



**Reston Community Center
Board of Governors Monthly Meeting
December 7, 2020
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"> • Approval of November 2, 2020 Board Minutes (as reviewed and approved by the Board Secretary) • Approval of November 2, 2020 Board Actions (as reviewed and approved by the Board Secretary) | |
| 8:05 – Chair’s Remarks | Beverly Cosham, Chair |
| 8:08 – Introduction of Visitors | |
| 8:10 – Citizen Input | |
| 8:12 – Committee Reports | Beverly Cosham, Chair |
| <ul style="list-style-type: none"> • Long Range Planning Committee | Bill Bouie, Committee Chair |
| 8:25 – Board Member Input on Activities Attended | |
| 8:35 – Executive Director’s Report | Leila Gordon, Executive Director |
| <ul style="list-style-type: none"> • Finance Report – October closing | |
| 8:45 – Old Business | Beverly Cosham, Chair |
| 8:50 – New Business | Beverly Cosham, Chair |
| 8:50 – Adjournment | |

Reminders:

Event	Date	Time
Mark Brutsché is <i>Snow White</i>	December 5	3:00 p.m.
RCC Staff Team Builder	December 16	1:00 p.m. to 4:00 p.m.
Lúnasa, <i>A Celtic Holiday</i>	December 17	8:00 p.m.
Annual Strategic Planning Session (RA HQ)	January 8	2:00 to 4:00 p.m.
	January 9	10:00 a.m. to 2:00 p.m.



RESTON COMMUNITY CENTER



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
BOARD OF GOVERNORS MEETING
November 2, 2020, 6:00 p.m.**

Present:

- Bev Cosham, Chair
- Bill Bouie
- Bill Keefe
- Bill Penniman
- Lisa Sechrest-Ehrhardt
- Dick Stillson
- Paul Thomas
- Vicky Wingert

Absent and Excused:

- Laurie Dodd

Attending from RCC Staff:

- Leila Gordon, Executive Director
- John Blevins, Deputy Director
- Karen Goff, Public Information Officer

Bev called the meeting to order at 6:00 p.m.

MOTION #1:

Approval of the Agenda

Bill B. moved that the agenda be approved as written. Paul seconded the motion. The motion passed unanimously.

MOTION #2:

Approval of the October 5, 2020 Board Minutes as Corrected

Bill B. moved that the Board approve the October 5, 2020 Board Minutes. Paul pointed out a grammar error and the wrong date in one part of the minutes. The minutes will be corrected. Dick seconded the motion as corrected. The motion passed unanimously.

MOTION #3:

Approval of the October 5, 2020 Board Actions

Bill B. moved that the Board approve the October 5, 2020 Board Actions. Dick seconded the motion. The motion passed unanimously.

Chair's Remarks

Bev's birthday was on Halloween. Her eldest granddaughter and her boyfriend went to a party dressed as Biden and Harris. Bev will vote in person at RCC Lake Anne on Election Day tomorrow.

She read a poem:

A Song of Hope by Thomas Hardy

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O sweet To-morrow! -
After to-day
There will away
This sense of sorrow.
Then let us borrow
Hope, for a gleaming
Soon will be streaming,
Dimmed by no gray -
No gray!

While the winds wing us
Sighs from The Gone,
Nearer to dawn
Minute-beats bring us;
When there will sing us
Larks of a glory
Waiting our story
Further anon -
Anon!

Doff the black token,
Don the red shoon,
Right and retune
Viol-strings broken;
Null the words spoken
In speeches of rueing,
The night cloud is hueing,
To-morrow shines soon -
Shines soon!

Introduction of Visitors

None

Citizen Input

None

Committee Reports

October 19 Finance Committee meeting – Chair Paul directed the Board to the meeting minutes in the Board package. He said we are on track to hit the revised projection for the revenue from taxes. We have had some program revenue. He said Leila noted our rental protocols; Paul has suggested if a rental is canceled due to non-compliance with public health protocols, perhaps the patron should not get all their money back. Personnel spending is on track. In Operations, there was a glitch in the Lake Anne lease line item in the September report, but it has been rectified. The new website is in the procurement process. The transmittal memo for RCC's midyear review was sent to the county. Bill P. asked about the Lake Anne lease issue and if it was a problem with the lease. Leila said it was not; it was a coding error that has been corrected.

MOTION #4:

Approval of the Finance Committee Report

Paul moved to approve the Finance Committee report. Dick seconded the motion. The motion passed unanimously.

