



# RESTON COMMUNITY CENTER



## SUMMARY OF MINUTES RESTON COMMUNITY CENTER BOARD OF GOVERNORS MEETING May 3, 2010

### **Present:**

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

### **Staff:**

- Leila Gordon, Executive Director
- Colleen Elliott, Executive Assistant

### **Visitor:**

- Gary Evans, Literacy Council of Northern Virginia

The Chair called the meeting to order at 8:05 p.m.

### **Approval of the Agenda:**

Carol Ann Bradley, Chair

### **MOTION #1:**

Colin moved that the Board approve the agenda. Bill B. seconded the motion. The motion passed unanimously.

### **Approval of the April 5, 2010 Board Minutes:**

Carol Ann Bradley, Chair

### **MOTION #2:**

Colin moved that the Board approve the April 5, 2010 Board Minutes. Beverly seconded the motion. The motion passed unanimously.

### **Approval of the April 5, 2010 Board Actions:**

Carol Ann Bradley, Chair

### **MOTION #3:**

Colin moved that the Board approve the April 5, 2010 Board Actions. Bill B. seconded the motion. The motion passed unanimously.

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

Carol Ann Bradley, Chair.

Carol welcomed Roger Lowen to the Board. She also said farewell to Colleen Elliott on behalf of the Board and thanked her for her work. Carol has been taking yoga at Lake Anne. She participated in Founder's Day where there was a speaker on revitalization. She also participated in the Young at Art exhibit displayed at Hunters Woods. Carol congratulated customer service representative Helen Bryant for receiving the Sharon

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Bulova award which was given to five employees in Fairfax County. Helen was nominated by her supervisor, Pam Elcesser. Carol commended Leila for encouraging employees to nominate their staff for recognition. Carol reported that an Aging in Community conference will be hosted by RCC on October 9. RCA and AARP will also participate. Finally, Carol commended staff on the look and content of the Summer program guide.

### **Citizens Input**

Gary Evans of 11233 Hunting Horn Lane, Reston introduced himself. He was representing the Literacy Council of Northern Virginia. Gary stated that the Council's mission is to teach adults how to read, write, speak, and understand English. They reach approximately 2,000 adults per year and are the fifth largest Council in the nation. They work primarily with immigrants to help them assimilate and succeed. The Council's main office is in Falls Church, but they use many facilities, including Southgate Community Center, and recently opened their first satellite office in Dulles Technology Park in Herndon. Their staff trains tutors to work with students one-on-one at a beginning level, after which they are prepared to enter other ESL classes. The Literacy Council is seeking partnerships, volunteers, and funding.

Cathy Vivona is also a Board member of the Council. Cathy asked Leila what classes RCC offers at Southgate. Leila responded that RCC offers StrollerFit, Zumba, a new tutoring program, and ESL classes through a USDA contract. Staff is also looking at a new project in conjunction with the Emerging Leaders Institute and IPAR to bring in a professional graffiti artist. Such programs have been shown to decrease acts of vandalism by youth. Cathy requested that staff refer any native English speakers with negligible literacy skills whom they encounter in their programs to the Council. Leila stated that RCC will circulate the Council's information, including the call for volunteers. She also noted that RCC runs the Heritage Language Literacy Project, which increases children's literacy in their native language of Spanish.

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

Roger attended Helen's award ceremony at the Government Center. He has started using the pool again in training for an upcoming sprint triathlon. He also attended several plays.

Bill K. has been continuing the process with the Reston Master Plan Special Study Task Force. He also attended the performance of Lúnasa.

Cathy has been playing bridge. She also attended a community meeting of the Reston Master Plan Special Study Task Force and found it interesting and informative.

Bill B. welcomed Roger back to the Board. He congratulated Carol for becoming a Lady Fairfax for Hunter Mill District. He attended many meetings regarding parks, recreation, culture, and public art for both RCC and the Park Authority. He stated that it is evident that the work that RCC did last year regarding an indoor recreation center has become invaluable. In the meetings he has attended, the conclusion is that there is a need for more indoor recreation, but it needs to be determined who will provide it and how. He stated that RCC will play a major role in this in the future. Bill B. thanked Bill K. and Bill P. for their work on the Task Force and thanked the Board for the work they do for the community. He also noted that he attended the Best of Reston and it was a great event.

Bill P. also attended many Task Force meetings. He attended the Lúnasa performance and the Reston Community Players' *As You Like It*. He is in a sculpture class and is making a table in the woodshop. He encouraged everyone to view the exhibit of Chinese brush art by Tracey Griffith on display at Hunters Woods.

Colin also attended Task Force meetings and the Best of Reston. He stated that he attended Founder's Day and commended Mallow Drama on the birthday cake.

Beverly attended many meetings; she is on the Board of the Reston Community Orchestra and Lorton Arts Foundation. She helped to plan a fundraiser for RCO. She also attended Best of Reston and RCC's

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Volunteer Appreciation dinner. She attended the Lúnasa performance and a grant writing workshop presented by FISH.

John reported that he just stepped down as President of the Friends of Reston. He said that the 5K Fund Run for Nature House was a success on Saturday with the biggest turnout in the seven year history of the event. He also attended the GRACE art opening for an exhibit of four women artists. Finally, he reported that IPAR fundraising is picking up with several events, including a Barnes & Noble day.

### **Committee Reports**

Carol Ann Bradley, Chair

#### **Finance Committee – April 12, 2010**

Cathy Vivona, Chair. See attached report.

#### **Building Committee – April 5, 2010**

Beverly Cosham, Chair. See attached report.

#### **Community Relations and Program/Policy Committees – April 12, 2010**

Colin Mills and Bill Keefe, Chairs. See attached report.

#### **Long Range Planning Committee – May 3, 2010**

Bill Bouie, Chair.

