



**Reston Community Center  
Board of Governors Monthly Meeting  
November 3, 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                                    |
| <ul style="list-style-type: none"> <li>• Approval of October 6, 2014 Board Minutes<br/>(As Reviewed and Approved by the Board Treasurer)</li> <li>• Approval of October 6, 2014 Board Actions<br/>(As Reviewed and Approved by the Board Treasurer)</li> </ul> |                                                          |
| 8:05 – Chair’s Remarks                                                                                                                                                                                                                                         | Beverly Cosham, Chair                                    |
| 8:08 – Introduction of Visitors                                                                                                                                                                                                                                |                                                          |
| 8:10 – Citizen Input                                                                                                                                                                                                                                           |                                                          |
| 8:15 – Committee Reports                                                                                                                                                                                                                                       |                                                          |
| <ul style="list-style-type: none"> <li>• October 6 Finance Committee Report (supplemental)</li> <li>• Report from the Preference Poll Committee on 2014 Poll</li> </ul>                                                                                        | Cathy Vivona, Treasurer<br>Lisa Sechrest-Ehrhardt, Chair |
| 8:20 – Approval of Committee Reports                                                                                                                                                                                                                           | Beverly Cosham, Chair                                    |
| 8:22 – Board Member Input on Activities Attended                                                                                                                                                                                                               |                                                          |
| 8:25 – Executive Director’s Report                                                                                                                                                                                                                             | Leila Gordon, Executive Director                         |
| 8:30 – Departing Board Member Cathy Vivona: Recognition                                                                                                                                                                                                        | Beverly Cosham, Chair                                    |
| <b>Adjournment of 2013-21014 Board</b>                                                                                                                                                                                                                         | <b>Beverly Cosham, Chair</b>                             |
| <b>8:40 – Convening of New Board Members</b>                                                                                                                                                                                                                   | <b>Beverly Cosham, Acting Chair</b>                      |
| 8:45 – Nominating Committee: Proposed Officer Slate                                                                                                                                                                                                            | Gerald Zavala, Vicky Wingert<br>Nominating Committee     |
| 8:50 – Nominating Committee: Election and Seating of Board Chair                                                                                                                                                                                               | Board                                                    |
| 8:55 – Seating of New Board Officers                                                                                                                                                                                                                           | Board Chair                                              |
| 9:05 – New Chair’s Remarks                                                                                                                                                                                                                                     | Board Chair                                              |
| 9:10 – New Business                                                                                                                                                                                                                                            | Board Chair                                              |
| 9:15 – Adjournment                                                                                                                                                                                                                                             |                                                          |

**Reminders:**

<b>Event</b>	<b>Date</b>	<b>Time</b>
Board Photos tonight		
Long Range Planning Committee meeting (tentative)	TBD	
Children’s Fall Flea Market	November 15	9:00 a.m.
Thanksgiving Food Drive	through November 24	Business hours
Reston Holiday Parade	November 28	11:00 a.m.
Monthly Board Meeting	December 1	8:00 p.m.
Save the Dates: Board Retreat – 2015	January 9-10	TBD



**SUMMARY OF MINUTES  
RESTON COMMUNITY CENTER  
BOARD OF GOVERNORS MEETING  
October 6, 2014**

**Present:**

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

**Absent and Excused:**

- Bill Penniman

**Attending from the RCC Staff:**

- Leila Gordon, Executive Director
- Barbara Wilmer, Executive Assistant

The Chair called the meeting to order at 8:01 p.m.

**MOTION #1:**

**Approval of the Agenda**

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

**MOTION #2:**

**Approval of the September 8, 2014 Board Minutes**

Bill B. moved that the Board approve the September 8, 2014 Board Minutes. Cathy seconded the motion. The motion passed unanimously.

**MOTION #3:**

**Approval of the September 8, 2014 Board Actions**

Bill B. moved that the Board approve the September 8, 2014 Board Actions. Vicky Wingert seconded the motion. The motion passed unanimously.

**Chair's Remarks**

Bev welcomed participants and viewers. She watched a rebroadcast of the last meeting and suggests every Board member see one of the meetings so you can discover physical habits you may have, such as massaging a jammed finger throughout the event, as she did.

**Introduction of Visitors**

Bev introduced Linda Singer, Reston resident.