2020 Preference Poll Committee report – Chair Lisa said COVID-19 affected voting a little. There was a drop in participation compared to 2019. The 2020 poll had five candidates, and we livestreamed the Candidates Forum. Lisa said we had a good slate of candidates who care about Reston. Lisa attended the October 2 vote entry session with the League of Women voters, and she thought the volunteers were very committed and organized. Lisa went over the voting totals by ZIP Codes. There was discussion on the change this year that moved the forum to the first week of voting (timed to just before voting opened). Leila said it is hard to know the impact. We will follow the same structure in 2021. Bill P. asked about the

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length of time (about three weeks) between filing as a candidate and the start of voting. Leila said that is done to accommodate the printing timeline.

MOTION #5

Approval of the 2020 Preference Poll Report

Bill B. moved to approve the 2020 Preference Poll report. Dick seconded the motion. The motion passed unanimously.

Board Member Input on Activities Attended

Bill B. congratulated RCC on earning its CAPRA accreditation. He has had lots of Park Authority and county equity task force meetings. Dick asked what sort of equity actions have been proposed. Bill said there are no actions yet, just discussion in four areas.

Paul attended the Finance Committee meeting.

Bill K. has not done much other than participating in the Preference Poll process.

Bill P. attended a Reston Task Force meeting and spoke at the Board of Supervisors meeting about the solar panels leasing opportunity.

Vicky has been staying home. She also congratulated RCC on the CAPRA achievement.

Dick attended the Finance Committee meeting and saw new a new art display at RCC Lake Anne.

Lisa has been walking a lot and doing work examining racial equity issues. She said it is hard to believe some people just don't get it and that there is still so much work to be done. She feels blessed to be in Reston, where there is diversity and inclusion. She has been walking outside a lot.

Bev was with Leila for the agency CAPRA Hearing and enjoyed getting the news of RCC's success.

Adjournment of the 2019 – 2020 Board

Bev adjourned the board and called the first meeting of the 2020 – 2021 Board to order.

She called on Vicky to speak for the nominating committee. Vicky said the nominating committee met via Zoom to develop the Board officers' slate. It proposes the following:

- Chair, Beverly Cosham
- Vice-Chair, Bill Bouie
- Secretary, Lisa Sechrest-Ehrhardt
- Treasurer, Paul Thomas

MOTION #6

Approval of the proposed slate of Board officers for 2020 – 2021

Vicky moved to accept the proposed slate of officers. Paul seconded the motion. The motion passed unanimously.

New Chair's Remarks

Bev said the CAPRA certification makes her very happy. She thinks of this place as the heart of Reston, and it is so great to have that seal of approval. RCC has an amazing staff. She said she is proud to be able to be here and participate with her colleagues on the board.

Executive Director's Report

For the website redesign, Leila said we are looking at using a vendor the county used. If we don't feel comfortable with their profile, then the alternative would be to issue an RFP, which would add some months of time to the process. Leila said she got the vendor recommendation today; their information has been forwarded to Media. A major selling point for the firm is that it redesigned the county website and is

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well-versed in the county requirements; it is still providing support for the county site. The firm understands all the ADA and e-commerce requirements with which the county must comply. On the other hand, she is not sure from her early investigation of the firm's work whether or not it has the design capabilities to achieve the criteria we have developed for our website.

Dick asked if we would get any other proposals. Leila said we can take either path – use a county contract if we feel confident about their capabilities, or we can do an RFP, but that will take at least 60 days to issue and obtain responses. Dick asked about price. Leila said the existing county contract already has a pricing schedule. If we do an RFP, then firms present their pricing schedule with their submissions and then the county Department of Procurement and Materials Management negotiates final pricing with the selected offeror.

Aquatics had a construction conference meeting with a tour of the project involving contractors to come up with a plan for achieving the final fixes to the remaining issues. They agreed that recommissioning will take place with all contractors present at the same time. We are probably a month from closeout.

The Board of Supervisors approved the lease for solar panels. Leila thanked Bill P. for coming to the BOS meeting last week. The next steps are to engage with county staff and to find time for Sigora to do field work. Hopefully, the panels will be installed within months. She noted that construction would not likely occur during the winter weather months.

