**: Personnel costs are at expected levels.
8. **Media**: Personnel costs are at expected levels and include costs of 1 additional merit status position (conversion).
9. **Performing Arts**: Personnel costs are at expected levels and include costs of 1 additional converted to merit status position. This position is shared with the Aquatics department.
10. **Leisure and Learning Administration**: Personnel costs are at expected levels and include costs of 2 additional merit status positions (one of which is shared with the Arts Education Dept.; positions from conversion process.) Additional funding reallocation was completed for October 2011.
11. **Aquatics**: Personnel costs are at expected levels.
12. **L&L Fitness**: Budget reallocation completed for October 2011. Fitness Director’s position remains vacant. Instructors’ labor costs are temporarily tracked within Adult Cost Center.
13. **L&L Teens**: Personnel costs include summer camp labor costs which occurred in July/August 2011.
14. **L&L Senior**: Personnel costs are at a lower than normal level due to the position vacancy of the Senior Program Director.
15. **L&L Youth**: Personnel costs are higher than the benchmark and include Camp Goodtimes labor costs which occurred in July/August 2011.
16. **L&L Adult/Fitness**: Personnel expenditures are at expected levels and include Fitness classes’ instructors’ costs.
17. **Community Events**: Personnel expenditures are at expected levels.
18. **Arts Education**: Personnel expenditures are higher than the benchmark and include LARK/YAT summer labor costs which occurred in July/August 2011.
Operating Expenses:

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

1. **Administration:** Current month expenses include equipment/fixtures costs and other operating costs. Reservations are for SWSG consulting services.
2. **Board:** Current month expenses include Preference Poll League of Women Voters fee, Strategic Planning session facility reservation deposit, and hospitality. Reservation is for Strategic Planning meeting facilitation.
3. **Booking:** Current month expenses are for supply costs, piano tunings, security monitoring, transportation, and storage rental. Reservation is for piano tuning.
4. **Comptroller:** Current month expenditures include office supplies, DIT copying charges, and utilities costs. Reservation is for office supply costs.
5. **Facility Engineering:** Current month expenses include repair and maintenance costs. Reservation is for repair and maintenance.
6. **Maintenance:** Current month expenditures include supplies, heating fuel, custodial services, and repair and maintenance costs. Reservations are for custodial services, and repair and maintenance.
7. **IT:** Current month expenses are for equipment. Reservation is for equipment.
8. **Media:** Current month expenses include office supplies, printing, media, and operational travel costs. Reservation is for printing services.
9. **Community Partnerships:** Current month expenses include IPAR and RHT payments. Reservation is for RHT (community history celebrations/exhibit events, speaker series, Founders Day 2012, artist showcases.)
10. **Performing Arts:** Current month expenses include lighting equipment, hospitality, maintenance/repair, contractors’ payments, conference travel costs. Reservations are for contractor advance payments and repair and maintenance.
11. **Aquatics:** Current month expenditures are for pool supplies and repair and maintenance. Reservations are for pool operating supplies and repair and maintenance.
12. **Leisure and Learning Administration:** No current month expense.
13. **L&L Fitness:** Operating Program costs currently are tracked in Adult cost center. Will review at Third Quarter.
14. **L&L Teens:** Current month expenditures include program supply and transportation costs. Reservation is for program instruction.
15. **L&L Senior:** Current month expenditures are for program supply costs, transportation, recreational activities, and contractor payments. Reservation is for transportation.
16. **L&L Youth:** Current month expenditures are for program instruction, program supplies, and transportation and recreation activities. Reservations are for program instruction.
17. **L&L Adult/Fitness:** Current month expenditures include program instruction payments, transportation, and program supplies costs. Reservations are for program instruction and transportation.
18. **Community Events:** Current month expenditures are for program supply costs and transportation. Reservation is for contractor costs.
19. **Arts Ed:** Current month expenditures are for program contract payments. Reservation is for program instruction contract costs.
All capital projects have been completed or are in the punch list stage of completion, except the White Roof, Stage Floor replacement, and the restroom and elevator ADA DOJ projects.

1. **RCC Improvements / 003716**: Includes ADA Enhancements, CenterStage Floor, and HW Loading Dock projects.
2. **Facility Enhancement Lake Anne / 003717.11**: Includes Art Studio, LA Expansion, LA Hallway Acoustics projects. Current month expenditures are for SG services. Reservation is for SWSG service. Two change orders in the amount of $8,715 are in review and approval process. FY11 Audit Adjustment for June 2011 invoice (368K) and paid in July 2011 was recorded for FY11. This will reverse FY11 carryover beginning project balance from $765,087 to $396,415. Project will show cost overrun in the amount of $9,187.
3. **Community Room Hunters Woods Enhancements / 003717.12/3718.12**: No current month expenditures recorded. Reservations are for SWSG service and SG Construction Services Inc. Estimate of remaining balance/savings of 125K.
4. **HW White Roof 003717.13/3719**: Deferred.
Executive Director’s Report
January, 2012

Administration
A very successful Board and staff Planning Session in January was followed by preparations for the public input session the Board is hosting in February to solicit feedback from our partners and patrons. All of RCC’s program partners have been alerted to this meeting and many plan to attend. We have also sent out alerts to RCC patrons and advertised the meeting.

The efforts we discussed related to the preparations needed to shift our registration process to a system that will include online registration for Reston patrons are underway. There is a new “splash page” for our online registration program, “Web Trac,” on the current website and we have begun batch household creation.

The personnel component of the new county business software is in the preparation for launch phase; it is called “HCM” which stands for Human Capital Management. Payroll processing is the first layer of this activity. The various managers for RCC staff groups are going to be working with our “super-human capital” team in Finance/HR to accomplish the transition effectively.

Programs
Our winter programs begin in January; all classes and workshops are off to a strong start. The “main event” of the month was the annual Dr. Martin Luther King, Jr. Celebration. In addition to the many inspirational layers of the weekend’s activities, the Celebration is notable for the number and variety of community partners that we work with to make it successful. Our partners included Supervisor Hudgins, School Board member Pat Hynes, Fairfax County Police, Al Fatih Academy, Southgate Community Center, Reston Interfaith, The Closet, Alpha Kappa Alpha Sorority (Lambda Kappa Omega chapter), Hunters Woods Elementary School, Reston Association, South Lakes High School, Langston Hughes Middle School, and many volunteers.

Planning for the 2013 Celebration will get underway with an invitation to community members to join our staff in February to analyze the event successes and to brainstorm ways to continue to make this Reston tradition reflect the community’s commitment to Dr. King’s life and values.

As is typical of our planning time horizons, thoughts in January turn to summer. The Leisure and Learning team will be working with Dogwood Elementary School this summer to implement the enrichment program discussed last year. Planned is a two-week session at Dogwood and extended student participation from Dogwood Elementary school in JASON Project programming. Further discussion will occur with Bruce Butler of South Lakes on how their students can participate as mentors/tutors to support the programming.

Executive Director
Meetings attended in January included: IPAR and Reston Town Center public art project meetings, meetings with Reston Association and Reston Festival, Inc. to discuss the Festival, a briefing with the County Executive and Human Services agency heads, County Arts Committee and Master Arts Plan Task Force meetings, planning session on the “Reston Story” (50/25 Committee), the West Glade Corridor meeting on issues affecting that neighborhood, and the farewell luncheon for former Arts and Events Director, Damian Sinclair.