



**Reston Community Center  
Board of Governors Monthly Meeting  
November 2, 2015 - 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 October 5, 2015 Board Minutes (As Reviewed and Approved by the Board Treasurer)	
• Approval of October 5, 2015 Board Actions (As Reviewed and Approved by the Board Treasurer)	
8:05 – Chair’s Remarks	Beverly Cosham, Chair
8:08 – Introduction of Visitors	
8:10 – Citizen Input	
8:12 – Committee Report	
• November 2 Finance Committee Report	Gerald Zavala, Treasurer
8:16 – Approval of Committee Report	Beverly Cosham, Chair
8:18 – Board Member Input on Activities Attended	
8:28 – Old Business: Preference Poll 2015 Report	Vicky Wingert, Chair
<b>Adjournment of 2014-2015 Board</b>	<b>Beverly Cosham, Chair</b>
8:30 – Convening of New Board Members	Beverly Cosham, Acting Chair
8:32 – Nominating Committee: Proposed Officer Slate	Vicky Wingert, Bill Keefe Nominating Committee
8:35 – Nominating Committee: Election and Seating of Board Chair	Board
8:38 – Seating of New Board Officers	Board Chair
8:40 – New Chair’s Remarks	Board Chair
8:45 – New Business	Board Chair
8:50 – Executive Director’s Report	Leila Gordon, Executive Director
9:15 – Adjournment	

**Reminders:**

<b>Event</b>	<b>Date</b>	<b>Time</b>
2016 Board Orientation (with Supervisor Hudgins)	November 14	9:00 a.m. (RCC HW)
December Monthly Meeting	December 7	8:00 p.m.
Save the Date: 2016 Strategic Planning Session	January 8-9	TBD



**SUMMARY OF MINUTES  
RESTON COMMUNITY CENTER  
BOARD OF GOVERNORS MEETING  
OCTOBER 5, 2015**

**Present were:**

- Bev Cosham, Chair
- Bill Bouie
- Bill Keefe
- John Mendonça
- Michelle Moyer
- Bill Penniman
- Lisa Sechrest-Ehrhardt
- Vicky Wingert
- Gerald Zavala

**Attending from the RCC Staff:**

- Leila Gordon, Executive Director
- Cristin Bratt, Public Information Officer

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

**MOTION #1:**

**Approval of the Agenda**

Gerald moved that the Agenda be approved. Michelle seconded the motion. The motion passed unanimously.

**MOTION #2:**

**Approval of the September 14, 2015 Board Minutes**

Bill B. moved that the Board approve the September 14, 2015 Board Minutes. Vicky seconded the motion. Bill K. and Bill P. abstained due to their absence at the September 14 meeting. The motion passed unanimously with two abstentions.

**MOTION #3:**

**Approval of the September 14, 2015 Board Actions**

Bill B. moved that the Board approve the September 14, 2015 Board Actions. Vicky seconded the motion. Bill K. and Bill P. abstained due to their absence at the September 14 meeting. The motion passed unanimously with two abstentions.

**Chair's Remarks**

Held until after new business.

**Introduction of Visitors**

None.

**Citizen Input**

None.

**Board Member Input on Activities Attended**

Bill K. said the Multicultural Festival was great and he's glad the weather cooperated. He thought Donal Fox and The Marcy & Zina Show were both spectacular.

Gerald went to a few GRACE events including the screening of *A Bird in the Hand* about the Patrick Dougherty installation. He also had a few soccer events.

## October 5, 2015 Board of Governors Monthly Meeting Minutes

Michelle attended the Candidate Forum, Multicultural Festival and The Marcy & Zina Show.

Bill B. attended the Multicultural Festival, Candidate Forum, IPAR Executive Committee meeting, IPAR meetings, and Park Authority meetings. He was honored to be inducted into the Softball Hall of Fame in Detroit as one of the 50 greatest players of all time. Tomorrow he will be traveling to New York City to see Joe Ritchey receive an award from Americans for the Arts. He also is part of the committee that met earlier today to begin planning the celebration of Bob Simon's life.

Bill P. had his own multicultural experience as he has been overseas in Italy.

Vicky also attended the Dougherty screening at GRACE, the Candidate Forum, Reston Historic Trust events and the Multicultural Festival. She thought Bev's rendition of *God Bless America* was the best version she has ever heard.

Lisa attended the Candidate Forum, Multicultural Festival and led the discussion about *We Make Reston* the next day with a diverse and engaged crowd of about 25 people. She found it refreshing to be talking about diversity and inclusion in a month that was not Black History Month. People had to be asked to leave after 2.5 hours so the next event could be prepared. Leila noted that as a result of Lisa's leadership, Reston Historic Trust has asked Lisa to help structure their October 22 event.