The theatre seating project is finished. We anticipate using it for the Meet the Artist concert on Thursday. The MTA shows have been generating audiences of 10-20 people, which is reassuring. For the Lake Anne restroom project, Fred Russo will serve as the project manager rather than hiring a contractor. Fred is able, and it will cut costs by roughly half.

The Aquatics Boo at the Pool event was very cute. There were about 35 kids, many in costumes, and accompanied by their happy parents. The car parade generated 18 registrations.

We are doing OLLI programs on the Zoom platform. Patrons can choose to see it on Zoom at Lake Anne or Zoom at home. The hardest part is making sure everyone has the zoom link and info. We have had a lot of canceled performances, primarily because of travel challenges in COVID-19 locales. PD will look for some local artists. We will see how the pandemic continues in the county and carefully monitor positivity rates.

The Thanksgiving Food Drive is underway. There is a new video on the YouTube Channel – How to Make Play Dough. It is very cute.

Old Business

None

New Business

Leila reminded the Board the annual Board orientation meeting with Hunter Mill Supervisor Walter Alcorn is November 14 at RCC Hunters Woods, at 9:00 a.m.

MOTION #7:

To Adjourn the Meeting

Bill B. moved to adjourn the meeting. Paul seconded the motion. The motion passed unanimously.

The meeting adjourned at 6:40 p.m.



Lisa Sechrest-Ehrhardt
Board Secretary

11-16-20

BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON NOVEMBER 2, 2020

- 20-1102-1 Bd That the Board approve the Agenda**
- 20-1102-2 Bd That the Board approve the October 5, 2020 Board Minutes as corrected**
- 20-1102-3 Bd That the Board approve the October 5, 2020 Board Actions**
- 20-1102-4 Bd That the Board approve the October 5 Finance Committee Report**
- 20-1102-5 Bd That the Board approve the 2020 Preference Poll Committee Report**
- 10-1102-6 Bd That the Board approve the proposed 2020-21 Board Officers**
- 20-1102-7 Bd That the meeting be adjourned**



Lisa Sechrest-Ehrhardt
Board Secretary

____11-16-20_____
Date

**EXECUTIVE DIRECTOR PROVIDED
INFORMATION:**

OCTOBER FINANCIALS

Reston Community Center
 Revised Budget vs Actuals Worksheet
 October 31, 2020

100%/12*4 mos=33.33%

	FY21 Adopted Funding	Revised FY21 Budget	Oct	YTD (does not incl. Fee Waiver amounts)	REMAINING BALANCE	YTD % actual	YTD Fee waiver (unrealized revenue)
1 Administration:							
Taxes	8,505,019	8,505,019	78,118	4,503,896	4,001,123	52.96%	
Interest	15,870	15,870	2,698	11,060	4,810	69.69%	
Vending	1,600	1,600		124	1,476	7.75%	
Facility Rental	173,000	173,000	9,381	18,678	154,322	10.80%	
Equipment Sale		0		0	0	0.00%	
2 Performing Arts-Theatre Admiss.	55,854	55,854	350	1,230	54,624	2.20%	
3 PA Theatre Rental	67,124	67,124		0	67,124	0.00%	
4 PA Misc Revenue		0	11	11	(11)	0.00%	
5 PA Equip. Sale Revenue		0	192	192	(192)	0.00%	
6 PA Cultural Activities/Arts OrgArts Org		0		0	0	0.00%	
7 PTAS Merch. Sale		0	30	105	(105)	0.00%	
8 Aquatics Classes/drop-in	312,916	312,916	8,904	29,820	283,096	9.53%	1,518
9 Aquatics Rental	37,092	37,092		0	37,092	0.00%	
10 L&L Fitness	157,040	157,040	324	3,818	153,222	2.43%	532
11 L&L Youth/Teen	150,000	150,000	185	495	149,505	0.33%	
12 L&L Lifelong Learning	90,000	90,000	939	3,503	86,497	3.89%	
13 L&L Collab & Outreach		0		0	0	0.00%	
14 Community Events	3,825	3,825		0	3,825	0.00%	
15 Arts Education-Cultural Activity	234,191	234,191	2,098	16,494	217,697	7.04%	10
Total RCC Revenue	9,803,531	9,803,531	103,230	4,589,426	5,214,105	46.81%	2,060