**Citizen Input**

Linda, a candidate for the just completed Preference Poll, first congratulated the winners. She ran because she has been using the Center much more in the past months and thoroughly enjoys all the programs and activities. Linda had some suggestions for future Preference Polls: a printed policy on how elections are run, including how candidates may or may not campaign; at least one Board member should be present for the candidate orientation; highlight all events related to the poll, including and especially the Candidates Forum in communication to the community. This latter suggestion was very important in her view and she urged the staff to use all media outlets possible to advertise the information about how to view the Forum and repeat where possible. Linda was surprised that ballots were out for a while before the voting opened and suggested RCC consider different timing. Leila explained that unfortunately staff cannot predict exactly when the ballots will be dropped into mailboxes and so the timing is tricky every year. Leila also said that there is no "start" date for mailed ballots and that our polling contractor accepts

them whenever they arrive, but in the Center if ballots are left on the counter at either facility before the ballot box goes out in the morning or after it is returned to the office at the end of the last customer service shift, to preserve the integrity of the voting process, the ballots are discarded. Discussion clarified that she meant ballots that might be brought to the Center before the voting opened; Leila said some approach would be developed to convey to people how they could participate effectively in that case. The Board applauded Linda's participation and presentation.

### **Committee Reports**

#### **September 22, 2014, Finance Committee Report**

Cathy went over highlights of the meeting, during which the month-end numbers for August were discussed. Revenue bumps happen in July and December when tax revenues are disbursed; performing arts revenues were high due to the Reduced Shakespeare EXTRAVAGANZA ticket sales (eight shows in a two-week period). Cathy was appreciative of the explanation regarding categories of RCC programming: soul of the agency, partially subsidized programs, and direct cost recovery programming. Personnel costs, while more easily projected than other expense areas, can also differ from estimated budgeted amounts when employees choose benefits packages that are unanticipated or position turnover occurs to an unexpected degree. Regarding operating expenses, fund reservations are all loaded in at the beginning of the year; as the monies are encumbered, the amounts decrease – but carryovers do happen when a facility's maintenance period is limited to the end of August and beginning of September. The goal is always to get to zero on encumbrances but Capital projects typically have carryover amounts due to the schedule challenge.

During the September 22 meeting, John requested a regular July meeting specifically to go over the previous fiscal year financials; terminology that clarifies costs in the Excel sheets in addition to those appearing in the notes, in particular the Lake Anne lease expense in "Comptroller/Customer Service;" and that financial materials be distributed in advance so the materials can be reviewed before meetings take place, all of which suggestions were accepted. John also requested that there be a formal, full Board vote to approve the FY16 budget submission and fund statement transmittal to the County.

#### **October 6, 2014 Finance Committee Report**

Cathy said the financials for the end of fiscal year 2014 were reviewed and the committee is recommending approval of the FY16 budget and transmittal memo so it can be submitted to the Fairfax County Department of Management and Budget. The Committee moved and approved that it recommends to the Board of Governors approval of the Fund Statement and the Fiscal Year 2016 Budget Transmittal Memorandum.

Two amendments to the September 22 Finance Committee Report were suggested. Cathy would like to add "as soon as practicable after the end of the fiscal year" to the suggested addition of a July meeting in the seventh paragraph on page two. John requested the addition of "This question was related specifically to the Lake Anne Lease expense." after "by the notes document." in the first paragraph.

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

##### **Approval of the September 22, 2014 and October 6, 2014 Finance Committee Reports.**

Gerald moved that the Board approve the reports as amended. Vicky seconded the motion. The motion passed unanimously.

#### **MOTION #5:**

##### **Approval of Fund Statement and the Fiscal Year 2016 Budget Memorandum and Transmittal Memo.**

Cathy moved to approve the Fund Statement and the Fiscal Year 2016 Budget Transmittal Memorandum. Gerald seconded the motion. The motion passed unanimously.

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

Bill B. attended lots of meetings; the IPAR Town Center Chalk Festival was a lot of fun, and the Reduced Shakespeare Company (RSC) shows were *great*.

Cathy also enjoyed the RSC performance she attended. She played bridge and attended the Candidates Forum.

Gerald attended the Reston Chamber networking event, and the Multicultural Festival, which his girls loved.

## October 6, 2014 Board of Governors Meeting Minutes

Michelle also attended a performance by the RSC, the Candidates Forum, the Multicultural Festival, where, she added, the RCC staff was wonderful, active, and everywhere. Michelle also took the RCC retirement class.

John viewed an exhibit at GRACE and attended the Candidates Forum. He also attended the September meeting of the Reston Soccer Association – where the topic was South Lakes and the issue of school and community use of the new synthetic turf fields with the feeling being that the field is not in use enough by Reston Soccer to have justified their contribution to its funding. He is traveling afar for soccer tournaments including to Nokesville and Warrenton.