John had a lot of soccer coaching on two teams.

Bev attended the Greater Reston Chamber of Commerce breakfast for non-profit organizations, the Reston Town Center North redevelopment meeting, the Candidate Forum, her 55th high school reunion, QuinTango, and The Marcy & Zina Show. She is teaching an OLLI class on poets of the American songbook, gave a Meet the Artists concert, and had an RCO Board meeting.

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

Leila reviewed the attached report. She noted that we had an emergency repair in the Terry L. Smith Aquatics Center; we had to repair the caulking due to a fluke chemistry issue with the original caulk. We closed for a week, drained the pool, and arranged for users to use the heated North Shore Pool during our closure if they desired. Leila said we opened a day sooner than expected, which allowed the Masters access to the pool Sunday evening. Leila thinks the reaction to our closure drives home the value of having an indoor pool in Reston. Bill K. thinks our contracts need to include a provision that holds the vendor accountable for lost revenue due to contractor mistakes. Leila said we'll look into it. Leila also noted that the Fairfax County Board of Supervisors recognized the NV Rides Program, of which we are a participating partner organization. Karen Brutsché and Eileen Boone represented RCC at the award ceremony.

Gerald asked how long the *We Make Reston* exhibit is up. Leila said that the Lake Anne seawall installation didn't fare well after last week's rain; the portraits that are still up will be taken down soon. The Jo Ann Rose Gallery has already been taken down as well. The installations at Comstock properties at the Wiehle Metro Station and at South Lakes High School are still in place.

### **Old Business**

None.

### **New Business**

Bev held her remarks at the end so that she could say a few words about our founder and friend Bob Simon. She noted that the RCC family and all of Reston is still mourning his loss and sends its deepest sympathies to Cheryl Terio-Simon, Lynn Lilienthal and his entire family. She noted that she met Bob in 1967 when they both appeared in the play *The Greatest Game in Town*, which not only featured most of the residents of the then New Town but was also the spark that created the Reston Community Players. She later reconnected with Bob upon his return to Reston years and was blessed to always have him as her "biggest fan." She will miss him in the front row of all of the shows and programs at Reston Community Center and around town. One of his favorite composers was Frank Loesser who Bev is discussing in her class this fall. In my research, She had found a quote by Loesser's friend and writer Cynthia Lindsay that Bev believes also describes Bob:

October 5, 2015 Board of Governors Monthly Meeting Minutes

"Knowing Frank [Bob] was a rare and rewarding experience for many reasons, but the most important was that no matter who and what you were, he made you better. Whether it was your talent, your humor, your confidence in yourself, you came away from him more creative, funnier, more perceptive about yourself, and lighter in spirit; a prettier woman, a stronger man - in fact, crazy about yourself, because he made you the best of what you were.. Bev also read the following words about Mr. Simon:

*The Measure of a Man*

- Anonymous

Not - How did he die? But - How did he live?

Not - What did he gain? But - What did he give?

These are the things that measure the worth  
Of a man as a man, regardless of birth.

Not - What was his station? But - had he a heart?

And - How did he play his God-given part?

Was he ever ready with a word of good cheer?

To bring back a smile, to banish a tear?

Not - What was his church? Not - What was his creed?

But - Had he befriended those really in need?

Not - What did the sketch in the newspaper say?

But - How many were sorry when he passed away?

These are the things that measure the worth  
Of a man as a man, regardless of birth.

**MOTION #4:**

**To Adjourn the Meeting**

Bill B. moved to adjourn the meeting at 8:34 p.m. Gerald seconded the motion. The motion passed unanimously.


  
Bill Penniman, Board Secretary

\_\_\_\_\_10/23/2015\_\_\_\_\_

Date

**BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON OCTOBER 5, 2015**

- 15-1005-1 Bd That the Board approve the Agenda**
- 15-1005-2 Bd That the Board approve the September 14, 2015 Board Minutes**
- 15-1005-3 Bd That the Board approve the September 14, 2015 Actions**
- 15-1005-4 Bd That the meeting be adjourned.**