Bill reported that the Long Range Planning Committee had held an executive session prior to the regular Board meeting. The executive session was convened at 6:10 p.m. based on a motion, which was seconded and unanimously agreed, to hold a discussion in executive session regarding a real estate matter pursuant to Virginia Code §2.2-3711 and the applicable exemption from open meeting requirements provided in subsection A. No resolution, rule, contract, regulation, or motion was adopted, passed, or agreed to in the Executive Session as confirmed by unanimous vote of those present at the conclusion of the Executive Session at 7:39 p.m.

#### **MOTION #4:**

Colin made a motion to approve the committee reports. Beverly seconded. The motion passed unanimously.

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

Leila Gordon, Executive Director. See attached report. Leila explained that Diva Central is a program that provides prom gowns and accessories to high school girls who might otherwise not be able to afford them. She also noted that the Volunteer Appreciation dinner was a wonderful event and thanked all of the volunteers in Reston. Finally, she noted that she attended Beverly's concert on Sunday and commended her on her talent.

#### **New Business**

As liaison to Reston Historic Trust, Beverly noted that she will be performing a benefit concert for them at the Reston Museum on May 22, featuring the songs of Amanda McBroom and Michelle Brouman. The concert is free with donations accepted.

Bill K. commented on the lack of signage for RCC on Colts Neck Road. Leila responded that she will inquire with the property manager as to how much, if any, additional signage we might be able to add, and of what types. Bill also suggested hiring a consultant to do a signage needs evaluation. Leila responded that first she needs to find out what we are allowed to do by property management.

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Carol reviewed the upcoming meeting dates and noted that Bea Malone will attend the Community Relations & Program/Policy meeting on May 10 on behalf of the Friends of the RCC.

**Adjournment**

**MOTION #5:**

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

The Chair adjourned the meeting at 8:51 p.m.

A handwritten signature in black ink, appearing to read "William Penniman", with a long horizontal flourish extending to the right.

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William Penniman, Board Secretary

May 4, 2010

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Date

**RESTON COMMUNITY CENTER  
BOARD ACTIONS  
TAKEN AT BOARD OF GOVERNORS MEETING ON MAY 3, 2010**

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|----------|----|--|
| 10-5-3-1 | Bd | That the Board approve the agenda.                       |
| 10-5-3-2 | Bd | That the Board approve the April 5, 2010 Board Minutes.  |
| 10-5-3-3 | Bd | That the Board approve the April 5, 2010 Board Actions.  |
| 10-5-3-4 | Bd | That the Board approve the Committee reports as amended. |
| 10-5-3-5 | Bd | That the meeting be adjourned.                           |



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William Penniman, Board Secretary

May 4, 2010  
Date



## MEMORANDUM

**DATE:** April 14, 2010  
**TO:** RCC Board of Governors  
**FROM:** Cathy Vivona  
Treasurer and Chair, Finance Committee  
**SUBJECT:** April 12, 2010 Finance Committee Meeting

The Finance Committee met on Monday, April 12, 2010. Present were:

- Carol Ann Bradley, RCC Board Chair
- Bill Bouie
- Beverly Cosham
- Colin Mills
- Bill Penniman
- Cathy Vivona

Attending from the RCC staff:

- Leila Gordon, Executive Director
- Renata Wojcicki, Finance Director
- Colleen Elliott, Executive Assistant

The Chair called the meeting to order at 7:30 p.m.

Renata conducted a review of the monthly financials. See attached reports.

Leila noted that fee waiver data was included on this month's report for utilization last year vs. this year. Future significant changes will be reported. Currently it does not seem that the allocation amount per person should be changed. We are serving more people this year with the fee waiver program. Projections for this summer's camp sessions are to serve more participants for less unrealized revenue. So far the feedback about the camp redesign has been positive.

Bill B. asked if the tax revenue reflected on the report is all we can expect to see this year. Renata stated that she is following up with DTA to find out what the revised assessments mean in terms of impact on our budget. This was an unforeseen event. Leila stated that according to DTA, residential property in Reston is relatively stable, but the commercial real estate market is challenged.

Regarding Capital Projects, Leila reported that most punch list items are completed, but there are several invoices remaining to be closed out. The Board should see a significant change in next month's report. Cathy had a question about the cost of the pool project. Leila stated that it increased above the original amount due to a change order for the overlook design.

Bill P. asked when the Board would receive a projection of revenue for FY11. Leila responded that we already have it, and it is a decrease of approximately three quarters of a million dollars compared to FY10. The FY11 budget will be adjusted to reflect this decrease, but we don't know yet when this will be done. In addition, each County agency is being charged an additional amount for pension liability based on a new formula. For RCC, it will be about \$100K. With the significant decrease in revenue, Leila has

asked staff to start from scratch in developing their FY12 budgets to maximize savings. In May we will have a better sense of the proposed budgets for potential Capital Improvements, as well as costs associated with the Community Room, Lake Anne acoustics and lighting renovations and costs associated with modification to ADA entrances. Contingency funds can be used to address the gap. We will present the difference at the public hearing and discuss the impact of the economy and how the contingency fund was created to address just such a situation. The County forecasts that the economy will take an upturn in 2013. Reston's property values have decreased the least in Fairfax County. The decreases in Herndon and Great Falls are significantly larger.

### **New Business**

The Board had a discussion about the future of indoor recreation. Bill B. said studies we and Reston Association already have and the 2009 community survey results will show that such amenities remain desirable and supportable. Given the competing issues however, such as the desire for "open space" and indoor facilities, as well as difficulties people articulate related to personal time and traffic, will necessitate having a deeper dialog with the community to understand the best array of new amenities. Funding and location present challenges that will need to be addressed by the community in depth.

The Chair adjourned the meeting at 8:25 p.m.