Lisa went to the Forum also, and to the Reston Chamber community engagement event; there people were encouraged to use their personal computers to logon to Connect NoVa which is a newly developed web portal for finding out about services in Northern Virginia. She really enjoyed the Multicultural Festival, especially the Naturalization Ceremony and Bev's singing. Lisa also attended the funeral of a South Lakes student who passed away recently.

Vicky loved learning the entire history of comedy, and enjoyed the Multicultural Festival with her granddaughter. She especially liked the "Step and Repeat" activity at the Festival. Vicky also attended a workshop meeting regarding Reston Association (RA) planning for the Pony Barn Picnic Pavilion at Steeplechase and Triple Crown roads. IPAR is interested in a "Garden of Reflection" being there to allow for the many impulses to memorialize loved ones in Reston. She encourages all with a similar interest to voice that interest through the RA process for soliciting comments.

Bev attended the Candidates Forum and performed for the Meet the Artist series. Her show was titled / *Choose to Love*, which, as it turned out, was a song she did not perform that day. Her current OLLI class attracts a diverse audience interested in the poetry in music lyrics; her class she has discovered is attracting poets as well as music lovers.

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

Leila said September was an exciting month with lots going on: the 2014 Preference Poll; RSC; the Multicultural Festival – which highlighted our excellent staff – but major gratitude was for the spectacular weather, on which this event's deserved success really rides. We've had a great start to our financial year, which when compared to the July to September 2013 period, is running 13.3 percent higher. These figures bode well for our current approach to adjusting fees (keeping in mind the discount our community deserves based on tax receipts). She too attended lots of meetings.

### **Old Business**

There was no old business.

### **New Business**

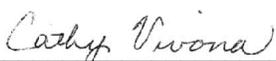
Bev announced her appointment of Vicky and Gerald to the Nominating Committee, which is in charge of presenting the officers slate at the November meeting. Members should reach out and give them suggestions. There are actually two meetings on the November meeting date: first the current Board of Governors finishes its business, and then the new Board is seated and elects new officers. The Board member orientation for new and returning members, with Supervisor Hudgins, is November 1 at 9:00 a.m., and our next meeting is November 3 at 8:00 p.m.

John would like to place an item on the next meeting agenda regarding the use of personal emails for Board business and how that subjects the contents to FOIA requests. Leila will inquire of the County Attorney's office if use of a second personal email address strictly for Board communication will satisfy FOIA requirements and present a solution for RCC Board of Governors members who don't wish to use their personal email for Board or RCC matters.

### **MOTION #6:**

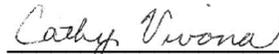
#### **To Adjourn the Meeting**

Cathy moved to adjourn the meeting at 8:54 p.m. Vicky seconded the motion. The motion passed unanimously.

  
\_\_\_\_\_  
Cathy Vivona,  
Board Treasurer  
\_\_\_\_\_  
Date 10/10/14

**BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON OCTOBER 6, 2014**

- 14-1006-1 Bd That the Board approve the Agenda**
- 14-1006-2 Bd That the Board approve the October 6, 2014 Board Minutes**
- 14-1006-3 Bd That the Board approve the October 6, 2014 Board Actions**
- 14-1006-4 Bd That the Board approve the September and October committee reports**
- 14-1006-5 Bd That the Board approve the Fund Statement and the Fiscal Year 2016 Budget Memorandum and Transmittal Memo**
- 14-1006-6 Bd That the meeting be adjourned.**



\_\_\_\_\_  
Cathy Vivona,  
Board Treasurer

\_\_10/10/14\_\_\_\_\_  
Date



**SUMMARY OF MINUTES  
RESTON COMMUNITY CENTER  
BOARD OF GOVERNORS FINANCE COMMITTEE REPORT  
October 6, 2014**

The Finance Committee met on October 6, 2014.

**Present were:**

- Cathy Vivona
- Bill Bouie
- Michelle Moyer
- John Mendonça
- Gerald Zavala

**Absent and Excused:**

- None.

**Attending from the RCC Staff:**

- Leila Gordon, Executive Director
- Barbara Wilmer, Executive Assistant
- Renata Wojcicki, Director of Finance

Cathy called the meeting to order at 6:34 p.m.

Leila restated the agenda items:

1. To review the end of fiscal year 2014 actuals, and
2. To approve the FY16 Budget Transmittal Memorandum and accompanying Fund Balance statement and forward to the full Board for approval.