Bill Penniman, Board Secretary

\_\_\_\_\_10/23/2015\_\_\_\_\_

Date



Reston Community Center  
 Revised Budget vs Actuals Worksheet  
 30-Sep-15

**100%/12\*3mo=24.99%**

	Personnel Expenses	Detail of FY16 Budget Reallocations	Revised FY16 Budget	Aug	Sept	YTD	REMAINING BALANCE	% Budget Used Ytd
1	Administration	(66,527)	542,669	32,765	32,766	78,296	464,373	14.43%
	<i>Personnel Cost Savings</i>	204,437	204,437			0	204,437	0.00%
3	Booking		196,149	15,111	15,055	36,533	159,616	18.63%
4	Comptroller		378,887	23,475	22,648	55,295	323,592	14.59%
5	Customer Service	(51,544)	499,676	37,332	34,470	85,421	414,255	17.10%
6	Facility Engineer		127,235	8,223	8,450	19,807	107,428	15.57%
7	Maintenance	(25,500)	419,619	33,443	33,381	79,567	340,052	18.96%
8	IT		134,767	10,449	10,449	25,068	109,699	18.60%
9	Media		394,434	30,428	30,167	72,095	322,339	18.28%
10	Community Partnerships		0			0	0	0.00%
11	Performing Arts		499,481	30,691	29,899	71,528	427,953	14.32%
12	Aquatics	(4,130)	654,409	58,379	47,588	127,879	526,530	19.54%
13	Leisure & Learning (L&L) Admin		225,541	17,702	17,702	42,317	183,224	18.76%
14	L&L Fitness	(62,200)	97,279	6,967	3,929	13,586	83,693	13.97%
15	L&L Teens/Family		140,054	20,078	9,720	36,104	103,950	25.78%
16	L&L 55+	20,088	141,200	6,770	7,926	17,220	123,980	12.20%
17	L&L Youth		195,299	42,794	18,646	76,593	118,706	39.22%
18	L&L Adult	(16,562)	125,626	7,944	7,185	18,186	107,440	14.48%
19	Community Events		134,633	9,419	9,213	22,215	112,418	16.50%
20	Arts Education	1,938	323,754	78,120	15,920	116,082	207,672	35.86%
	<b>Total Personnel Expenses</b>	<b>0</b>	<b>5,435,149</b>	<b>470,093</b>	<b>355,115</b>	<b>993,792</b>	<b>4,441,357</b>	<b>18.28%</b>

Reston Community Center  
 Revised Budget vs Actuals Worksheet  
 30-Sep-15

**100%/12\*3mo=24.99%**

	Operational Expenses	Detail of FY16 Budget Reallocations	Revised FY16 Budget	Aug	Sept	YTD	REMAINING BALANCE	% Budget Used Ytd
1	Administration		96,885	5,473	7,029	16,003	80,882	16.52%
	<i>Operating Savings</i>	149,204	149,204			-	149,204	0.00%
2	Board		57,820	13,832	1,832	24,751	33,069	42.81%
3	Booking	(3,852)	99,348	(418)	1,471	72,693	26,655	73.17%
4	Comptroller//LA Lease/Admin	(22,190)	355,572	3,056	261,760	272,474	83,098	76.63%
5	Customer Service		1,500			-	1,500	0.00%
6	Facility Engineer		178,667	17,543	10,109	53,800	124,867	30.11%
7	Maintenance	(59,000)	416,058	2,430	(38,054)	377,918	38,141	90.83%
8	IT	12,118	102,186	4,094	4,249	14,244	87,942	13.94%
9	Media	(15,000)	384,897	162,376	61,996	246,106	138,791	63.94%
10	Community Partnerships	(12,000)	135,000	0	10	88,010	46,990	65.19%
11	Performing Arts	(6,000)	301,855	44,262	33,319	161,677	140,178	53.56%
12	Aquatics	(9,500)	68,300	4,886	10,156	38,931	29,369	57.00%
13	Leisure & Learning (L&L) Admin		6,664	555	69	741	5,923	11.12%
14	L&L Fitness		20,237	398	3,456	3,873	16,364	19.14%
15	L&L Teens/Family	(15,000)	127,605	8,007	12,314	45,053	82,552	35.31%
16	L&L 55+		84,510	2,113	16,176	28,604	55,906	33.85%
17	L&L Youth	(10,900)	126,715	5,343	2,029	63,817	62,898	50.36%
18	L&L Adult	(3,150)	13,990	266	402	4,223	9,767	30.18%
19	Community Events	(1,500)	141,342	2,576	28,306	63,411	77,931	44.86%
20	Arts Education	(3,230)	82,787	3,133	29,330	37,314	45,473	45.07%
	<b>Total Operational Expenses</b>	0	2,951,142	279,926	445,960	1,613,642	1,337,500	54.68%



