



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
BOARD OF GOVERNORS MEETING
April 2, 2012**

Present:

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

Absent and Excused:

- John Gasson
- Vicky Wingert
- Roger Lowen

Staff:

- Leila Gordon, Executive Director
- Kristin Terrill, Public Information Officer

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

Approval of the Agenda:

Beverly Cosham, Chair

MOTION #1:

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

Approval of the March 5, 2012 Board Minutes:

Beverly Cosham, Chair

MOTION #2:

Bill B. moved that the Board approve the March 5, 2012 Board Minutes. Carol seconded the motion. The motion passed unanimously.

Approval of the March 5, 2012 Board Actions:

Beverly Cosham, Chair

MOTION #3:

Bill B. moved that the Board approve the March 5, 2012 Board Actions. Carol seconded the motion. The motion passed unanimously.

Chair's Remarks:

Beverly said she hopes everyone is enjoying spring break and she invites everyone in the community to attend the upcoming spring and summer classes the staff has planned at RCC.

Introduction of Visitors

There were no visitors.

Board Member Input on Activities Attended:

Carol attended the Reduced Shakespeare Company's *The Complete World of Sports* performance, the March 12 Community Relations and Program/Policy Joint Committee meeting, and the Reston Association Candidates Forum, where at least one candidate mentioned RCC as a valuable partner. She

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also attended Mark Brutsche's show, *You Ain't Seen Nothin', Yet*. She is working with the 2013 Reston Dr. Martin Luther King, Jr. Celebration planning committee and they are thinking of inviting a speaker for a Sunday afternoon presentation and also emphasizing service projects, possibly organizing them throughout the week at Southgate Community Center and local schools. South Lakes High School is interested in having a series of speakers to speak to smaller groups rather than one speaker for a large group, and would welcome any speakers addressing civil rights or present day issues. Carol attended Beverly's concert at RCC's CenterStage as part of the Osher Lifelong Learning Institute's Meet the Artist series. She asked about RCC's relationship with OLLI and Leila explained that we offer this series and some other classes in partnership with OLLI. RCC can provide facilities and additional marketing and OLLI can provide artists and speakers. Carol also attended Grace Kelly's concert and was very impressed.

Bill P. also saw Grace Kelly and was impressed. He also attended the March 12 Community Relations and Program/Policy Joint Committee meeting, and appreciated the staff's proposals to address community feedback.

Bill B. has attended many meetings for many groups including Initiative for Public Art-Reston and the Park Authority. He attended the Reduced Shakespeare Company's performance of *The Complete World of Sports*. RCC is involved in a lot of different initiatives in the community and he hears more and more good things about RCC and its value all the time.

Cathy went to the Reston Association Candidates Forum; saw the Kinsey Sicks, the Hot Club of Detroit and Lunasa performances; and played bridge.

Bill K. attended the Lunasa show and is continuing to work with the Reston Master Plan Task Force, which will be focused on transportation in May.

Beverly attended the March 12 Community Relations and Program/Policy Joint Committee meeting, the Reston Chorale's Pops Concert, the 2013 Reston Dr. Martin Luther King, Jr. Celebration planning committee meeting, the Reston Community Orchestra's concert, and performed in the OLLI Meet the Artists concert. She also attended a Reston Association newcomers meeting and introduced RCC. Many people at the meeting already knew about the CenterStage, and Bob Simon actually asked Beverly to talk specifically about the theatre. All of the meeting attendees that night got a good idea of how RA and RCC work together as partners.

Community Relations and Program/Policy Joint Committee Report

See attached report.

Finance Committee Report

See attached report.

MOTION #4

Cathy moved that programs proposed for funding in FY13 and FY14 by the staff report to the March 12, 2012 joint meeting of the Community Relations and Program/Policy Committees be fully funded as proposed. Bill B. seconded the motion. The motion passed unanimously.

Approval of the Committee Reports

Beverly Cosham, Chair

MOTION #5

Bill B. moved that the Board approve the March 12, 2012 Community Relations and Program/Policy Joint Committee Report and the April 2, 2012 Finance Committee Report. Carol seconded the motion. The motion passed unanimously.

Executive Director's Report:

See attached report.