Reston Community Center  
 Budget vs Actuals Worksheet  
 31-Mar-10

**100%/12\*9mos=74.97%**

**Beginning Fund Balance** \$ 8,154,961

**Est. Y-End Fund Balance** \$ 7,320,655

	Budget FY10	Feb	Mar	ENCUMBR.	YTD	REMAINING BALANCE	YTD % actual
1 Administration	\$ 6,877,418	\$ 21,373	\$ (6,712)		\$ 6,768,927	108,491	98.42%
2 Performing Arts-Theatre Admiss	49,500	1,475	3,683		41,010	8,490	82.85%
3 PA Theatre Rental	20,900				216	20,684	1.03%
4 PA Cultural Activities/ Arts Org	0	(832)	6,415		8,575	(8,575)	0.00%
5 Aquatics Classes/drop-in	278,125	10,767	15,388		199,107	79,018	71.59%
6 Aquatic Rental	18,000	8,150	165		17,695	305	98.31%
7 General Programs Admin	0				0	0	0.00%
8 Teens	65,288	31,790	5,585		86,084	(20,796)	131.85%
9 Senior	49,298	(520)	880		50,192	(894)	101.81%
10 Youth	34,264	25,239	4,087		62,237	(27,973)	181.64%
11 Adult	128,838	3,248	5,539		120,858	7,980	93.81%
12 Community Events	5,000		0		3,598	1,402	71.95%
13 Camp Goodtimes	52,200	24,458	1,076		71,477	(19,277)	136.93%
14 Arts Education	108,290	48,347	4,267		163,277	(54,987)	150.78%
<b>Total RCC Revenue</b>	<b>\$ 7,687,121</b>	<b>\$ 173,495</b>	<b>\$ 40,374</b>	<b>\$ -</b>	<b>\$ 7,593,253</b>	<b>\$ 93,868</b>	<b>98.78%</b>

Reston Community Center  
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 31-Mar-10

<b>100%/12*9mos=74.97%</b>	
<b>Beginning Fund Balance</b>	\$ 8,154,961
<b>Est. Y-End Fund Balance</b>	\$ 7,320,655

	<b>Personnel Expenses</b>	<b>Budget FY10</b>	<b>Feb</b>	<b>Mar</b>	<b>ENCUMBR.</b>	<b>YTD</b>	<b>REMAINING BALANCE</b>	<b>% Budget Used Ytd</b>
1	Administration	400,484	25,756	25,867		223,208	177,276	55.73%
2	Board OG	-				-	-	0.00%
3	Booking	139,758	11,322	10,114		97,336	42,422	69.65%
4	Comptroller	330,835	26,163	25,832		232,998	97,837	70.43%
5	Customer Service	368,116	23,794	23,757		214,237	153,879	58.20%
6	Facility Engineer	99,653	6,891	6,891		63,820	35,833	64.04%
7	Maintenance	300,897	26,318	24,977		230,133	70,764	76.48%
8	IT	106,517	7,336	7,336		67,057	39,460	62.95%
9	Media	196,485	12,191	15,952		125,031	71,454	63.63%
10	Performing Arts	459,419	32,955	32,451		285,734	173,685	62.19%
11	Aquatics	617,477	46,914	51,927		434,377	183,100	70.35%
12	General Programs Admin	86,688	6,497	6,497		58,895	27,793	67.94%
13	Teens	128,406	7,117	7,025		75,820	52,586	59.05%
14	Senior	132,551	10,804	10,806		88,889	43,662	67.06%
15	Youth	163,736	8,662	9,785		81,539	82,197	49.80%
16	Adult	176,765	16,280	19,867		158,113	18,652	89.45%
17	Community Events	103,440	8,122	6,816		70,697	32,743	68.35%
18	Camp Goodtimes	82,165				79,546	2,619	96.81%
19	Arts Education	278,205	15,596	16,810		201,031	77,174	72.26%
	<b>Total Personnel Expenses</b>	<b>\$ 4,171,597</b>	<b>\$ 292,719</b>	<b>\$ 302,709</b>	<b>\$ -</b>	<b>\$ 2,788,460</b>	<b>\$ 1,383,137</b>	<b>66.84%</b>

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	<b>Operational Expenses</b>	<b>Budget FY10</b>	<b>Feb</b>	<b>Mar</b>	<b>ENCUMBR.</b>	<b>YTD</b>	<b>REMAINING BALANCE</b>	<b>% Budget Used Ytd</b>
1	Administration	431,560	4,611	3,683	43,639	180,782	250,778	41.89%
2	Board	50,000	273	1,009	0	35,226	14,774	70.45%
3	Booking	70,347	2,373	6,277	15,220	51,848	18,499	73.70%
4	Comptroller/Customer Service	450,707	4,000	33,999	72,989	426,870	23,837	94.71%
5	Facility Engineer	136,362	16,142	16,834	157,572	130,514	5,848	95.71%
6	Maintenance	308,413	25,061	26,611	85,091	282,221	26,192	91.51%
7	IT	167,135	1,135	8,984	2,055	86,252	80,883	51.61%
8	Media	304,833	2,956	47,682	17,373	262,955	41,878	86.26%
9	Community Partnerships	100,000	5,173	5,465	46,500	118,005	(18,005)	118.00%
10	Performing Arts	280,131	10,573	20,522	35,361	240,512	39,619	85.86%
11	Aquatics	91,022	2,377	8,169	11,495	56,017	35,005	61.54%
12	General Programs Admin	6,850	105		0	3,017	3,833	44.05%
13	Teens	133,252	1,888	9,545	26,851	112,910	20,342	84.73%
14	Senior	90,998	(381)	3,694	12,059	65,078	25,920	71.52%
15	Youth	42,814	2,894	2,044	10,508	29,985	12,829	70.04%
16	Adult	105,772	1,500	2,989	24,314	104,020	1,752	98.34%
17	Community Events	163,168	1,061	1,893	15,240	115,471	47,697	70.77%
18	Camp Goodtimes	32,594			0	31,125	1,469	95.49%
19	Arts Education	99,919	458	4,347	6,499	41,147	58,772	41.18%
	<b>Total Operational Expenses</b>	<b>\$ 3,065,877</b>	<b>\$ 82,198</b>	<b>\$ 203,746</b>	<b>\$ 582,767</b>	<b>\$ 2,373,953</b>	<b>\$ 691,924</b>	<b>77.43%</b>