**Revenue
comment**

General Notes: Revenues totaling \$1,787 collected prior to July 1 in 2020 were reversed and recorded as FY21 program revenue as those activities occur after July 1, 2020 (the beginning of FY21). FY21 program revenue will be affected by adhering to Fairfax County Government's COVID-19 Phase 3 capacity requirements. Fall programs registration started on September 1, 2020. Revenue in Facility Rentals is from T-Mobile and a small number of rentals. Revenue from summer activities is minimal due to RCC facilities not reopening until July 6 and the limited offerings available to the public during July and August. During those months, RCC followed the Phase 2 guidelines for capacities and permitted participation. The revenue collected to date allows for confidence that our anticipated spending can be accommodated within our revenue resources. Note that the budget numbers don't reflect the agency's targets, which for revenue are to achieve 80 percent of tax revenue based on the FY19 actual revenue from taxes as the baseline, and for programs is targeted overall to 20 percent of revenue from fees (again based on the FY19 actual programs/services revenue performance).

1. **Administration:** The Administration revenue includes tax, interest and facility rental revenues. Facility rental revenue is from the T-Mobile antenna lease and room rentals. We have collected 52.96% of tax revenue, 10.80% of estimated Facility Rental revenue (which also includes T-Mobile antenna revenue) and 69.69% of estimated interest revenue. Collection of interest is dependent on Investment Procedures approved by the Investment Committee. The investment income is commensurate with the current rates of return including repurchase agreements, commercial paper, short term bills and notes.
2. **Performing Arts Theatre Admission:** Theatre admission ticket sales from Professional Touring Artist Series shows went on sale September 1, but inventory was of a very limited seating availability. Overall seating will be capped at 86 seats. (That number was further reduced to 76 in November by order of Governor Northam.)
3. **Performing Arts Theatre Rental:** Theatre rental payments are made on an irregular schedule depending on when performances occur. No rentals are anticipated until 2021 aside from a rental to make a video that will occur in December.
4. **Performing Arts Misc. Revenue:** Revenue from processing fees for online ticketing is not offered by eTix, Inc. the new provider. The reduced cost of online processing this agreement provides will offset the lost revenue.
5. **Performing Arts Equipment Sale:** Auctioned equipment sale proceeds; no revenue is predicted for this category as we can't be sure that surplus equipment will sell.
6. **Performing Arts Cultural Activities/Arts Organizations:** The community arts box office receipts and payments clearing line.
7. **PTAS Merchandise Sale:** Ibram X. Kendi's book *How to be an Antiracist* is available for sale at the Box Office.
8. **Aquatics Classes/drop-in:** Year-to-date revenue represents summer and September/October program registration revenue. "Drop-in" swimming now requires pass purchases and free lane or zone reservations for participation.
9. **Aquatics Rental:** Represents natatorium rental payments. Rentals began in September; payments are billed quarterly.
10. **Fitness:** Year-to-date amount includes summer program revenue. Very limited options were available. Fall program registration began September 1.
11. **Youth/Teen:** Year-to-date reflects the lack of summer youth programming which was consistent with health department and the governor's requirements for Phase 2. Fall program registration began September 1.
12. **Lifelong Learning:** Year-to-date amount includes summer program revenue. Very limited options were available. Fall program registration began September 1. Offerings were extremely limited.
13. **Collaboration & Outreach:** The focus for this cost center has been changed from revenue generation to awareness and marketing goals. Little or no revenue is projected or anticipated. There has been no indoor offsite activity during the pandemic to date.
14. **Community Events:** Revenue is collected from booth fees associated with the Reston Multicultural Festival and MLK luncheon ticket sales. The Reston Multicultural Festival was cancelled due to COVID-19 distancing requirements.
15. **Arts Education:** Year-to-date amount includes summer and fall program revenue. Limited options were available, and no youth offerings were permitted. Fall program registration began September 1.

