



**Reston Community Center
Board of Governors Monthly Meeting
January 6, 2014
8:00 p.m.
Meeting Agenda**

8:00 – Call to Order	Beverly Cosham, Chair
8:02 – Approval of Agenda	Beverly Cosham, Chair
8:03 – Approval of Minutes and Board Actions	Beverly Cosham, Chair
• Approval of December 2, 2013 Board Minutes (As Reviewed and Approved by the Board Secretary)	
• Approval of December 2, 2013 Board Actions (As Reviewed and Approved by the Board Secretary)	
8:05 – Chair’s Remarks	Beverly Cosham, Chair
8:07 – Introduction of Visitors	
8:08 – Citizen Input	
8:12 – Committee Reports	
• December 16 Finance Committee Report	Cathy Vivona, Committee Chair
8:16 – Approval of Committee Reports	Beverly Cosham, Chair
8:18 – Board Member Input on Activities Attended	
8:24 – Executive Director’s Report	Leila Gordon, Executive Director
8:28 – Old Business	Beverly Cosham, Chair
8:30 – New Business	Beverly Cosham, Chair
8:35 – Adjournment	

Reminders:

Event	Date	Time
Reston Dr. Martin Luther King Jr. Birthday Celebration	January 18-20	various
February Monthly Meeting	February 3	8:00 p.m.
Community Relations & Program Policy Meeting	February 10	6:30 p.m.



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
BOARD OF GOVERNORS MEETING
DECEMBER 2, 2013**

Present:

- Beverly Cosham, Chair
- Bill Bouie
- Lisa Sechrest-Ehrhardt
- John Mendonça
- Michelle Moyer
- Bill Penniman
- Cathy Vivona
- Vicky Wingert
- Gerald Zavala

Attending from the RCC Staff:

- Leila Gordon, Executive Director
- Cristin Bratt, Public Information Officer
- Barbara Wilmer, Executive Assistant

The Chair called the meeting to order at 8:03 p.m.

MOTION #1:

Approval of the Agenda

Cathy moved that the Agenda be approved as written. Gerald seconded the motion. The motion passed unanimously.

MOTION #2:

Approval of the November 4, 2013 Board Minutes

Bill B. moved that the Board approve the November 4, 2013 Board Minutes. Cathy seconded the motion. The motion passed unanimously.

MOTION #3:

Approval of the November 4, 2013 Board Actions

Bill B. moved that the Board approve the November 4, 2013 Board Actions. Gerald seconded the motion. The motion passed unanimously.

Chair's Remarks

Bev wished everyone a Happy Hanukkah and announced that Reston Chamber Orchestra will be collecting food for local food banks such as FISH. She encouraged people to donate food at RCO concerts or by contacting FISH. Bev said she was also very pleased that the first day of online registration was successful.

Introduction of Visitors

Leila introduced the Board to RCC's new executive assistant Barbara Wilmer. Leila explained that Barbara has a lot of experience coordinating Board support for the National Association of Elementary School Principals. Barbara has already helped with several special projects and came on board full time in October. Barbara thanked the Board and said she's thrilled to be here.

Citizen Input

None.

Committee Reports

November 16 Board Orientation Report

Bill P. said that Hunter Mill Supervisor Cathy Hudgins talked about issues that the Board of Supervisors is facing, including education and the impending arrival of the Silver Line. She focused on the importance of RCC to the Reston community and Reston's future. He said they discussed the Board's preference for a recreation center at the North Town Center location and asked that she help if she has any influence on that redevelopment. Supervisor Hudgins said she'll continue to look to RCC as a resource. The full orientation minutes are attached.

MOTION #4:

Approval of the November Committee Reports

Gerald moved that the Board approve the report. Bill B. seconded the motion. The motion passed unanimously.

Board Member Input on Activities Attended

Michelle attended the Board Orientation and thought it provided a great perspective on the RCC Board's responsibilities to the community. She also attended the IPAR reception and the Thanksgiving Food Drive volunteer event on Thanksgiving. It was great to see a mix of our community there to volunteer and have fun. She also swam 19 times last month and was able to stop by the Children's Flea Market after one of her swims.