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<b>Est. Y-End Fund Balance</b>	\$ 7,320,655

	Budget FY10	Feb	Mar	ENCUMBR.	YTD	REMAINING BALANCE	% Budget Used Ytd
1 HVAC Upgrade 003717.1	626,007	998	3,040	31,830	228,890	\$ 397,117	36.56%
2 Natatorium 003717.2	143,537			137,539	174,146	\$ (30,609)	121.32%
3 Theatre Rigging 003717.3	16,973			84	84	\$ 16,889	0.49%
4 Fire Alarm Repl. 003717.8	62,851			45,249	45,853	\$ 16,997	72.96%
5 HW LA Priority 1 003717.5	248,604		29,028	42,662	77,502	171,102	31.17%
6 Moving Lights 003717.6	39,540			0	32,775	6,765	82.89%
7 Theatre Dressing Room Renov.	60,000		4,621	5,829	61,000	(1,000)	101.67%
8 Nat. Spa Roof 003717.10	30,000				0	30,000	0.00%
9 Facility Enhancement (A/E).11	55,000				0	55,000	0.00%
<b>Total Capital Expenses</b>	<b>\$ 1,282,511</b>	<b>\$ 998</b>	<b>\$ 36,689</b>	<b>\$ 263,192</b>	<b>\$ 620,250</b>	<b>\$ 662,262</b>	<b>48.36%</b>
<b>Total RCC Expenditures</b>	<b>\$ 8,519,985</b>	<b>\$ 375,915</b>	<b>\$ 543,144</b>	<b>\$ 845,958</b>	<b>\$ 5,782,663</b>	<b>\$ 2,737,323</b>	<b>67.87%</b>

## Revenue

1. **Administration:** The Administration revenue budget shows combined tax, interest and facility rental revenues. To date RCC has collected 99.3% of the estimated tax revenue (\$19K in tax refunds were processed by DTA due to correction of assessments; we have requested DTA provide refund detail information), 152.3% of estimated Facility Rental revenue and 34% of the estimated interest revenue. Interest revenue collection continues to underperform and the net for the year will be a significantly lower amount of revenue (currently we estimate \$95K less) than we had projected.
2. **Performing Arts** –Year-to-date revenue has reached \$41K which represents 82.6% of the budget revenue estimate. Theatre revenue collection is not evenly divided by month; it varies with our performance schedule. There are six additional Professional Touring Artist Series performances scheduled in the months of April and May this year. Three of those shows are sold out.
3. **Performing Arts Theatre Rental** – Revenue collection takes place at the end of the fiscal year; it will be near the budget estimate, but slightly lower due to cancellations caused by the snowstorms.
4. **Performing Arts Cultural Activities/Arts Organizations** – This is the revenue clearing line for community arts box office receipts and payments.
5. **Aquatics Classes/drop-in** – Year to date revenue of \$199.1K or 71.6% of the budget estimate includes summer, fall program revenue and part of winter/spring session registration which started December 1<sup>st</sup> 2009. Spring session activity registration continues and related revenue will be included in future months' reports. There are sessions starting in April and June.
6. **Aquatics Rental** – To date RCC has collected \$17.7K in Aquatics rental revenue which represents 98.3% of the estimated rental revenue.
7. **General Programs Administration** – This is not a revenue earning category.
8. **Teens** – Year-to-date revenue of \$86K or 131.9% of the budget estimate represents Road Rulz summer revenue, fall session programs and winter/spring session registration which started December 1<sup>st</sup> 2009 as well as summer 2010 camp revenue. Registration for summer 2010 camps started February 1<sup>st</sup>. and will continue along with the spring session activity registration. Summer camp revenue will be reversed /deferred to FY2011 in June.
9. **Seniors** – Year to date revenue of \$50.2K or 101.8% of the budget estimate includes summer, fall program revenue and winter/spring session registration which started December 1<sup>st</sup> 2009. Spring session activity registration continues and related revenue will be included in future months' reports.
10. **Youth** - Year to date revenue of \$62.2K or 181.6 % of the budget estimate includes summer programs, specialty camps revenue, fall program revenue, winter/spring session registration which started December 1<sup>st</sup> 2009 as well as summer 2010 specialty camp revenue (registration started February 1<sup>st</sup> and this revenue will be reversed/deferred in June for FY2011). Spring session activity as well as summer specialty camp registration continues and related revenue will be included in future months' reports.
11. **Adult** - Year to date revenue of \$120.9K or 93.8% of the budget estimate includes summer, fall program revenue and winter/spring session registration which started December 1<sup>st</sup> 2009. Spring session activity registration continues and related revenue will be included in the future months' reports.
12. **Community Events** – Vending machines no longer return revenue to RCC; Facilities Management Division has assumed responsibility for the machines, maintenance and contracts; they derive the revenue from them.
13. **Camp Goodtimes** – Camp Goodtimes summer camp revenue collection is at \$71.5K or 136.9% of the estimate and reflects \$11K of unrealized revenue due to Fee Waivers awarded for 2009 Camp Goodtimes to the participants who qualified. Current figures also include 2010 summer camp revenue. This revenue will be reversed/deferred in June for FY2011.
14. **Arts Education** – Year to date revenue of \$163.3K or 150.8% of the budget estimate includes summer 2009 programs and camp revenue, fall program revenue and winter/spring session registration which started December 1<sup>st</sup> 2009 as well as summer 2010 camp revenue (registration started February 1<sup>st</sup> and it will be reversed in June.) Spring session activity registration as well as summer camp registration continues and related revenue will be included in future months' reports.