Reston Community Center  
 Revised Budget vs Actuals Worksheet  
 30-Sep-15

**100%/12\*3mo=24.99%**

	Capital Proj. Desc. & Number/Cap Equip.	Detail of FY16 Budget Reallocations	Revised FY16 Budget	Aug	Sept	YTD	REMAINING BALANCE	% Budget Used Ytd
1	RCC Improvements C-000001		167,797		1,213	124,503	43,294	74.20%
2	C. R. HW Enhcmnts. C-000003		130,795			0	130,795	0.00%
3	Theatre Enhancements C-000008		845,000	14,224	-6,046	60,587	784,413	7.17%
	<b>Total Capital Expenses</b>		<b>1,143,592</b>	<b>14,224</b>	<b>-4,833</b>	<b>185,090</b>	<b>958,502</b>	<b>16.18%</b>
<b>Total RCC Expenditures</b>			<b>9,529,883</b>	<b>764,243</b>	<b>796,241</b>	<b>2,792,524</b>	<b>6,737,359</b>	<b>29.30%</b>

Type	Revised FY16 Budget	FY16 YTD	Remaining Balance	% Budget Target
<b>Beginning Fund Balance</b>	<b>5,948,674</b>	<b>5,948,674</b>		100.00%
<b>Revenue:</b>				
Taxes	7,016,016	3,502,499	3,513,517	49.92%
Program Revenue Est. Loss	59,640			
Interest	8,441	5,522	2,919	65.42%
Vending	1,616	513	1,103	31.77%
Aquatics	325,814	101,961	223,853	31.29%
Leisure and Learning	433,933	174,618	259,315	40.24%
Rental	149,921	80,457	69,464	53.67%
Arts and Events	282,046	150,383	131,663	53.32%
<b>Total Revenue</b>	<b>8,277,427</b>	<b>4,015,954</b>	<b>4,261,473</b>	<b>48.52%</b>
<b>Total Available</b>	<b>14,226,101</b>	<b>9,964,628</b>	4,261,473	70.04%
<b>Expenditures:</b>			0	0.00%
Personnel	5,435,149	993,792	4,441,357	18.28%
Operating	2,951,142	1,613,642	1,337,500	54.68%
Sub-Total Non-Capital Expenditures	8,386,291	2,607,434	5,778,857	31.09%
<b>Sub-Total Rev. less Non-Cap Exp.</b>	<b>-108,864</b>	<b>1,408,520</b>	<b>-1,517,384</b>	<b>-1293.83%</b>
Capital Projects	1,143,592	185,090	958,502	16.18%
<b>Total Expenses</b>	<b>9,529,883</b>	<b>2,792,524</b>	<b>6,737,359</b>	<b>29.30%</b>
Revenue less Total Expenses	-1,252,456	1,223,430	-2,475,886	-97.68%
<b>Ending Fund Balance</b>	<b>4,696,218</b>	<b>7,172,104</b>	<b>-2,475,886</b>	<b>152.72%</b>

**FY16 Revised Budget includes:**

1. FY16 pay for performance \$67,650 effective July 2015 (added to the advertised amount)
2. FY15 Encumbered Carryover of \$41,746 for services delivered after 06/30/15 (added to the advertised amount)
3. FY15 Carryover for Encumbered \$176,912 and Unencumbered \$319,680 for Capital Projects funding (added to the advertised amount)
4. Added expenses to the Advertised Budget total: \$538,338. Of that, only the new personnel costs for pay for performance represent "new" expenses outside allocated expenses from FY15.
5. Estimated program revenue loss of 59,640, personnel funding reduction of \$204,437, Operating funding reduction of \$149,204 are all recorded in Administration Cost Center

## Revenue

**General Note:** Summer 2015 related revenue was reversed for FY15 year-end-close and recorded as FY16 revenue. The revised program revenue cumulative decrease of \$59,640 was transferred to the Administration cost center.