Parenthetical notations have been and will be added to explain categories of expenses, and the materials were forwarded to committee members in advance of tonight's meeting.

***FY14 Review***

**Revenue**

The revised budget column reflects the addition of revised tax revenue projections from the County. Facilities rentals are on a consistent downward trend as RCC programs and activities are expanded. Interest revenue was less than expected; the estimated interest projection is from County sources. Renata will investigate the reasons the projections of interest revenue have been unreliable. The source for unrealized revenue is the fee waiver program, conducted per Board policy. The impact is primarily from summer camps where slots taken by fee waiver participation would likely fill with other participants at the Reston rate; in other categories there is less certainty of one-to-one replacement with revenue. In Aquatics for example, it's not entirely certain that a fee waiver supported swim pass displaces a fee payment; it is just as likely that it is an added participant with no net impact.

We have compared revenue generation between last year's fall quarter and this year's fall quarter and continue to see revenue improvement year over year.

**Personnel**

Our savings in the personnel area were very healthy, but the impact of DMB's estimates of OPEB each year is unpredictable (who knows what employees will choose to add to their benefits packages). RCC's budget cuts were too zealous for the benefits that were actually taken; benefits charges went up more than we expected because people chose different programs than we thought they would. Our goal remains to take as realistic a posture as possible. It is wiser to leave funds in the fund balance in reserves where possible rather than return substantial amounts to the fund balance at the end of the year. The trick

is to budget conservatively enough to avoid having to request funds from reserves as that is a more onerous process than budgeting for the anticipated expenses.

### **Operating Expenses**

The numbers for percentage of the budget used are against revised budget numbers. Carryover allocations are more typical of design services as those are process-centered, not anchored in a specific deliverables, so closing out those expenses is not as easily accomplished. The numbers reflect healthy returns to the fund balance. Budgeting will continue to improve in the future. John suggested that there is a better place for the Lake Anne lease to be expensed than customer service; even Admin would be better. The necessity for FMD communication requires that Renata perform the tasks involved, hence the expense allocation in the Comptroller cost center. In future the lease assignment will appear as a footnote to the spreadsheet page, and the expense will be called out in the comments document that accompanies it when the expense hits the budget.

In **Capital Projects**, each status is delineated. Because many of these are subject to our facility calendar, projects are pushed from year to year so they can happen during the end of August/beginning of September.

### ***FY16 Budget Memorandum and Transmittal Memo, and Fund Statement***

Leila repeated a question that had arisen from John regarding how the reserves' funding levels are assigned. She described the order in which the reserves were established and how they are allocated. Maintenance Reserve fund is set at 12 percent of revenue from taxes and the Feasibility Studies Reserve is pegged at 2 percent of revenue from taxes. The Board determined two years ago to increase the funding for the Capital Project Reserve from \$1M to \$3M as a ceiling. Since the Economic Contingency Reserve was the last Reserve fund category established, it is funded with whatever the remaining amount is in the Fund Balance up to a ceiling of \$3.5M.

Gerald made a motion to move the Budget Transmittal Memo and the Fund Statement to the full Board of Governors for approval. Bill B. seconded the motion. The motion passed, 4-1, with John voting no.

John requested that the record reflect that if he had not spoken out during the September meeting the Board would not have given this task its due process. Leila acknowledged that statement and apologized again for the process error occurring.

Cathy and John discussed that actual year-end numbers may not be available early in July. After staff clarification that by mid-July there is sufficient data from the year-end closing to have confidence in our position, there was agreement that the discussion of the fiscal year performance should occur in July with the provision that it occur when practicable with the best information. John stated he would so amend the September 22 Finance Committee meeting minutes to reflect that.

Regarding the FY16 Fund Statement, John suggested a Subtotal line before Capital Projects to clarify for the public that the budget for revenues v expenses is balanced. Renata clarified that the Fund Balance as formatted is prescribed by County requirements. John suggested it could be presented for the Board the way he described. Leila observed that it is totaled that way in the public hearing slide; John requested the slide deck be forwarded to him.

Leila said that she and Renata have developed reports and formats for them over the past several years that provide clear explanations in the notes for items that might arouse curiosity on the part of the Board or the public. We also try to note concerns as they happen so end of year is not a time of discovery.

### **Public Comment (must state name and address):**

None present.

Cathy adjourned the meeting at 7:06 p.m.