Fee Waiver program information: Year to date utilization of the RCC Fee Waiver program has resulted in unrealized revenue of \$42,360 for programs occurring between June 1, 2009 and now; this represents 1055 program slots. Another \$11K as noted above was awarded to participants in the Camp Goodtimes program during summer 2009, representing 54 program slots. The \$11K for last summer represents just Camp Goodtimes. Other summer camp programs for 2009 utilized \$22,405 of Fee Waivers serving another 61 participants. For the upcoming summer camp programs, \$19,260 has been applied for and awarded; this includes *all* Camp offerings, representing 135 program slots. At this point, utilization of the Fee Waiver program is well ahead of the utilization for last year, with \$8292 more in awards, representing 345 more patron slots, and the utilization for summer youth camp programs is \$19,260 versus \$22,405 for last summer, but with the redesigned program offerings, representing 135 slots as opposed to 116 slots. We do not view Fee Waiver utilization as problematic at this point in time since we are at or exceeding program revenue targets for the current fiscal year.

### Personnel Expenses:

1. **Administration:** Admin's allocated budget is typically under-spent; funding provides for contingencies.
5. **Customer Service:** Overall savings of \$30K is anticipated. In FY11, we anticipate opening RCC Lake Anne on holidays, and this will decrease the amount of savings in Customer Service going forward.
7. **Maintenance:** Maintenance personnel costs are at 76.48% just slightly above the 74.97% benchmark. Unexpected events such as snow removal during winter months and merit employee extended sick leave required additional exempt staff hours and merit staff overtime. This budget will also reflect the impact of opening the RCC Lake Anne facility on holidays in FY2011.
13. **Teens:** Road Rulz summer camp labor costs occurred in July/August 2010. Road Rultz offerings will be increased for FY2011; FY2010 personnel costs will be lower for FY2010 due to discontinuation of the SOS program.
16. **Adult:** Personnel expenditures are at 89.45% which is significantly higher than the 74.97% nine month budget benchmark. This is due to overtime hours paid to cover programs in the woodshop and added sections of Adult offerings to meet wait list demand for such classes as Stained glass workshops, Bridge, Belly Dancing, Extreme Body Sculpting, Sewing, and Yoga. Adult Department's revised personnel budgetary needs of the added offerings will be met by admin funds as well as General Program budget resources. The Adult Program personnel expenditures will be evaluated for possible reallocations in the program planning cycle for FY2011 sessions.
18. **Camp Goodtimes:** Camp Goodtimes summer camp labor costs occurred in July/August 2009.
19. **Arts Education:** LARK/YAT labor costs occurred in July/August 2009.

## Operating Expenses:

1. **Administration:** Current month expenditures reflect operating expenditures and reservations for consultants, furniture/fixtures, operating supplies and expenses. Reservations are for contract/consulting services, furniture and fixtures, and other operating expenditures.
2. **Board:** Current month expenditures include hospitality costs and the Board member parting gifts for Claudine Varesi. Year to date expenses are for Board retreat costs, League of Women Voters, Preference Poll costs, and meetings.
3. **Booking:** Current month expenditures are for current month security costs and supplies. The existing reservations, which are Large Purchase Orders that get "spent down," are for piano tuning and security.
4. **Comptroller:** Current month expenditures include bank service charges, office supplies, monthly Security Public Storage rental, postage, electricity (Feb/March), gas, and water. The remaining balance of reservations represents anticipated storage rental costs, electricity, gas, and water usage costs.
5. **Facility Engineering:** Current month expenditures are for grounds maintenance, repair of the LA air handling unit (\$13,388) and other minor maintenance repairs. Reservations are for repair and maintenance agreements related to building systems.
6. **Maintenance:** Current month expenditures include custodial service payment, lighting equipment, supplies costs, heating oil costs, and refuse disposal costs. Reservations are for custodial service, heating oil costs, and repair and maintenance.
7. **IT:** Current month expenditures include monthly Department of Information and Technology telecommunications and PC Replacement charges. The reservation is for cell phone costs.
8. **Media:** Current month expenditures are for printing materials and advertising. The reservation amount is mostly for advertising.
9. **Community Partnerships:** Current month expenditures include an IPAR payment and hospitality (meetings) costs. FY2010 agreements are with IPAR, Fairfax Partnership for Youth (Reston Youth Network, formerly, Latchkey Youth Initiative), Reston Historic Trust, and Reston Interfaith. Future partnered program expenses that will occur in FY2010 include documentation contracts for a Reston Town Center 20<sup>th</sup> Anniversary publication scheduled for fall distribution. This allocation will be reevaluated for FY2011 and likely increased.
10. **Performing Arts:** Current month expenditures include miscellaneous operating costs, lighting equipment, contractor advance payments, lighting and communication equipment costs, and hospitality costs. Reservation costs represent future contractor advance payments and various equipment purchases.
11. **Aquatics:** Current month expenditures are for various pool supply costs and repair and maintenance. Reservation costs are for pool supplies and maintenance.
13. **Teens:** Current month expenditures are for transportation, program related food supplies, and recreational activities. Reservation costs are for SAT workshops.
14. **Senior:** Current month expenditures are for supplies, transportation, food supplies, and program instruction costs. Reservations are for transportation and class instruction costs.
15. **Youth:** Current month expenditures are for program instruction, supplies, and recreational activities. Reservations are for program instruction costs.
16. **Adult:** Current month expenditures are for class instruction, transport, and program supply costs. Reservations are for transportation and class instruction costs. As in Personnel, these expenditures are higher than budgeted and reflect added programming. This will be evaluated for the FY2011 allocations.
17. **Community Events:** Current month expenditures are for program related expenses. Reservations are for contractor advance payments and vending machine supplies. The Coca Cola reservation remains open due to a billing unit price dispute (billing at a unit cost which is higher than the County contract amount.)
18. **Camp Goodtimes:** No current month activity.
19. **Arts Ed:** Current month expenditures are for program related supplies and class instruction costs. Reservations are for class instruction costs.