Old Business:

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There was no old business. RCC's new Arts and Events Director, Paul Michnewicz, will be starting April 9 and will be introduced at the May Board meeting. His experience includes many arts events and venues and he has been a director and stage manager. He was the unanimous choice of the hiring committee, and we are excited to bring him on board.

New Business:

MOTION #6:

Bill B. moved that the meeting be adjourned. Bill K. seconded the motion. The motion passed unanimously.

The Chair adjourned the meeting at 8:28 p.m.



William Penniman,
Board Secretary

May 4, 2012
Date

BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON APRIL 2, 2012

- 12-0402-1 Bd That the Board approve the agenda.**
- 12-0402-2 Bd That the Board approve the March 5, 2012 Board minutes.**
- 12-0402-3 Bd That the Board approve the March 5, 2012 Board actions.**
- 12-0402-4 Bd That programs proposed for funding in FY13 and FY14 by the staff report to the March 12, 2012 joint meeting of the Community Relations and Program/Policy Committees be fully funded as proposed.**
- 12-0402-5 Bd That the Board approve the March 12, 2012 Community Relations and Program/Policy Joint Committee Report and the April 2, 2012 Finance Committee Report.**
- 12-0402-6 Bd That the meeting be adjourned.**



William Penniman,
Board Secretary

May 4, 2012
Date



MEMORANDUM

DATE: March 12, 2012

TO: RCC Board of Governors

FROM: Bill Penniman
Chair, Community Relations Committee

Bill Bouie
Chair, Program/Policy Committee

SUBJECT: March 12, 2012 Community Relations and Program/Policy Joint Committee Meeting

The Community Relations and Program/Policy Committees met in a joint session on Monday, March 12, 2012.

Present were:

- Bill Penniman, Community Relations Committee Chair
- Bill Bouie, Program/Policy Committee Chair
- Beverly Cosham, RCC Board Chair
- Cathy Vivona
- John Gasson
- Carol Ann Bradley
- Roger Lowen
- Vicky Wingert

Absent and Excused:

- Bill Keefe

Attending from the RCC Staff:

- Leila Gordon, Executive Director
- Thomas Ward, Deputy Director
- BeBe Nguyen, Media Director
- Eileen Boone, Leisure and Learning Director
- Linda Ifert, Acting Arts and Events Director
- Kevin Danaher, Community Events Director
- Cheri Danaher, Arts Education Director
- Kenny Burrowes, Teen Programs Director
- Karen Brutsche, Senior Adult Programs Director
- Pam Leary, Customer Service Manager
- Joe Leary, Aquatics Director
- Brian Gannon, Booking Manager

The meeting was called to order at 6:39 p.m. A meeting agenda and a document describing staff findings and proposals in response to community members' feedback were handed out.

Leila introduced Bill Penniman, Chair of the Community Relations Committee, and Bill Bouie, Chair of the Program/Policy Committee, and gave an overview of the agenda and purpose of the meeting. She

explained that staff members would present research and proposed responses to feedback from the February 13 community input meeting. She stated that community members in attendance typically do not give statements at this meeting but can ask questions as needed.

Leila explained that the ideas up for discussion are organized according to strategic plan areas. The process is to discuss those proposed suggestions and their budget implications, and address any remaining comments or questions from community members.

Facilities

Leila stated that RCC has two key priorities for facilities – a 50-meter pool and a performing arts venue. Our existing pool is very busy and we are hopeful about trying to expand our Hunters Woods facility or considering other development options or partnership opportunities with Reston Association or the Fairfax County Park Authority. We will continue working to address our facility needs as the community plans for the development expected along the Dulles corridor with Metro's Silver Line. Possibilities for a new performing arts venue are also related to the expected development along the Dulles corridor, and we also may find opportunities for collaboration with other partners. Other facilities updates include our recent expansion of RCC Lake Anne – we are planning to use the expanded space there for additional programming.

Collaboration and Outreach

Leila stated that this Board is very focused on collaboration and outreach. The community partners listed in the report handed out have been working with RCC for several years, but this is not a complete list. We also have opportunities to partner with groups we learned more about at the February 13 community input meeting. For example, we are starting to work more with Al Fatih Academy and the Osher Lifelong Learning Institute (OLLI).