Gerald attended the IPAR reception and attended the Thanksgiving Food Drive volunteer event for the first time. He thought it was really fantastic.

Cathy played bridge, though she wasn't terribly successful.

Bill B. had IPAR and Park Authority meetings and didn't have many events due to travel. He said IPAR has been studying locations for the Memorial Garden of Reflection.

Bill P. attended the Planning Commission meeting where they talked about the Reston Master Plan and related proposed revisions to the County Comprehensive Plan. Action was not taken at that meeting, but will be taken this Thursday, December 5; it will go to the Fairfax County Board of Supervisors next month. He also attended the *Rite of Spring* performance and thought it was terrific.

Vicky attended a lot of meetings and the Annual Thanksgiving Holiday Parade and Tree Lighting at Reston Town Center.

Lisa visited the Children's Flea Market with Michelle and was impressed at the cleverness of one child's "surprise grab bags." She also attended the Walk for the Homeless last month and is thankful that the Reston community has always paid attention to those less fortunate in our community.

John attended the IPAR reception and has more time in his schedule now that soccer season has ended. While other Board members were at orientation, he was coaching a game during which one of the girls he coaches tore her ACL. His boys' team came in third out of 12 and his girls' team came in tenth of 12.

Bev attended the IPAR reception and the RCC Board Orientation and the *Rite of Spring* performance, which she thought was exceptional and unique. She said RCO had its first concert of the season and she enjoyed the event in the CenterStage with David Henry Hwang. She thought Dael Orlandersmith's performance was very interesting. She also volunteered to sort food on Thanksgiving Day with her family. Her grandchildren grew up doing the food drive and the kids now expect it; it has become their tradition as well. Bev also just came back from NYC where she performed in a Teddy Cares benefit; the annual benefit sends teddy bears to a New York hospital's pediatric center while money goes to the Actors Fund, a charity for actors with HIV/AIDS.

Executive Director's Report

December 2, 2013 Board of Governors Meeting Minutes

Leila shared the good news that the online registration process kicked off again and was successful. The attached Executive Director report contains a snapshot of that success to help understand the magnitude of the registrations processed on the first day of registration. She said we're at a revenue point that's roughly 50 percent ahead of this point last year, due in part to rigorous pricing and people taking advantage of the online registration option. Leila said that registration peaks occurred at 9:15 a.m. and 10:00 a.m. and stayed steady all day. She indicated that Thomas Ward and Harun Rashid worked hard on the load testing process in order to be confident in the online registration re-launch. Based on that testing, we learned that we can process up to 2,000 registrations in a period of eight minutes, which gives us plenty of room to increase capacity. Leila added that as usual, Saturday/Sunday swim lessons and YAT sold out, as well as several trips and tours. There's still a lot of room left in other programs.

Leila noted that the private swim lesson module has worked well. We're averaging about 23 participants a month in that program. Cathy asked when they swim. Leila said that private swim lessons are scheduled on off times based on instructor, parent, child and pool availability. John asked costs; Leila didn't know offhand but said the program is enhancing revenue in the Aquatics cost center. She said the Thanksgiving Food Drive was very successful. She said she had many meetings and was surprised to receive the Jim and Karen Cleveland Partnership award at the Annual Reston YMCA Gala this year; she thinks it recognizes the community center's and the Board's strong commitment to the community through partnerships.

Bill P. added that, at a recent Reston Planning & Zoning Committee meeting, there was a presentation by the firm that is looking to update and replace the Lake Anne Fellowship House. They indicated that, when they start pursuing residential development projects, they look for various factors, including subway access and whether a community has its own identity, (whether or not it is formally incorporated). The company said those aspects, which it finds in Reston, are attractive from an investor perspective. There was general discussion about recent related news articles about redevelopment in local areas.

Old Business

Cathy asked when we would hear from Craig regarding follow-up to questions we asked. Leila said she would touch base with him.