**Capital Project Expense**

- 1-2 HVAC/Natorium punch list items and related expenses.
- 1-4 FY2008 - FY2009 Capital Projects.
- 5. Submission of plans will be made to the Building Committee per BOG request

Most of the encumbrances shown on the report for the HVAC and Natatorium projects will be closed in April.



## MEMORANDUM

**DATE:** April 6, 2010  
**TO:** RCC Board of Governors  
**FROM:** Beverly Cosham  
Chair, Building Committee  
**SUBJECT:** April 5, 2010 Building Committee Meeting

The Building Committee met on Monday, April 5, 2010. Present were:

- Carol Ann Bradley, RCC Board Chair
- Bill Bouie
- Beverly Cosham
- Bill Keefe
- Bill Penniman
- Cathy Vivona

Absent and excused:

- John Gasson

Attending from the RCC staff:

- Leila Gordon, Executive Director
- Thomas Ward, Deputy Director
- Mark Brutsché, Assistant Technical Director
- Kevin Danaher, Community Events Director
- Colleen Elliott, Executive Assistant
- Brian Gannon, Facility Booking Manager
- Linda Ifert, Technical Director
- Damian Sinclair, Arts and Events Director

Consultants present were:

- Debbie Robison, SWSG
- Barry Gawinski, Barbizon Lighting
- Greg Lukens, Washington Professional Systems
- Brian Grant, Washington Professional Systems

Visitors present were:

- Ed Robichaud, Reston Community Orchestra

The Chair called the meeting to order at 6:10 p.m. Leila stated that the Building Committee discussed a report from SWSG at its March meeting and convened tonight's meeting to allow the user groups, Board members, and staff to ask the consultants questions. One concern was the appearance of the pockets that would hold the curtains on the columns. Mark Brutsché built a facsimile in the Community Room to demonstrate the appearance. The Arts and Events staff had some technical questions which were provided to Debbie to circulate to the team of consultants. Two concerns were the extent to which the sound in the room would be "dried" and the storage and set-up/break-down for the stage.

The consultants introduced themselves. SWSG subcontracts to the other consultants. They are all highly regarded nationally. Greg spoke about trimming the reverberation time in the Community Room

so that it is a pleasant balance for all purposes. He is proposing to trim it 25%, which will preserve much of the reverberation while improving the environment for speaking. Acoustical tiles would cover less than 25% of the surface area. The curtains that are proposed would assist with the acoustical adjustment but would serve primarily to subdivide the space visually.

The committee, staff, and consultants went into the Community Room to view the location of the proposed changes. They viewed the facsimile of the curtains pocket. A pocket would be located on each side of each column. Linda showed a sample of the black velour curtain that would replace the white curtain along the patio wall and be used for the other curtains as well. The fabric is thicker and since it is black would provide a better backdrop for people (such as dancers) and light. Leila suggested the columns and trim could be painted black to match the curtains. Beverly asked if the curtains could possibly be a color other than black, such as dark purple, to avoid a "black box" effect.

Leila asked the consultants to discuss the option of fixing the wall along the meeting rooms and adding new curtains along the windows, as well as the tiles, but not having curtains around the entire room. Greg and Brian responded that the main difference with eliminating the other curtains would be the ability to divide the room, and it would not have a major impact on the acoustical fix. Ed Robichaud stated that the music groups like the acoustics of the room as they are. Greg stated that the room will still be "alive" with the tiles but will be better for speaking. Ed stated that the Orchestra also likes the openness of the room. Barry responded that in terms of lighting, the focus is on separation between the audience and the stage. During daylight, it is difficult to do anything but add light to faces. This would be a little more difficult without the extra curtains, but the separation element would not be affected.

Barry gave a detailed presentation of the lighting proposal. There would be a console and other smaller slider button stations to control lighting with pre-set buttons for specific lighting configurations. The console would sit on a cart that could be rolled out and stored in the room right next to the Community Room. It would probably require an additional electrical circuit. Leila stated there is currently a slider button type station, but it is located in the box office, which is too far away to operate effectively.

The clear tubes currently in the chandeliers (which are no longer manufactured) would be replaced by LED lights with color changing capability. Another lighting configuration would be located in one of the corners of the room on the patio side, and one on the middle post on that side of the room with stage pin outlets for theatre lighting and musical stand lights. Also along that wall would be a DMX system with data control for items such as foggers. Linda Ifert stated that more circuits might be needed to accommodate this.

The stage would be primarily against the patio wall. There are still questions about how far the stage would come out. Face light and back light are needed. The Conservatory Ballet requested a wide stage, which requires working around the chandeliers. The corners of the room are also challenging. Barry showed the pipe grid which can be painted to match the ceiling. The design is a square at a 45 degree angle inside the existing square on the ceiling. Some of the pipes will allow lighting into the corner. The pipes would be no more than 6-9" off the ceiling. They would remain up all of the time. Leila stated that the new fixtures will not be noticeable over time. Barry stated there would be 24 fixtures throughout the room. The total distance down from the ceiling would be approximately 18". He showed two types of fixtures that would be used. The Parnell provides wide-focusing soft light that could provide down light for bridge players. Everything on the chandelier will be modified. The half-can flood lights would be eliminated. Cathy asked how the new appearance would differ from the current appearance. Barry stated it would be noticeably different but would look attractive.