Bill P. asked Leila to expand on some of the new partnership opportunities, and Leila referred the question to RCC Community Events Director Kevin Danaher. Kevin said he has had several discussions with the principal of Al Fatih Academy and he plans to look for more partnership opportunities with them as appropriate. The annual Dr. Martin Luther King, Jr. Celebration, Multicultural Festival, and Thanksgiving Food Drive may all present opportunities. The principal of Al Fatih Academy is looking for deeper involvement and for opportunities for students to do community service together as a group. Their involvement in this year's Dr. Martin Luther King, Jr. Celebration was very rewarding for all and we hope to expand on this relationship going forward.

RCC 55+ Program Director Karen Brutsche explained that OLLI approached her about possible program space, and we are currently working with them on the Meet the Artist series taking place in the CenterStage and on three classes on different topics at RCC Lake Anne. We plan to try to partner with them on three classes per season. Leila stated that this is similar to the way we work with Southgate Community Center in that some registration slots are available to general RCC patrons and some slots are reserved for the partner organizations.

Bill P. asked about RCC's partnership with Sustainable Reston. Leila said that RCC hosted the Sustainable Reston forum last fall and that we also offer several green living classes. RCC Leisure and Learning Director Eileen Boone explained that these classes were part of our Green Living Series, for which 70 out of 100 registration slots filled. The programs were very successful and we want to continue to offer those and other related programs. Bill P. asked about the environmental film festival. Eileen said that we already have two films scheduled for this fall.

Leila said looking ahead to FY14, we are suggesting that another \$50,000 be allocated to support community engagement related to the Reston documentary film project, the project suggested by GRACE to promote community dialogs about visual arts, and to look at the transportation aspect of Reston for a Lifetime efforts. For that, RCC may consider allocating funds to support something like an e-cruiser system but linked directly to RCC programs rather than just destinations around Reston.

RCC has found that there is a lot of interest in participating in a senior carpool program, but very limited interest in being a driver for it. Leila expects that as we continue to work with Reston for a Lifetime, we will need to make some kind of investment to facilitate a provider or take advantage of existing services that may need funding; for example, the County's Neighborhood and Community Services vans. We want to explore these options further and see what the right opportunities may be.

Communications

Several upcoming communications issues relate to our decision to implement online registration on the first day of each program season for Reston patrons, beginning with Winter/Spring 2013 registration starting on December 1, 2012. We will be changing our approach from randomized selection for those forms turned in before the first day to first-come, first-serve registration for everyone. This doesn't mean patrons won't be able to register in person or via fax or mail, but they will also now have the option as a Reston patron to register online beginning the first day.

It is important to remember that Reston status is not just for residents, but also for employees. This sometimes creates confusion. We ensure that Reston eligible patrons are really eligible by requesting business cards or letters from their employers.

With online registration, we will educate people about creating a household account to be ready to register online. Once we implement online registration, patrons won't be able to register online until they have a verified household account. The verification process must occur and login data must be sent to patrons before they can register. Our communications plan will be designed to try to get people to focus on creating a household account and being ready for online registration the first day.

We are implementing online registration for all programs, including aquatics. Implementing this will present some challenges, including finding ways to handle fee waivers, "buddy system" requests for patrons who want to go on trips together, and aquatics class registrations for patrons who may try to "self-graduate" and register for classes beyond their skill levels. We also expect that as with any new system implementation we will face unexpected issues that could potentially increase the demand for refunds and other customer service solutions.

The other key communications effort we are focused on is the redesign of the RCC website and ensuring that the new website gets patrons where they need to go and helps them find the information they're seeking.

Bill P. asked how we plan to help groups that are less computer literate or don't have computers at home. RCC Communications Director BeBe Nguyen explained that our communications plan is designed to make patrons aware of this additional option for registration. It will be announced at all of our events and we will offer demonstrations and individual assistance, and walk patrons through the registration process step by step. Eileen stated that many programs do not sell out in the first week and there should be room to accommodate customers who register in different ways. RCC Customer Service Manager Pam Leary explained that trips will be handled differently. Currently we take trip registrations for an entire week and randomize them. Now trip registration will be first-come, first-serve. We are going to increase staffing at the beginning of the registration period to be able to help those registering in person or via fax or mail.