1. **Administration:** The Administration revenue includes tax, interest and facility rental revenues. Facility rental revenue is combined T-Mobile antenna and room rental revenue. We have collected 49.62% of tax revenue, 53.67% of estimated Facility Rental revenue (which also includes T-Mobile antenna revenue) and 65.92% of the projected interest revenue.
2. **Performing Arts Theatre Admission:** Revenue collection is very uneven depending on scheduled shows and their related box office revenue.
3. **Performing Arts Theatre Rental:** Theatre rental payments are made on an irregular schedule depending on when performances occur.
4. **Performing Arts Misc Revenue:** Revenue from processing fees for online ticketing; new terms negotiated with Tickets.com returns a small amount to RCC.
5. **Performing Arts Equipment Sale:** Auctioned equipment sale proceeds.
6. **Performing Arts Cultural Activities/Arts Organizations:** The community arts box office receipts and payments clearing line.
7. **Aquatics Classes/drop-in:** Year-to-date revenue represents daily gate fees, summer and fall program registration revenue.
8. **Aquatics Rental:** Year-to-date revenue represents natatorium rental payment.
9. **Fitness:** Year-to-date amount includes summer and fall program registration revenue.
10. **Teen/Family:** Year-to-date amount includes summer and fall program registration revenue. Most of this cost center's revenue is realized during the summer. Note that the amount of fee waiver participation in the Teen/Family summer camp program was significantly higher this summer than last summer. Fall program participation via fee waivers is also higher. This is likely a consequence of the presence of RCC programming in Langston Hughes Middle School in after school hours. (Prior year total at this time = \$3,507)
11. **55+:** Year-to-date amount includes summer and fall program registration revenue.
12. **Youth:** Year-to-date amount includes summer and fall program registration revenue. Most of this cost center's revenue is realized during the summer. Fee waiver participation in summer camp programs in 2015 was considerably higher than the prior year. (Prior year total at this time = \$6,765)
13. **Adult:** Year-to-date amount includes summer and fall program registration revenue.
14. **Community Events:** Revenue from booth fees, book sales associated with the Reston Multicultural Festival.
15. **Arts Education:** Year-to-date amount includes summer and fall program registration revenue. Summer revenues from LARK and YAT contribute significantly to this cost center's revenue. Fee waiver participation is significantly higher. (Prior year total at this time = \$103)

**Personnel Expenses:**

**General Note:** Labor costs for Teen/Family, Arts Education and Youth are higher due to summer camps' labor costs occurring in July and August. The revised personnel funding cumulative decrease of \$204,437 was transferred to the Administration cost center and it is anticipated those savings will be returned to the fund balance at the closing of FY16.

1. **Administration:** Administration's allocated budget is typically under-spent; funding provides for OPEB costs.
3. **Booking:** Personnel costs are at the expected level.
4. **Comptroller:** Personnel costs are at the expected level.
5. **Customer Service:** Personnel costs are at the expected level.
6. **Facility Engineer:** Personnel costs are at the expected level.
7. **Maintenance:** Personnel costs are at the expected level.
8. **Information Technology:** Personnel costs are at the expected level.
9. **Media:** Personnel costs are at the expected level.
10. **Community Partnerships:** No personnel costs are anticipated in FY16.
11. **Performing Arts:** Personnel costs are at the expected level.
12. **Aquatics:** Personnel costs are at the expected level.
13. **Leisure and Learning Administration:** Personnel costs are at the expected level.
14. **Fitness:** Personnel costs are at the expected level.
15. **Teen/Family:** Personnel costs include summer camps' labor costs which occurred in July and August.
16. **55+:** Personnel costs are at the expected levels.
17. **Youth:** Personnel costs include summer camps' labor costs which occurred in July and August.
18. **Adult:** Personnel expenditures are at the expected levels.
19. **Community Events:** Personnel expenditures are at the expected levels.
20. **Arts Education:** Personnel expenditures include LARK/YAT summer labor costs which occurred in July and August.

### Operating Expenses:

**General Note:** Reservations for multiple months' expenses are made at the beginning of the year; funds are spent down from them. The new format for our monthly expenditure report removes the "Encumbrances" column; the net effect of either stand-alone expenses or spending down reserved amounts is now shown in the column marked "YTD." The revised operating budget allocations reflect a cumulative decrease in expenditures of \$149,204 and are shown in the Administration cost center (total amount). That amount is projected to be returned to the fund balance at the closing of FY16.