**Reston Community Center Board of Governors 2014 Preference Poll Committee Report  
November, 2014**

**Overview**

This year's Preference Poll continued the conversation in the community regarding the future of indoor recreation facility development. There were four candidates competing for three seats. The candidates had fairly similar views about RCC. The total balloting decreased from 2,221 in 2013 to 1,647 in 2014 (which was slightly higher than the 2012 total) a decrease of 25.8 percent. Of the total, 929 or 56.4 percent voted via a paper mailed ballot; 37.5 percent were voted electronically by individuals (lower than last year's total percentage of 42 percent); and the remainder (100 of 107 ballots deposited in ballot boxes at RCC; 7 disqualified) that were entered "electronically" by the League of Women Voters.

In addition to the above, this year saw a significant decrease in commercial enterprises participating. Last year, 31 commercial ballots were cast, compared to this year's total of 0 commercial ballots cast. We issued 18 provisional ballots (replacing lost or never received ballots) this year as opposed to the 60 provisional ballots we released last year. This aligns with the diminished voter interest that the decrease in competition may explain. Of the provisional ballots issued, one was disqualified as a duplicate and already voted ballot.

Voting by Zip Code (percentages are rounded and include ballots entered by League of Women Voters)

20190 – 483	29.3%
20191 – 823	50%
20194 – 328	20%
Null ballots received – 13 (No vote)	.7%

There apparently was a small effort to encourage voting without a selection as a protest vote. This came to our attention via RCC Contact from a voter.

Ballots dropped into boxes at RCC facilities divided by location:

RCC Hunters Woods – 60; 4 invalid

RCC Lake Anne – 47; 3 invalid

Of the 7 invalid ballots, 3 had already been voted online; 3 were blank (see above); and 1 represented a second vote for a ballot already voted from the ballot boxes.

**Voting Results by Candidate (Rounded)**

Candidate	Votes Received	Percent of Total Ballots (1,647)	Percent of Total Votes Cast (4,447)
Vicky Wingert	1,241	75.3%	27.9%
William Keefe	1,119	67.9%	25.2%
William Penniman	1,103	66.9%	24.8%
Linda A. Singer	984	59.7%	22.1%

**Recommendations**

The Board's decision to adjust the calendar to permit a longer timeframe for the printing of the ballots and related materials was effective again this year. Apart from that, the procedures remained in place from prior Preference Polls. Based on the candidacy experience, the Board

and staff received suggestions from Linda Singer that we recommend implementing. RCC staff recommends continuing, in 2015, the procedures and calendar timeline which were implemented this year. If a similar calendar is pursued, then the dates for 2015 are below. The Candidate Forum would occur in the week that balloting opens. Balloting would conclude in sufficient time to permit the Board of Supervisors to make appointments in time for RCC's November Board of Governors meeting.

August 1-15	Candidate Filing (Saturday to Saturday; two weeks)
August 17	Candidate photo and orientation (Monday)
September 11-October 2	Voting is Friday to Friday for three weeks; to 5:00 p.m. on October 2

Inputs from Linda included the below:

1. Have a Board member or the Preference Poll Committee Chair attend the Candidate Orientation meeting so that perspective can be provided to the candidates.
2. Include a rules and procedures for campaigning component. Specifically, be clear about what constitutes permitted campaign activity and what is not permitted.
3. Include the full calendar of events on the printed/mailed ballots so the date and time of the Candidate Forum is available in that location.
4. Promote the Candidate Forum more broadly and include the web address for the tape viewing of the Forum; the web address is [www.rctv28.com](http://www.rctv28.com).
5. Establish a posted procedure for dropping off ballots prior to the start of the balloting period if the ballots hit mailboxes before the official start of online voting.

Staff agrees these are good suggestions and recommends implementation. Ballot boxes will go out concurrently with the receipt in mailboxes of ballots should that precede the time the election is "turned on" in the Votenet database. Signage will indicate that voters may drop the ballots in them, but not leave ballots on our service counters or hand them to our staff. With respect to the issue of campaigning rules, staff recommends that these be included in the Candidate Orientation and Handbook materials:

Campaigning Procedures

1. Candidates may not campaign during RCC programs, on RCC premises, or at RCC events.
2. Candidate literature may not be distributed at RCC locations or activities.
3. Candidates will remain at a distance of 40 feet if they conduct campaign activities within sight of RCC facilities or RCC program or activity sites.
4. Candidates may prepare campaign literature but may not use RCC resources to do so.
5. Candidates should conduct themselves at all times mindful that the Preference Poll is a means to obtain the views of the community and is not an election per se.