Bill P. asked if there could be some way to rank trip choices so that people looking to register for multiple trips might not miss out on all the trips they want if they don't register as quickly as others registering online. A ranking system has not been planned at this time. Leila said it is important to remember that once we get past the priority Reston registration period, everything will be open and we can do real-time registration for programs that are not yet filled. Another interesting issue is that while people are concerned about seniors being adapted to the electronic environment, seniors may not actually be the most impacted. Other groups also have issues, like families who may not be ready to plan six months in advance for camps. The reality is that all providers in our environment start

summer camp registration in January, and it is best for RCC to offer a similar registration timeline. We need to do more engagement and work with people to help them figure out the best way to approach the registration process and to be familiar and comfortable with it before we start the new approach. If we find that we are still working out issues, we do not have to start December 1, 2012 for the Winter/Spring 2013 season; we can defer starting until we are confident we are ready.

Bill P. asked if RCC's registration software is flexible so that it's easy to make changes if things don't go as planned. Leila said we are using the same software we've used for over a decade. Tom said he and Joe looked at aquatics classes and found that about 20% of registrations are coming through the web now. Even without promotion, people have found online registration and are using it. So all we're doing is creating another channel for people to register starting from the first day of the registration period. We will certainly increase staff support during key times to ensure that other channels of registration are not at a disadvantage. Leila said the overall effect of this plan is a change from randomized registration to first-come, first-serve.

Vicky asked if the staff has any idea how many no-shows there are for RCC registered programs. Leila explained that no-shows are the reason we instituted the \$5 fee on fee waiver programs. Those who pay almost always show up or let us know if they cannot and want a refund or want someone to be able to fill their place. RCC Deputy Director Tom Ward said people value their fee waiver credits because they are finite. Leila said the staff is exploring possible approaches, including something like a fee waiver "gift card" that eligible patrons can use to register online.

Cathy asked if patrons who get on the waitlist for a program can find out where they are on the waitlist. Leila explained that they can find this information anytime online and we can also tell them if they call. Community member Ellen Graves asked if there will be a phone number for help for those who may have trouble trying to register online. Leila said that RCC's Customer Service team will be available as always during normal business hours.

John said he expects that the household account creation will be one of the biggest challenges for patrons. Anything we can do to help people with this, including making a dedicated workstation available at the community center for registration, will be good. Pam said we have had a dedicated workstation available for some time and the staff has been very successful in helping individuals utilize it. Tom said RCC has about 12,000 households in our database now, and from his perspective the real challenge is making sure households that are already in our system know what their user ID and password are so they will be able to immediately register online. Pam explained that those who try to register online with information that is already in our system will be notified that they are already in our system and can get their user ID and password. BeBe explained that Media will be working with Customer Service and programming staff to educate patrons as well as possible. Leila explained that we will also be monitoring questions and feedback to help educate patrons on specific issues.

Bill P. asked if online registration is accomplished with credit card payments. Tom said that our online registration system does accept credit card payments but clarified that our software does not store credit card numbers.

Cathy asked about the verification process for formerly Reston eligible patrons that move or change jobs but have an account already. Pam said we mail registration confirmations to the household we have on file once a registration has been processed, so we find out if the mail is returned. We also require instructors to check their rosters at the first session of their classes. When new households are created their Reston status is verified. The nature of online purchases is such that it is unlikely that a patron would make a transaction without changing their information. John said he thinks we have about a year to work through it all. In his experience with system changes, the smallest issues can have the biggest impact. Pam said that currently if you work in Reston you are required to enter which family member works in Reston and the name, address and phone number of the company. We can call the company and verify their employment. Staff members also look at walk-in, faxed and

mailed forms and ask for business cards or letters from the company on letterhead stating that the patron works in Reston.

Roger asked if Pam has any sense if there has been an increase in Reston employees registering rather than just residents. Pam said many workers do not know about this benefit but there has been a slow, steady increase over time. Leila said that the word is getting out and businesses are becoming more aware; for example, those at Reston Hospital Center. Kevin said that for the Thanksgiving Food Drive RCC typically organizes about 50-60 food drop-off sites in Reston, and he brings a packet to each business with a cover letter, program guide, and other information to make them aware that employees have access to RCC. He has found that people are starting to become aware. Leila said we want to plan properly so that our facilities meet the needs of the number of actively engaged patrons we have and can continue to accommodate more patrons as capacity allows without overwhelming our resources.