One dimming system would be controlled by the console station to change lighting and color. Mark asked about color for down lighting. Barry responded that it would increase the price; by how much would depend on the brand and quality of light selected. They do not all come in custom colors. He also stated that most of the user groups will probably not have the capability to use all the advanced features of the lighting. The control panel can be locked to prevent unauthorized use.

Greg gave a detailed presentation of the acoustics proposal. Two-inch thick rigid fiberglass acoustical panels of assorted sizes would be mounted on the ceiling and on the oak panel portion of the upper walls. He suggests matching the color of the tiles closely to the existing oak. The ceiling panels would blend in with the color of the ceiling. (Drawings on A5 and A6.) Twenty-eight panels would cover a total of approximately 1000 square feet.

There would be a permanent sound system consisting of four speakers throughout the room, which could be used for smaller meetings. For larger events, particularly theatrical and music, there would be a bigger system on a rolling cart with a sound mixer. There would also be lavalier microphones, computer and DVD capabilities.

Debbie mentioned the possibility of improving the mix of the air by adding a duct to come down the center column where the light console would be located. Bill P. suggested looking at the opposite wall for that as if it is on the same wall side as the current return vents the problem might be adequately addressed. Debbie said they would investigate it. The group returned to the meeting room for the consultants to answer more questions.

There was a question about what type of material would replace the carpeted wall. Greg stated it is called sound channel and looks like corduroy.

Debbie stated that the bridge and Chorale groups reported that disruption of the space was an issue. Leila stated there is not unanimity of opinion in the Chorale. Cathy said that as a bridge player, she finds the disruptions to be infrequent.

Leila said that RCC attempts to avoid scheduling two performances simultaneously (one in the theatre, one in the Community Room), but sometimes it can't be avoided. Greg reiterated that the curtains are a flexible solution because they can be opened or closed. Debbie said that the Conservatory Ballet requested a stage of 20' x 48', which would limit audience size to 150 without the ADA ramp, and their usual audience size is 150-200.

Beverly asked a question on behalf of Ed Robichaud of the Reston Orchestra, who had to leave early, about the inclusion of a band shell. Greg stated that a shell would focus the sound and would complement the acoustical tiles. The shell is portable. It rolls and folds, but storage space is still a concern.

Tom asked how much additional space would be required for storage. The new dimmer racks would take up slightly less space than the existing dimmer racks. The audio rack would take about 30" sq. There was a question if the existing power could support the new equipment, and both Debbie and Tom responded that it could.

Kevin stated that the second sound system will require a sound engineer, and we should consider by whom and how often this would be used. Greg stated it provides a level of sound support and quality to do moderate concerts and substantial theatrical support. The consultants estimated it would be used 1-2 times per month. Greg stated that if RCC opted not to have the second sound system, the speaker size for the permanent system should be increased. Greg stated that the position of the permanent speakers will be ideal for a single individual speaking, but if additional people are behind the sound source, it would be uncomfortable. The consultants' goal is to optimize compromises in the solutions. The speakers are the same technology as used in the theatre.

Damian asked about paint touch ups that would be needed for the customized color lights and related pipes. Barry responded that if the lights are handled carefully, touch ups should be minimal. Although the lights will mostly remain in place, they will likely need to be moved sometimes for custom lighting situations.

Brian asked a question about the Lake Anne proposal. Greg responded that the proposal is for black nylon mesh fabric acoustical tiles that are 2" x 2' x 4' and will be hung on their edge from the ceiling, covering 133 sq. ft. to absorb a lot of sound. Leila asked if it would reduce the sound from the air handler, and Greg said while they can't make the sound quieter than the original, the tiles will reduce the reverberation of the air handler noise.

Greg stated the consultants are pleased to be a part of the project and looking forward to the next steps. The committee thanked the consultants and the staff for their work. The consultants and the Arts and Events staff departed.

Bill P. stated that he was previously concerned about the visual impact of the proposed changes, but he did not object to the elements shown by the consultants. He prefers not to have curtains on the two open sides of the room.

There was a discussion about competition between theatre and Community Room events. Curtains could help control and contain sound and, along with the other elements, allow an increase in arts/culture/speaker rentals. On the other hand, the curtains are expensive and could require a lot of upkeep and repair. There is still a question as to whether rental pricing and policy should favor community rentals vs. private social rentals, which will be presented to the Board in May.

The committee asked Leila to have the staff to do further research about storage space, the roll-in sound system, the band shell, projected usage of the stage and space, and the cost implications of all of these elements prior to meeting with the consultants to come up with a revised proposal, including curtains only along one wall and forgoing for the present having them around the other sides of the room. The committee is in agreement with the proposal for Lake Anne.

The meeting was adjourned at 7:55 p.m.



## MEMORANDUM

**DATE:** April 13, 2010

**TO:** RCC Board of Governors

**FROM:** Colin Mills  
Chair, Community Relations Committee

**SUBJECT:** April 12, 2010 Community Relations and Program/Policy Committees Meeting

The Community Relations and Program/Policy Committees met jointly on Monday, April 12, 2010.  
Present were:

- Carol Ann Bradley, RCC Board Chair
- Bill Bouie
- Beverly Cosham
- Colin Mills, Community Relations Chair
- Bill Penniman
- Cathy Vivona

Absent and excused:

- John Gasson
- Bill Keefe
- Roger Lowen

Attending from the RCC staff:

- Leila Gordon, Executive Director
- Thomas Ward, Deputy Director
- Pam Elcesser, Customer Service Manager
- Colleen Elliott, Executive Assistant
- Brian Gannon, Facility Booking Manager
- Joe Leary, Aquatics Director
- BeBe Nguyen, Communications Director
- Damian Sinclair, Arts and Events Director
- Renata Wojcicki, Finance Director

Visitors present were:

- Geraldine Daniel
- Lynn Lilienthal, Reston Historic Trust
- Michelle Moyer, Reston Masters Swim Team
- Rick Schneider, Reston Community Players

The Chair called the meeting to order at 6:35 p.m.