Reston Community Center
 Revised Budget vs Actuals Worksheet
 October 31, 2020

100%/12*4 mos=33.33%

	FY21 Adopted Funding	Revised FY21 Budget	Oct	YTD	REMAINING BALANCE	% Budget Used Ytd
Personnel Expenses						
1 Administration	570,980	570,980	30,590	110,976	460,004	19.44%
2 Facility Services (Booking)	179,849	179,849	14,075	51,325	128,524	28.54%
3 Comptroller	453,553	453,553	34,432	125,610	327,943	27.69%
4 Customer Service	631,630	631,630	43,691	160,732	470,898	25.45%
5 Facility Engineer	132,440	132,440	10,441	36,002	96,438	27.18%
6 Maintenance	460,314	460,314	27,023	100,851	359,463	21.91%
7 IT	145,238	145,238	10,900	39,771	105,467	27.38%
8 Media/Sponsorships	452,215	452,215	34,633	127,311	324,904	28.15%
9 Community Partnerships		0		0	0	0.00%
10 Performing Arts	620,880	620,880	36,265	131,197	489,683	21.13%
11 Aquatics	841,600	841,600	56,711	196,515	645,085	23.35%
12 L&L Fitness	239,634	239,634	13,125	42,364	197,270	17.68%
13 L&L Admin	330,032	330,032	20,057	73,178	256,854	22.17%
14 L&L Youth/Teen	250,891	250,891	11,222	39,310	211,581	15.67%
15 L&L Lifelong Learning	196,997	196,997	10,542	37,705	159,292	19.14%
16 L&L Collab & Outreach	106,011	106,011	7,581	27,657	78,354	26.09%
17 Community Events	177,621	177,621	9,037	38,119	139,502	21.46%
18 Arts Education	376,403	376,403	17,398	49,515	326,888	13.15%
Total Personnel Expenses	6,166,288	6,166,288	387,724	1,388,139	4,778,149	22.51%

Personnel Expenses:

General Notes: Payroll posting lags two weeks behind the calendar; therefore, the percent of the year elapsed, and the percent of the budget expended, will not align. Summer personnel costs also reflect the fact that there is a split typically for pay period 14 that requires accounting for personnel costs that belong in the prior fiscal year and those that belong in the current fiscal year. FY21 personnel costs will be affected by adhering to Fairfax County Government's COVID-19 Phase 2 and 3 requirements. Keeping in mind that for several cost centers, summer represents peak personnel spending, the present balances reflect the resulting reduced spending from not offering camps and other summer activities. Note that the budget numbers don't show the internal agency targets for spending (FY19 actuals levels plus Aquatics staffing). Cost center managers are maintaining their spending at those internal targets.

1. **Administration:** Administration's allocated budget is typically under-spent; funding provides for Other Post-Employment Benefits (OPEB) costs; those are recorded sometime in March or April 2021.
2. **Facility Services (Booking):** Personnel costs are at the expected level.
3. **Comptroller:** Personnel costs are at the expected level.
4. **Customer Service:** Personnel costs are at the expected level.
5. **Facility Engineer:** Personnel costs are at the expected level.
6. **Maintenance:** Personnel costs are at the expected level.
7. **Information Technology:** Personnel costs are at the expected level.
8. **Media/Sponsorships:** Personnel costs are at the expected level.
9. **Community Partnerships:** No personnel costs are anticipated in FY21.
10. **Performing Arts:** Personnel costs are at the expected level.
11. **Aquatics:** Personnel costs are at the expected level.
12. **Fitness:** Personnel costs are at the expected level.
13. **Leisure and Learning Admin:** Personnel costs are at the expected level.
14. **Youth/Teen:** Personnel costs are at the expected level.
15. **Lifelong Learning:** Personnel costs are at the expected level.
16. **Collaboration & Outreach:** Personnel costs are at the expected levels.
17. **Community Events:** Personnel costs are at the expected level.
18. **Arts Education:** Personnel costs are at the expected level.

Reston Community Center
 Revised Budget vs Actuals Worksheet
 October 31, 2020

100%/12*4 mos=33.33%

	FY21 Adopted Funding	Revised FY21 Budget	Oct	YTD	REMAINING BALANCE	% Budget Used Ytd
Operational Expenses						
1 Administration	54,600	60,469		21,797	38,672	36.05%
2 Board	44,820	44,820	501	7,835	36,985	17.48%
3 Facility Services (Booking)	105,052	105,052	434	30,636	74,416	29.16%
4 Comptroller//LA Lease/Admin	354,224	354,224	1,076	264,084	90,140	74.55%
5 Customer Service	1,000	1,000		149	851	14.85%
6 Facility Engineer	158,521	158,521	4,327	29,834	128,687	18.82%
7 Maintenance	548,030	548,030	2,949	385,749	162,281	70.39%
8 IT	108,480	108,480	11,722	29,476	79,004	27.17%
9 Media/Sponsorships	537,217	637,217	125	61,204	576,013	9.60%
10 Community Partnerships	140,000	140,000		88,000	52,000	62.86%
11 Performing Arts	303,855	303,855	11,354	123,517	180,338	40.65%
12 Aquatics	56,082	56,082	4,827	12,916	43,166	23.03%
13 L&L Fitness	25,176	25,176	(453)	(453)	25,629	-1.80%
14 L&L Admin	6,100	6,100		395	5,705	6.48%
15 L&L Youth/Teen	197,200	197,200	810	1,677	195,523	0.85%
16 L&L Lifelong Learning	120,213	120,213	102	601	119,612	0.50%
17 L&L Collab & Outreach	21,300	21,300		0	21,300	0.00%
18 Community Events	250,337	250,337	99	32,474	217,863	12.97%
19 Arts Education	84,403	84,403	1,475	14,984	69,419	17.75%
Total Operational Expenses	3,116,610	3,222,479	39,349	1,104,874	2,117,605	34.29%