Aquatics Programming Suggestions

RCC Aquatics Director Joe Leary mentioned that one suggestion from the community input meeting was to offer teen-only aquatics programs. Prior to now we rolled patrons 12 years old and older into adult classes because that was preferable to keeping them in children's classes. This fall, we plan to start offering classes for ages 12-16 only. This won't mean teens can't register for standard adult classes, but the teen-only classes will be an option.

Another suggestion was to offer private swim lessons. Leila said we had stopped doing this previously due to liability and risk management issues, but we have discussed an approach that may work now by following the "personal trainer" model to match up students with available instructors. This will require significant personnel expenses and there will be no subsidy level for private lessons; the lessons will recover their expenses. These lessons can be conducted at times when we do not normally program classes but instructors are available.

Cathy asked about the liability issue that previously led us to discontinue offering private lessons. Leila said that previously many aquatics facilities were offering private lessons not as a registered activity but in a format wherein the instructor and student would work out their own financial arrangement not involving the facility, leaving the facility with a liability for arrangements the instructors and students made on their own. Our proposed "personal trainer" registration format addresses those issues.

Cathy asked about space availability for private lessons in RCC's pool. Joe said that the best thing about RCC's proposed approach is that it can be planned when space is available and instructors and students are both available.

John asked about the cost for private lessons. Joe said they would cost \$50 an hour.

Another suggestion from the community was to create Family Swim Night fee for families rather than individuals. RCC can do this with a fee of \$7 for 3 – 7 people. Two people would already cost less than \$7 at the individual rates. Joe expects that once word gets out, attendance will increase and this will be a positive program for everyone. Leila clarified that groups of 8 or more will still need to make a reservation for space planning purposes.

A request came from a group called Amy's Amigos that is looking for RCC to support them by providing swim clinics to train kids for a triathlon. The group was started last year to benefit a childhood brain tumor foundation. Two Reston families lost children to brain tumors and the schools of those children started this group. At this time they are specifically looking for RCC to provide swim clinics for Terraset and Dogwood elementary school fee waiver participants. Joe recognized that this dovetails with our Drowning Education Awareness Program, and it is something we can support

easily. RCC has only been asked to provide clinics for 20 kids. Joe thinks this program will grow in the future and we can support it at no additional cost to us.

Arts and Events Programming Suggestions

Feedback from the community indicated an interest in more family performances and more matinee shows. Leila explained that there is actually a lot of family programming in other RCC locations in our facilities, as well as at the CenterStage and at different times of the day, and we may need to communicate this better.

Bill P. asked if there is a lower turnout for matinee performances at the CenterStage. Leila said that matinees typically interest seniors looking for classical music. But we have found that afternoons work for both seniors and young people. Students may be interested in afternoon shows that don't conflict with their evening plans. There is often an interesting mix of students and seniors at matinees. Acting RCC Arts and Events Director Linda Ifert said that many community groups use the CenterStage on weekend afternoons, and it is also used in the afternoon by RCC's Young Actors Theatre, the Reston Community Players, and others. Leila said we can work to make people more aware of these performance opportunities.

John asked if businesses ever use the CenterStage. Leila said yes but very rarely; business seminars are held there once every 2-3 years.

Feedback from the community indicated that there is a need for more art classes for seniors. RCC Arts Education Director Cheri Danaher said we had cut back on senior art classes during the renovations to RCC's Lake Anne facility, but tried to keep scheduling the most popular classes. We will be able to add 2-3 additional senior art classes back into the schedule this fall. In researching art class enrollment, it turned out that about 75% of people enrolled in adult classes are seniors, which is something to think about going forward. Bill P. asked if seniors need their own classes or if they can just enroll in the adult classes. Cheri said she had gotten feedback that some of the adult classes were too complicated and seniors wanted something simpler, but they can choose to enroll in the adult classes if they so desire. A combination of offerings will offer the most flexibility.

There was also a request from the community for youth voice classes. Cheri is looking into offering this for participants aged 10 to 12. The challenge is finding an instructor and curriculum. She is currently looking for an adult voice instructor; maybe this person would be interested in doing youth voice instruction as well. We do a little bit of youth voice instruction as part of our Young Actors Theatre program now but do not currently offer any other youth voice instruction. John said there are many local studios for musical instruments but not a lot for voice in groups.