1. **Administration:** Current month expenses and reservations include professional development and training costs and office furniture.
2. **Board:** Current month expenses and reservations are for membership costs, hospitality, and subscription costs.
3. **Booking:** Current month expenses and reservations are for storage facility rental, furniture, and security monitoring. August credit amount represents payments to vendors from previous months recorded reservations.
4. **Comptroller/LA Lease/Admin:** Current month expenses include RCC LA lease payment, bank fees, postage, and office supplies.
5. **Customer Service:** Budget Allocation reflects office supplies.
6. **Facility Engineering:** Current month expenses and reservations include repair and maintenance.
7. **Maintenance:** Current month expenses and expenditures from reservations include utility costs, facility maintenance, and supplies. The September credit amount represents payments to vendors from reservations.
8. **IT:** Current month expenses and reservations include DIT phone system billing and cellular phone costs.
9. **Media:** Current month expenses and reservations include printing, advertising and sponsorship costs.
10. **Community Partnerships:** Current month expenses are for supplies.
11. **Performing Arts:** Current month expenses and reservations include performer contract advance payments, theatre operating costs and supplies.
12. **Aquatics:** Current month expenses and reservations are for pool maintenance and supplies.
13. **Leisure and Learning Admin:** Current month expenses and reservations are for membership and supplies.
14. **Fitness:** Current month expenses and reservations are for program delivery contract costs and supplies.
15. **Teen/Family:** Current month expenses and reservations are for transportation, program delivery contract costs, and supplies.
16. **55+:** Current month expenditures and reservations are for transportation, recreational activities, program delivery costs, and program supplies.
17. **Youth:** Current month expenditures and reservations are for program supplies and program delivery costs.
18. **Adult:** Current month expenditures and reservations are for supplies.
19. **Community Events:** Current month expenditures and reservations are for program delivery costs, equipment rental, and supplies.
20. **Arts Ed:** Current month expenditures and reservations are for program delivery costs and supplies.

### Capital Project Expense

**General Note:** Because of scheduling, RCC Capital Improvement Projects frequently carry over from one fiscal year to the next. In FY16, the Motor Control Panel, CenterStage sound system upgrade, and HW Loading Dock projects will conclude.

1. **RCC Improvements /C-000001:** Includes motor control panel replacement, HW Loading Dock project and Service Counter Redesign for LA.
2. **Community Room Hunters Woods Enhancements /C-000003:** Community room lighting and sound upgrades (chandelier fixtures design and replacement pending.)
3. **RCC CenterStage Enhancements /C-000008:** This project includes funding for the CenterStage floor replacement that was transferred here from RCC Improvements project (#1) for ease of tracking. New cabling, sound and lighting upgrades required completion prior to the floor replacement; to accomplish those projects this budget allocation increased in FY15. Budget entries will need to further adjust the funding assigned to this project as allocations were incorrectly assigned in FY15 that will require correction. The incorrect allocations have carried forward; adjustments via budget entries will be made in September and will be evident in October reports.



**RESTON COMMUNITY CENTER  
BOARD OF GOVERNORS FINANCE COMMITTEE REPORT  
NOVEMBER 2, 2015**

**Present were:**

- Gerald Zavala, Chair
- Michelle Moyer
- John Mendonça
- Bill Bouie
- Bill Keefe
- Bev Cosham

**Attending from the RCC Staff:**

- Leila Gordon, Executive Director
- Renata Wojcicki
- Cristin Bratt

Gerald called the meeting to order at 7:05 p.m. Leila reviewed the financials (see attached) and noted that summer 2015-related revenue was reversed for FY15 year-end-close and recorded as FY16 revenue. The revised program revenue cumulative decrease of \$59,640 was transferred to the Administrative cost center. She noted that all other numbers are as expected and most areas are on track to meet revenue goals. Following up on last month's meeting, she noted that they looked into the revenue impact for the October pool closure. Revenue for the prior week was roughly \$375 in drop-in gate admissions. The week after was roughly \$425. She estimates lost revenue to be in the range of those amounts. Leila said we are still experiencing problems with the caulk. She said it is unclear why this is a problem this year; she suspects that it may be a batch of faulty caulk, but noted that the age of the pool may be a contributing factor as well. Staff is monitoring the situation and we're withholding payment from the pool contractor until the problem is satisfactorily resolved. We are currently using epoxy where the caulk does not hold and hope that this will get us through to the 2016 August annual maintenance period without requiring another closure. Leila noted that private lessons have increased dramatically, which is great news since that represents a 2:1 return on the labor cost.

In Leisure & Learning, the fee waiver participation for the teen/family summer camp program was significantly higher this summer than last summer. Fall fee waiver participation is also higher for this department. This is likely a consequence of the presence of RCC programming in the Langston Hughes Middle School during afterschool hours. Leila also said that fee waiver use was significantly higher in youth and arts education summer programming. There is also higher revenue in arts education for the fall, as a result of new classes, including the new Encore senior chorale program.

Leila noted some personnel moves and vacancies that enable us to adhere to the adjusted personnel allocations. Two maintenance employees were in a job-share position with additional seasonal work hours, but both have been changed to full-time merit employees. It saves both the employee and RCC money. Grazyna Siebor has also been promoted to the Financial Specialist I position on an acting basis. She noted that we have hired someone part-time to provide support to Renata's team and the cash reconciliation processes; she will also assist Tom Ward in transitioning to upgraded RecTrac software in March. That action will give us some new capabilities.