Operating Expenses:

General Notes: Reservations for ongoing (multiple months) expenses are made at the beginning of the year; funds are spent down from them. The net effect of either stand-alone expenses or spending down of reserved amounts is shown in the column marked "YTD." As we get closer to the end of the year, unspent balances of program contracts will be restored to the cost center balances. RCC's FY20 Carryover Package includes \$5,869 for incomplete delivery of FY20 procurements; that amount is added to the FY21 budget amounts. That package also includes \$100,000 of unencumbered costs dedicated to the RCC website redesign which will be recorded after BOS approval of the package in September 2020. Carryover is reflected in the Finance Committee report delivered in November for the month of October closing.

1. **Administration:** No current month expenses recorded.
2. **Board:** Current month expenses are hospitality costs.
3. **Facility Services (Booking):** Current month expenses and reservations/payments include facility rental and equipment costs.
4. **Comptroller/LA Lease/Admin:** Current month expenses are for office supplies, professional membership costs and bank fees.
5. **Customer Service:** Current month expenses are supply costs.
6. **Facility Engineering:** Current month expenses and reservations/payments include facility repair and maintenance costs for RCC HW and RCC LA buildings.
7. **Maintenance:** Current month expenses and reservations/payments include utilities, maintenance, custodial services and supply costs.
8. **IT:** Current month expenses and reservations/payments are for cellular phone costs, IT services and a DIT chargeback.
9. **Media:** Current month expenses and reservations include supply costs; following the completion of the Preference Poll activities, those costs will be transferred to the BOG cost center.
10. **Community Partnerships:** No current month expenses/reservations recorded.
11. **Performing Arts:** Current month expenses and reservations are for program, operating and theatre maintenance costs.
12. **Aquatics:** Current month expenses and reservations are for pool operating costs.
13. **Fitness:** Current month expenses and reservations/payments credit is for program operating costs.
14. **Leisure and Learning Admin:** No current month expenses recorded.
15. **Youth/Teen:** Current month expenses are for program costs.
16. **Lifelong Learning:** Current month expenses are for program operating costs.
17. **Collaboration & Outreach:** No current month expenses recorded.
18. **Community Events:** Current month expenses and reservations are for program supplies.
19. **Arts Ed:** Current month expenses and reservations are for program and operating costs.

Reston Community Center
 Revised Budget vs Actuals Worksheet
 October 31, 2020

100%/12*4 mos=33.33%

	FY21 Adopted Funding	Revised FY21 Budget	Oct	YTD	REMAINING BALANCE	% Budget Used Ytd
Capital Proj. & Cap Equip.						
1 RCC Improvements CC-000001	72,000	72,000		31,631	40,369	43.93%
2 RCC Facility Enhcmnts. CC-000002	80,000	80,000		28,886	51,114	36.11%
3 Theatre Enhancements CC-000008	150,000	150,000	2,550	231,389	(81,389)	154.26%
4 RCC Natatorium Reno CC-000009		1,595,501	3,945	885,027	710,474	55.47%
Total Capital Expenses	302,000	1,897,501	6,495	1,176,933	720,568	62.03%
Total RCC Expenditures	9,584,898	11,286,268	433,568	3,669,946	7,616,322	32.52%

**Capital
Projects**

General Notes: Because of scheduling, RCC Capital Improvement Projects frequently carry over from one fiscal year to the next. Hidden columns each month include activity (plus or minus) that has already occurred; the net in the remaining balance column includes prior months' transactions. The Capital Projects Team will determine the "completed project" status and reallocate remaining funding to either existing projects (if needed) or to the Fund Balance.