Cheri noted that artist workshops/residencies in local schools are always very popular and we will continue to program those. Leon Bates was very popular this year. He worked with both weightlifting and music students at South Lakes High School (SLHS). John asked if we have any kind of guitar lesson program. Cheri said we do not but SLHS does and we facilitated a workshop for them with Larry Coryell.

Leila noted that since Reston Festival was cancelled for 2012, RCC is considering other community efforts that we may be able to contribute funding to, including the ideas listed in the document handed out. Several of the ideas involve Southgate Community Center.

Leila noted that we transitioned from using Styrofoam cups for Community Coffee to paper cups, which are more environmentally friendly but also more expensive.

Leisure and Learning Programming Suggestions

Eileen and her staff met with Ricardo Cabellos, the Executive Director of Southgate Community Center. The discussion emphasized the need for classes in basic computer skills and Spanish language computer skills. Southgate has a computer classroom for 10 but does not have the resources to meet personnel costs for computer classes. Typically the programs offered at Southgate are free. RCC would like to support Southgate and bring classes there but we don't typically offer free programs. We also want our programs to be open to the whole community rather than just a certain group. In the past we have created programs and allocated a certain number of seats to Southgate to fee waiver participants, but it has been challenging. Everyone agrees that RCC can provide more programming presence at Southgate. We need to raise awareness and price our programs appropriately so they will be appealing and not turn people away. Lots of ideas have been discussed, potentially to start this fall. One suggestion was to offer more family trips. We do offer many trips at RCC but we often target them for a certain age group. We will look into offering more family trips. There is also demand for more fitness programs. We will try to schedule some at Southgate or at RCC Lake Anne. It can be challenging to get people to follow our registration policies. Bill P. asked if Southgate has specific age targets for programs they would like to do. Eileen said they are looking for programs for all ages.

RCC will continue working with other community organizations on the Sustainable Reston initiative. We offer a variety of sustainability or "Green Living" programs. Reston Association is a major partner in this effort. Their Nature House is a great setting for many of these programs. Leila explained that Friends of Reston is working to start a Community Garden for the Cedar Ridge apartment complex and is seeking sponsors for tools and equipment. RCC is sponsoring this. Participants will grow their own food and will be asked to sign the Sustainable Reston pledge and we will work to get them more information and tools to help them make their lifestyles more sustainable. This initiative is a good outcome of collaboration among several different groups. John asked if we had ever explored working with the Northern Virginia chapter of the Audubon Society. Leila said she was not aware of any efforts to pursue this. Leila said that Claudia Thompson-Deahl runs a huge program for birders through Reston Association. Bill P. asked if working with the local Sierra Club chapter had ever been explored. Bill B. said the Sierra Club used to have meetings at Lake Anne and RCC Facilities Manager Brian Gannon said they still do. John said the Sierra Club is trying to increase their presence in Reston and moved their headquarters here.

There was a request from the community to offer daytime line dancing programs for seniors. This is a matter of finding an instructor. We will look at how this could be facilitated. Beverly said we need to identify people who want to do this and try to bring them together. Could it be done similar to the way our senior bridge program is conducted? Eileen said it could be done as a drop-in program with no instructor if one cannot be found; but with a staff attendant to be sure we are covered in the event of any type of emergency.

As of early March, 81% of spots available in RCC's 2012 summer camps have already been filled. We have waitlists for the most popular camps, Lego engineering and video game design. We do not currently have the money allocated to add more camps for those who are currently waitlisted. We could serve 110 more children with more funding. Bill P. asked about the cost to add another session for Lego engineering. It would cost \$9,000 total for five more week-long camps. Bill P. asked if Southgate kids would be interested in this. Maybe an after school program could be developed for them. Eileen said this is a good idea and something we might be able to consider in FY13. Cathy said it is an interesting idea to keep in mind that popular camp programs could be turned into after-school sessions.