The position in Media supporting all of our web maintenance, electronic media, and graphic design is still vacant but we hope to be able to get that advertised and filled soon. The Assistant Technical Director position in Arts and Events has been advertised and will be filled in the near future. We've had a few months of vacancy in that position. Gerald asked the typical timeline for filling vacancies. Leila explained that we are a very lean staff and there is a great deal of work that needs to be done for each position

## November 2, 2015 Finance Committee Meeting Report

before it can be advertised through the County. The front-end work is a function of the new hiring software. There was discussion of the County's hiring process. Leila also noted that labor costs for teen/family, arts education, and youth programs are higher at this point in the year proportionally due to summer camps' labor costs occurring in July and August.

In Operating, Leila noted that the new format for our monthly expenditure report removes the "encumbrances" column; the net effect of either stand-alone expenses or spending against reserved amounts is now shown in the column marked "YTD." The revised operating budget allocations reflect a cumulative decrease in expenditures of \$149,204 and are shown in the Administration cost center (total amount). That amount is projected to be returned to the fund balance at the close of FY16.

John asked if Bob Simon's passing will impact our budget in regards to Lake Anne. Leila said there will be no impact because we have a 10-year lease with multiple extensions. John also asked where things like the Arts Council luncheon sponsorship fell. Leila explained that all sponsorships fall in the Media budget as marketing expenditures. Community partnerships contracts in contrast would include programs and jointly presented events like Tuesday Night at the Movies with IPAR. Leila still feels comfortable about our ability to hit that target for savings in the Operating budget.

In Capital Projects, the loading dock project is close to completion but still needs railings and some finishing work. The motor control panel replacement project is complete. We have not yet started the Lake Anne service counter redesign and it will likely move to FY17. We still do not have a solution for the chandeliers in the Community Room.

The last page of the spreadsheets is the consolidated presentation of where we are at this point in the fiscal year; if you look at the revised FY16 budget, you can see we've made substantial revisions in order to end the year returning money to our bottom line as we did in FY15. Those net changes aren't reflected anywhere in County documents but are always available here. Anyone can see that between the FY16 approved budget in that column and our revision efforts, we have made substantial reductions; the impact of those adjustments can be seen in the bright yellow line.

Gerald asked if we forecast the impact of any number of lost days due to inclement weather. Leila said we do not because it fluctuates drastically each year. She noted that even over the past two years of terrible winters, it did not hit our bottom line enough to have significant impact.

The meeting adjourned at 7:45 p.m.





**Reston Community Center Board of Governors  
2015 Preference Poll Committee Chair Report  
November, 2015**

**Overview**

Although the indoor recreation facility discussion settled, this year did see competition for the Governing Board positions. There were five candidates competing for three seats initially; one of the five candidates (Richard Titus) withdrew his name from consideration after the polling was underway. The candidates had fairly similar views about RCC although the emphasis in Dr. Titus' written statements was on the issue of use of surveys to determine RCC programming. The total balloting increased from 1,647 in 2014 to 1,846, an increase of 12 percent (which was still lower than the high water mark of participation – 2,221 – reached in 2013.) Of the total, 879 or 47.6 percent voted via a paper mailed ballot; 45.8 percent were voted electronically by individuals (higher than last year's total percentage of 42 percent); and the remainder (121 of 123 ballots deposited in ballot boxes at RCC; 2 disqualified) that were entered "electronically" by the League of Women Voters, represented 6.5 percent of the voted ballots; this adds to 99.9 percent due to rounding.

In addition to the above, this year saw continued lack of participation by commercial enterprises with none providing ballots. The high water mark for commercial ballot participation continues to be the 31 ballots cast in 2013 when the indoor rec center issue was at its most heated. We issued 17 provisional ballots (replacing lost or never received ballots) this year with just one not being located in the tax district when the ballot was verified against the eligible address list.

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

- 20190 – 517
- 20191 – 898
- 20194 – 414
- Null ballots received – 2 (No vote)

Ballots dropped into boxes at RCC facilities divided by location:

- RCC Hunters Woods – 66; 2 invalid
- RCC Lake Anne – 57

Of the 2 invalid ballots, both were determined to be ineligible by the League because the household had already been voted online.