Lisa said she's going to meet with Kim Retzer (South Lakes High School principal) about the bulletin board at SLHS. Lisa asked who the staff contact was for that effort. Cristin told her that she should connect with BeBe Nguyen. Bill P. suggested that we could possibly do the same in return to publicize their events. Leila agreed and said that we do advertise their events – such as its annual *a cappella* event – in our program guides and other materials. John asked if we might be able to do the same for Herndon High School. Leila said that we have tried to do so in the past, but haven't been able to set up a strong connection with the school that would allow us that sort of relationship. Leila said it would be great to have a contact on the Board for Herndon High School; John said he would check with his wife for a possible contact name. Leila added that we do publicize artist-in-residence opportunities and other relevant activities in Herndon (at Aldrin and Armstrong elementary schools).

New Business

Cathy asked to clarify the timing of the Strategic Planning Session and Monthly Meeting in January. She wants to know the timeline we need to work in if the Board wants to cancel the January meeting. Leila said she is working on the agenda for the Strategic Planning Session and it will include what we've accomplished, what we want to accomplish, and a look forward to the next five years. Leila doesn't expect any decision-making to occur in the Strategic Planning Session, and that would be why we'd hold a January meeting. However, once she distributes the agenda, the Board can review and discuss whether a January meeting is necessary. Leila said that cancellation can occur up to three days before the meeting, so the decision will be made just before the retreat. She cautioned that the possibility always exists that a matter requiring thoughtful action could come up between now and the end of December and would necessitate the regular January meeting.

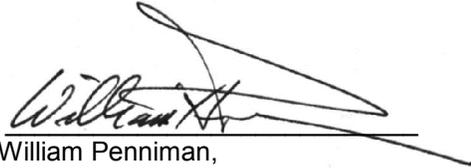
Bill B. said the Wolf Trap holiday sing along is this Saturday from 4:00 p.m. – 6:00 p.m.; it is one of Wolf Trap's two free events each year. Leila said that Gifts from the HeART is this Saturday at RCC Lake Anne; it is one of many other events this Saturday. Bev noted the reminders at the bottom of the agenda.

MOTION #5:

December 2, 2013 Board of Governors Meeting Minutes

To Adjourn the Meeting

Bill B. moved to adjourn the meeting at 8:39 p.m. Bill P. seconded the motion. The motion passed unanimously.

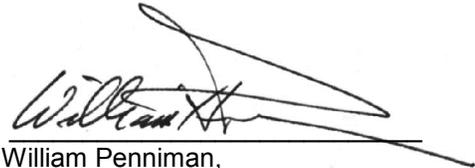
A handwritten signature in black ink, appearing to read "William Penniman", is written over a horizontal line.

William Penniman,
Board Secretary

_____ 12-17-13 _____
Date

BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON NOVEMBER 4, 2013

- 13-1202-1 Bd That the Board approve the Agenda**
- 13-1202-2 Bd That the Board approve the November 4, 2013 Board Minutes**
- 13-1202-3 Bd That the Board approve the November 4, 2013 Board Actions**
- 13-1202-4 Bd That the Board approve the November committee reports**
- 13-1202-5 Bd That the meeting be adjourned**



William Penniman,
Board Secretary

____12-17-13_____
Date



**RESTON COMMUNITY CENTER
BOARD OF GOVERNORS FINANCE COMMITTEE REPORT
DECEMBER 16, 2013**

Present:

- Cathy Vivona, Committee Chair
- Beverly Cosham, Board Chair
- Michelle Moyer

Absent and Excused:

- Bill Bouie
- John Mendonça
- Gerald Zavala

Attending from the RCC Staff:

- Leila Gordon, Executive Director
- Renata Wojcicki, Finance Director
- Cristin Bratt, Public Information Officer

Cathy called the meeting to order at 6:09 p.m.

Leila reviewed the attached financials and explained that the Finance Committee was reviewing reports for both October and November as a result of not having met in November. Leila and Cathy explained the committee meeting format for the benefit of Michelle, a new committee member.