The Heritage Language Literacy Club at Lake Anne Elementary has been very successful, and we plan to continue supporting that program and consider expanding it into other schools. Lilia Jimenez-Siuhengalu, representing Reston Interfaith, said people in the Southgate community would be very interested in something like this. Lilia also believes Dogwood Elementary, which used to offer the

program but does not now, would offer it again if an appropriate instructor was available. Bill P. asked if the program ever includes kids who are not bilingual. Lilia said many kids are not bilingual and not Latino. Leila said the focus of the program is to support native speakers but others can be included. Bill P. liked the idea of native speakers helping non-native speaker classmates. Leila said that Lake Anne Elementary is a language immersion school with Spanish and there are lots of kids in the immersion program that are not native Spanish speakers. Leila said the premise of language immersion in Fairfax County is for native speakers to help others. Eileen explained that older kids already mentor younger kids in the Heritage Language Literacy Club program. We have asked Prospera Initiatives, the company facilitating the program, to research other sites in the community and potential other languages of interest. The principal at Lake Anne Elementary has already suggested Arabic as another language.

Community feedback also indicated an interest in expanded woodshop hours and programming. We have already added one additional open lab time this season. Things have been trending well in the woodshop. We offered 15 classes in the last fiscal year and all but two ran. We could probably offer another all-day lab. A total of 692 people participated in the open woodshop labs last year, with the majority participating on Saturdays. Eileen recommends another lab day and more classes if we can hire another instructor.

Internal Capacity

One community member suggested hiring a full-time sustainability employee. Leila explained that RCC is committed to sustainability, but it is more mission-central to Reston Association and Reston Association has a staff unit for this. Bill P. asked if the County has staff for this. Leila said the County has various department intersections with sustainability and also has a green officer, but that person is not just focused on sustainability. RCC also does not have any staff space or resources for another person. Diane Blust, representing Sustainable Reston, said the part-time person was just an idea and not a pressing need.

Budget Impacts

A summary of budget impacts is on page 19 of the report handed out. Leila noted that RCC is supporting the SLHS turf field initiative. The groups working on this did not get the recent grant they were applying for this time, but they may during the next grant cycle or they may get funding in other ways. We are still planning to contribute.

Next Steps

The next steps are for the Board to think about the ideas and costs presented. The staff will present comprehensive budget impact information to the Finance Committee, which should meet before the April Board meeting. Bill P. said he would need to think through the ideas but they all look good at first glance. He asked the staff to present a prioritized list for the Finance Committee. Cathy asked about the budgeting schedule. Leila explained that any adjustments this summer, for example, would be changed in the budget at third quarter next year. We keep track and the Board will be made aware of budget impacts, but they may not appear in the official published budget until later.

John asked if RCC received any input that could not be addressed. Leila said we are not going to hire a sustainability employee, and a daytime line dancing program is contingent on finding an instructor. Bill P. said even if the response is no, the important point is that we talked about each suggestion, and the group agreed that the community should know their input is valued.

Leila asked if the group supports the concepts presented and moving them forward to the Finance Committee for due diligence. Board members agreed. Leila said the staff will prioritize ideas as needed and report back. Bill B. said the Community Relations and Program/Policy Committees would move these efforts forward.

The meeting was adjourned at 8:38 pm.



Combined Community Relations and Program/Policy Committees' Meeting

March 12, 2012

6:30 p.m.

Agenda

Summary of Issues – Staff

Summary of FY13/FY14 Budget Impacts

Next Steps – Finance Committee review, Full Board approval Items

Adjourn

Input Summary Aligned with Strategic Plan Areas

Facilities

Indoor Aquatics Fitness/Recreation 50-meter pool
Performing Arts Center – Music/Dance focus

Collaboration and Outreach

Continuing Community-based Partnership Efforts:

- Reston Master Plan Task Force/Hunter Mill District Supervisor's Office
- Initiative for Public Art – Reston (IPAR)
- Reston Historic Trust
- Greater Reston Arts Center (GRACE)
- Reston Association
- Reston for a Lifetime

Recently Initiated Partnership Efforts:

- Al Fatih Academy
- Osher Lifelong Learning Institute (OLLI)
- Sustainable Reston

Communications

Online Registration – Summer Camps Registration

Programs

Aquatics

- Teen only lessons
- Private lessons
- Family swim night discount
- Amy's Amigos Triathlon support – DEAP Program modification