Leila distributed the staff response to the community input from last month. Beverly asked which community service projects would be added to the Thanksgiving Food Drive. Leila responded that they would be similar to the projects at MLK Day.

Damian provided an overview of *Reston: The Opera*. This project by Squonk Opera will consist of a residency of 12 weeks. Numerous elements are incorporated into the show, including a map of Reston colored by students from all of the elementary schools and three local dance pieces. Leila commented that they performed this show at College Park three years ago and have since perfected its design.

Cathy asked if Imago is coming back next season, and Damian responded that unfortunately they were not available.

Regarding Community Partnerships, Colin asked what a “First Friday” type event would entail. Damian responded that after the NoVA Arts Festival, staff will discuss with GRACE coordinating gallery openings and organizing joint publicity. Bill B. suggested including a dine-around component. Cathy asked about RCC’s relationship with Southgate. Leila responded that the relationship has expanded and improved. Southgate’s Acting Director is very amenable to working together. Citizenship and ESL classes are a good fit for that location and will begin to be held there in the fall. Colin asked about “Breakfast with Frosty” and Leila explained that it will be similar to the Hunters Woods “Santa” event and will provide an opportunity to introduce more families to that type of experience.

Regarding Administrative Items, Cathy asked what registration system the Park Authority uses. Staff responded that the Authority uses a software program called ParkNet. Leila stated that there is no compelling reason for RCC to switch away from our current system, and that doing so would prohibit us from accessing prior years’ data and maintaining our extensive household database.

The visitors present introduced themselves. Geraldine Daniel complimented RCC on the look of the new program guide. Leila responded that it is environmentally friendly in addition to being more attractive. Michelle Moyer stated that she is advocating for a new pool (for competitive swimming). Lynn Lilienthal was representing Reston Historic Trust, an official partner of RCC. She stated there is a lot of programming going on at Reston Museum and encouraged everyone to visit the new space at Lake Anne plaza. Rick Schneider was representing Reston Community Players and stated he was attending to stay informed of developments at RCC.

Leila stated that Carol Ann, Bill B. and she are in a Reston 2020 working group on parks, recreation and public facilities. They met on April 8, and the first item on the list of desired amenities was a 50m pool. Performing space was also on the list, along with many other priorities as the community develops with the coming of the Metro Silver Line. RCC, RA, and arts organizations are represented in the group. Their next steps are to each identify their top five priorities and then to compile and review data from RCC and RA on citizens’ preferences for parks, recreation and public amenities and locations. They will put together a report as a road map for immediate and longer term development. They have not yet addressed funding but will seek opportunities for public/private partnerships, as it is unlikely any single entity will fund major facilities.

Leila stated that there is a police station scheduled to be built in North Reston that will have certain features, such as imposing security berms and setback requirements, which will present significant architectural challenges. Fairfax County owns a significant amount of property north of Reston Town Center; it is uncertain whether the County will develop it or hire a private developer, if and how the library might be included, and how other aspects of development will proceed. In some form, Reston Town Center will be expanded to Baron Cameron. The working group would like to see it developed logically and efficiently in terms of recreation as well as the library, health care facilities, etc. The Park Authority has a 6-acre parcel in the middle of the property; Fairfax County and INOVA are the other owners.

Leila stated that there were a lot of good ideas being considered by the group, including co-locating with transportation options, urban design principles, and environmentally friendly development. A 50m pool and indoor ball courts have large footprints, which presents challenges. These facilities could be located in the future at the Reston Town Center “public campus” or at Baron Cameron Park. Use of a “blighted” commercial property (such as less well-trafficked Tall Oaks) presents many challenges with respect to purchasing the property and negotiating with a variety of tenants or owners, let alone the added related construction costs. Due to these considerations, the community will need to remain involved in the planning going forward for a recreation facility that might include basketball and similar courts and a large pool.

Colin thanked the staff and said he looks forward to the coming year. Leila remarked that staff has looked at fall programming with fresh eyes, and there will be innovations and collaborations evident in the upcoming fall season. Changes include increasing artist residencies and emphasis on community service, both for SLHS IB students and the community at large.

The meeting was adjourned at 7:10 p.m.



## Executive Director Report – April 2010

### **Administrative**

*Building:* We are exploring the roof maintenance contract. We also have received an estimate on the “white roof” concept which we will include in budget projections for upcoming meetings to look at FY11 adjustments and FY12. The staff has completed review of the recommendations on the Community Room and Lake Anne and will present their recommendations to the Building Committee.

*Personnel:* As you know, Colleen’s status is changing. In addition, our Graphic Designer is also leaving us; she is getting married on Memorial Day weekend. As you know, Helen Bryant was a recipient of the first Sharon Bulova Award.

*Board Support:* The first draft of the Community Survey was received and discussed with University of Virginia’s Study for Survey Research team. The Board has received the revised draft.

### **Programs**

April was extremely busy. Notable events included our Young at Art exhibit, the Annual Volunteer Appreciation Dinner, Diva Central, and a host of performances in the CenterStage.

### **Executive Director Outreach**

Continued work with IPAR (Underpass project artist selection has been made and project execution planning is nearly complete); support to the Reston 2020 Committee by organizing the Parks, Recreation and Public Facilities Working Group, (draft is being circulated to members for comment), support to Supervisor Hudgins’ Aging in Reston efforts. RCC was well represented at the Annual Best of Reston event.