**Voting Results by Candidate (Rounded)**

Candidate	Votes Received	Percent of Total Ballots (1,846)	Percent of Total Votes Cast (5,080)
Karol Anderson	277	15	5.4
William G. Bouie	1,303	70.6	25.6
Lisa Ehrhardt	1,435	77.7	28.2
Richard Titus (WD)	644	34.9	12.7
Gerald Zavala	1,421	77	28

## 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. However, as with last year, the ballots arrived in mailboxes earlier than we anticipated due to the zealous efforts of the print shop to accomplish that. The contingency measures in place to manage that possibility worked and we will institute those contingency measures as a part of our standard practices going forward. The measures taken to assure more board member presence at the orientation and to improve visibility for the Candidate Forum were accomplished. Attendance at the forum remained anemic, however, people did report viewing the forum online and greater communications efforts to promote that paid off presumably with the higher participation. RCC staff recommends continuing, in 2016, the procedures and calendar timeline which were implemented this year. If a similar calendar is pursued, then the dates for 2016 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 (aligned to Fall Registration period; two weeks; Monday to Monday)
August 15	Candidate photo and orientation (Monday)
September 9 – September 30	Voting is Friday to Friday for three weeks; to 5 p.m. on September 30.
TBD based on performance schedule	Candidate Forum

### Continue these strategies implemented in 2015:

1. Have at a minimum one Board member or the Preference Poll Committee Chair attend the Candidate Orientation meeting so that the Board perspective can be provided to the candidates.
2. Provide rules and procedures adopted in 2015 for the campaigning component.
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.

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; the Votenet button and voting will be "turned on" at the same time. Signage and instructions will indicate that voters may drop the ballots in them, but not leave ballots on our service counters or hand them to our staff.



## Executive Director Report October 2015

### Administration

We have been focusing on organizing scheduling and segregating specialized functions for attention in order to improve support for our financial reconciliation efforts, streamline our maintenance teams, and provide the Finance/HR team with more support. Among those efforts, we changed one job share position with two occupants and one vacant position in the Maintenance cost center to two full-time positions with current employees in each of them. This is a no net gain in staff but gives us the optimum deployment of existing staff and will save both the agency and the employees considerably in the cost of benefits associated with their work. In our Customer Service team, Greg Minassian has been given special duties to assist with cash drawer reconciliation that draws on his accounting skills and relieves Tom Ward of some of the tasks associated with this requirement. In Finance/HR, our current Account Specialist has been promoted in an acting capacity to the vacant position of Financial Specialist to provide more support to Renata. A part-time employee has been hired to provide support in the Accounts Payable and reconciliation areas of the Finance team responsibility. We hope that these efforts will continue to afford us savings in personnel, reward the hard work of our existing team members with increased trust, responsibility and a better benefits profile, and position us well for whatever subsequent hiring we may have to do to complete the most efficient staffing needed for these areas.

### Programs

October was a busy month for everyone in our programming units. Performing Arts loaded in the spectacular production of *Shrek, The Musical* being presented by Reston Community Players. In addition, Gin Dance Company relied on the incredible skill of our production staff to produce a beautiful evening of contemporary dance. The Leisure and Learning team enjoyed the "spooktacular" costumes and childhood delights of the Halloween holiday with their annual Halloween Family Fun day attracting more than 500 young trick-or-treat seeking youngsters to RCC Hunters Woods.

Leisure and Learning Department director Eileen Boone has been monitoring the allocation of resources to assure that programs are more robustly enrolled and related expenditures maintained at appropriate levels. Programs that have not performed well in the past have been pulled from our offerings and the programming units are redesigning offerings to determine how to serve our community with greater effectiveness and efficiency. More drop-in participation is occurring. Fitness enrollment is roughly parallel to the prior year. Teen/Family offerings for teens alone are being provided on site at Langston Hughes Middle School free of charge to encourage more participation from that age cohort. Enrollment in 55+ trips and tours has dropped; we are researching among patrons to see what is affecting the numbers.

In Aquatics, the problems with the caulking around the pool are continuing. While not as significant as the initial problems, we have had to remediate areas where the caulking has not adhered properly. The current approach is to shoot epoxy into those areas to create the requisite seal where the caulk is not holding. We continue to monitor the situation.

### Executive Director

Meetings/activities: Master Arts Plan Task Force; Arts Council of Fairfax County Board meetings; Human Services System Leadership meetings; Reston Historic Trust program planning; Founders Day planning to include memorial function for Bob Simon; GRCC Ethics Day planning; Fairfax County Senior Management Team meeting with Ed Long; post-event discussion with Reston Chorale to improve event coordination when more groups are included in their performances.