Leila reviewed all departments' revenue and said that most were performing ahead of this point in time last year. She noted that interest was not performing as well, but that is out of our control. As the group reviewed the budget, Leila explained to Michelle that the written comments distributed with the budget provided further explanation for all budget lines.

Michelle asked what "Unrealized Revenue" was. Leila explained that those numbers reflect fee waiver use for the department.

Leila noted that John asked the cost of private lessons at the last monthly meeting; she said that the current price is \$25/half hour for private lessons. Cathy asked where that revenue is reflected and Leila said it is included in the Aquatics classes' line of the revenue sheet. [Note that following the meeting, a check of RCC Winter/Spring Program Guide content indicated the 2014 price for private lessons rises to \$35/half hour.]

In Personnel, Leila said the overall picture is good. There was a 2.5 percent market rate adjustment, as well as a one-time bonus for merit employees in the current fiscal year; both are accounted for in the attached figures. Michelle asked if the one-time bonus was initiated by Fairfax County or RCC. Leila explained that it was initiated by the County. Michelle concurred that the County and RCC are both lagging on employee pay, and stated that it is a common situation in today's workforce.

Leila also reminded the group that the Personnel numbers for Teens, Youth and Arts Education reflect summer camp expenses and are not expected to increase as significantly as they did in the first half of the year when camps were taking place.

In Operating expenses, Leila explained that in beginning of the year, we typically establish large dollar purchase orders and then spend down on those encumbrances. There is nothing unusual about this

December 16, 2013 Finance Committee Meeting Report

November's expenses. She noted that the County has implemented a tool that anyone can use to look up any particular vendors; it is a robustly transparent program.

Cathy asked about the Board of Governors expenditures allocation of \$50,000. Leila explained that a large portion of that is Preference Poll postage and fees, most of which have been assigned already.

On Capital Projects, she noted the new level of detail provided in the attached data. Leila said the CenterStage enhancements will likely get bumped to the FY15 timeline because of the calendar requirements for doing those projects. As we reach the end of the year, we'll carry over the balance so it can be completed in the annual maintenance period in late August/early September.

She also said that the Paddock evacuator in the pool has proven to be a popular improvement at RCC. Patrons' feedback is that it has made a significant difference in the natatorium air. She also noted that Joe Leary recently taught a pool operators' licensure class at RCC and that everyone was very impressed and intrigued by the evacuator. Leila said we are the first County facility to install this equipment and the Park Authority is now looking into that option. She also noted that while the Paddock evacuator is a great addition, it did impact participation and revenue because the facility was closed two weeks longer than usual. Cathy asked what it evacuates. Leila said it pulls the "unhealthy" pool level air out and replaces it with fresh air.

Michelle noted that there has been carryover on Capital Projects before. Leila said this often happens with Capital Projects as it takes a few years to coordinate bid packages, vendors, schedules and other details of large projects.

Cathy asked how our reserves were doing. Leila said that the staff's promise to the board (staff directive) is that we will be in a balanced budget profile with the building of the FY16 budget. She said we're currently spending a little more than we're taking in, but our reserves are in good shape. Renata pointed out the current fund reserves data is available in the top left corner of the revenue overview spreadsheet (first page).

Leila also noted that the Affordable Care Act resulted in the conversion of part-time positions to nine full-time, benefit-earning positions when that legislation passed which had a substantial and continuing impact on our personnel budget. Michelle asked if those changes occurred after we had adopted the budget. Leila said it was announced mid-fiscal year and we subsequently incorporated the costs in the next Public Hearing for Programs and Budget and the expenses associated have been included in subsequent budget presentations and planning

Leila said the other big personnel cost in the past few years was the allocation of funds to underwrite the retirement system to the level of confidence required by law. Cathy asked what projects new executive assistant Barbara Wilmer will be working on. Leila said that she'll be coordinating work on the policy and user manual, training ladder, patron satisfaction surveys and County trainings at our facilities. She will also function as Cristin's backup and, eventually, will help with Program Guide production, which is currently a very complicated process.

The meeting adjourned at 6:51 p.m.