1. **RCC Improvements/CC-000001:** Funding for the following projects: HW Roof Replacement phase III, HW Room 1-4 Dividers, HW Audio Visuals Room 1-4, HW Assistive Listening.
2. **RCC Facility Enhancements/CC-000002:** Funding for the following projects: Customer Service Desk, Wellness Studio Floor Replacement, Restroom Renovation (repurposed from LA Service Desk Redesign).
3. **RCC CenterStage Enhancements/CC-000008:** Funding for the following projects: Stage Floor, Audio Visual Controls, LED Lights replacement, RCC PA Projection Screen, Theatre Seats/Aisle Lights, Theatre Carpet, Theatre Assistive listening System.
4. **RCC Aquatics Renovation/CC-000009:** TLS Aq. Ctr. project.



RESTON COMMUNITY CENTER

Executive Director Report November 2020

Administration

<i>Training and Planning</i>	This event has been moved to a virtual platform for the first time since its inception. We are going to embark on all-employee training in the One Fairfax policy and related issues with a December 16 event. Staff milestones will be recognized. The annual Strategic Planning meetings are scheduled on January 8 and 9.
<i>Administration</i>	New credit card processing machines and the related payment processing vendor were introduced to the agency in September. It provided significant stress test experiences for our reconciliation processes through this past month. Kudos to Pam Leary, Nick Burt and Masha Litinskaya for persevering in working out the kinks.
<i>Communications</i>	We drafted the RFP document for the new website and it's currently under review by the Dept. of Information Technology. We divided the Winter/Spring Program Guide into two separate publications. We hope this will allow us to be more responsive in real time to whatever transpires with respect to the current surge in COVID-19 cases. Although this gives us greater flexibility, it is a significant addition to the Media department workload. In addition, we are offering two different livestreaming "gifts" to the community via our Facebook page in December – a series of craft workshops for pre-school kids and their caregivers, and a family exercise series.
<i>Facilities/Maintenance</i>	Water usage is down dramatically in 2020 – even though we were closed for three-plus months and have had limited public use since reopening, this may give an indicator of how much water was leaking prior to the aquatics renovation project. We're on pace to cut our water usage for 2020 by half compared to 2016, 2017 and 2018. We will continue to monitor this. A new maintenance worker is being recruited.
<i>Capital Projects</i>	Aquatics project: Commissioning efforts continue; system balancing occurred on Monday, December 7. A warranty-preserving maintenance day has been scheduled to service the new filtration systems on December 19. Solar panels: The selected vendor will do a site visit on December 15. Theatre seating replacement: Work is finished. Pending projects: Rooms 1-4 dividers replacement is still in the works. The Wellness Studio floor replacement is scheduled in December. We are proceeding with the RCC Lake Anne restroom renovation project under Fred Russo's oversight.

Programs

<i>Aquatics</i>	We continue to see robust utilization of the lane reservation system. Rentals will greatly improve our Aquatics cost center bottom line this year. Three youth teams will be using our pool for practices, along with the South Lakes High School team and Masters.
<i>Arts and Events</i>	Highlights of November for Community Events included the successful Thanksgiving Food Drive, and the outdoor holiday performances getting underway at Reston Town Center. In Performing Arts, the Meet the Artist fall performances concluded successfully in the theatre. The Racial Justice films and discussions are now housed in the CenterStage; there will be four more in 2021. Arts Education is seeing excellent enrollment in visual arts offerings and in December is launching its first-ever virtual Artist Directory on our website to replace our Gifts from the HeART annual shopping event.
<i>Leisure and Learning</i>	Our annual scholarship workshop went online this year and attracted 46 participants (more than some years in person); other youth offerings have been offered in limited capacity formats. Letters to Santa – which typically registers several dozen participants – was able to serve 26 children safely this year. In addition to the livestreamed classes mentioned above, RCC YouTube filming added a sweet "how-to" video for play dough lovers, and a Medicare 101 tutorial and technology topics for adults. Fitness continues to attract faithful attendees; OLLI is functioning well in a virtual format; and staff continue to participate actively in Opportunity Neighborhood endeavors.

Executive Director Activity

Although in-person meetings have been suspended, I have attended ArtsFairfax and Greater Reston Chamber of Commerce board meetings. In addition, Health, Housing and Human Services Leadership Team meetings are occurring. There is a Senior Management Team meeting with the County Executive every month. I met with the management of the new Kensington Residences; they will be involved with us in cooperative programming endeavors in the future.