Arts and Events

- CenterStage Film Series
- Family-friendly performances
- Weekend matinees
- Daytime 55+ Visual Art classes/workshops
- Youth voice classes
- Artist Residencies
- Redistributed Reston Festival funding

Leisure and Learning

- West Glade Corridor – added Life Skills Workshops, Fitness classes, Family programs
- Sustainable Reston – Green Living classes and workshops
- Line dancing for 55+ population on weekdays
- Summer Camp offerings
- Out of School (“after-school”) offerings (e.g. Prospera Initiatives, Dogwood Summer Enrichment programs)
- Expansion of Woodworking Shop hours/programming

Internal Capacity

- Prompt receipt of notice of enrollment status
- Verification of “Reston” status of enrolled patrons
- Part-time “Sustainability” employee

Facilities

Community Input: Need for new indoor 50-meter pool, performing arts center

Staff Response/Research:

Current conditions/history to date:

The RCC Executive Director is continuing work with Reston Association and Fairfax County Park Authority to provide the staff report to the Reston Master Plan Special Study Task Force. This report will incorporate both facility priorities as part of its recommendations. Boards of the respective organizations will be able to review and provide input prior to the report being delivered to the Task Force. The anticipated date of the staff presentation is the March 27th Task Force meeting.

RCC Role:

Per the Strategic Planning session of the Board of Governors and staff in January 2012, RCC will continue to:

- Seek opportunities to partner with private and public sector entities; including Reston Association, Fairfax County Park Authority, other public entities, and/or developers for both facility priorities.
- Explore the capacity of existing Hunters Woods property with respect to actual ground conditions, parking issues, and architectural potential with respect to the indoor aquatics facility potential for expansion.

New Budget Resources Required: None yet.

Board Activity: Continue engagement of Building Committee, Long Range Planning Committee and Reston Master Plan Task Force members representing RCC.

Collaboration and Outreach

Community Input: Continue partnerships with Hunter Mill District Supervisor's Office, Initiative for Public Art – Reston, Reston Historic Trust, Greater Reston Arts Center, Reston Association, Reston for a Lifetime. Support and expand relationships with new partners: Al Fatih Academy, Osher Lifelong Learning Institute, Sustainable Reston.

Staff Response/Research:

Current conditions/history to date:

Working with partners has been a key emphasis of the RCC Board of Governors and is a significant element of our current strategic plan. As the plan notes, RCC will “identify community projects, initiatives, and/or programs that are aligned with Reston Community Center priorities.” Recent partnerships with all of the groups listed above have led to these efforts:

- Support of the *Reston Master Plan Task Force* with resources and facility access
- Collaboration with Sup. Hudgins' office on the launch of efforts to support “Aging in Reston” which has become “Reston for a Lifetime;” and a “Sustainable Reston Forum” and related activities to make Reston's hallmarks of environmental stewardship and community activism self-supporting.
- Partnership with *IPAR* and *Reston Town Center Association* on a new public art project to be installed in the Hyatt Park in 2013; as well as partnership with IPAR on film presentations and other engagement and education activities to deepen the Reston experience of its public art heritage and acquisition of new works.

- Executive Producer role for the creation of a documentary about Reston to be completed in conjunction with Reston's 50th and Reston Town Center's 25th Anniversaries. This involves key community partners: *Reston Historic Trust, Greater Reston Chamber of Commerce, Reston Association, Reston Town Center Association* and *Reston schools*.
- *Greater Reston Arts Center* and RCC jointly offer visual arts programs such as "Appetite for Art" and "Thank GRACE it's Friday" for the community. We are a key sponsor of the Northern Virginia Fine Arts Festival and provide the main performing arts element of the annual event.
- Joint program and facility planning and collaboration with *Reston Association* on such activities as Summer Pool Parties, Green Living classes and workshops, Reston signature special events, and efforts to plan for the Dulles Corridor recreational needs.
- Support for *Reston for a Lifetime*, since the planning of the 2010 Forum on "Aging in Reston" to date has involved offering \$996.00 worth of space rental fee waivers.

Newer Partnership Efforts:

- *Al Fatih Academy* participated in the 2012 Dr. Martin Luther King, Jr. Celebration providing a significantly well-received program element at the conclusion of the March. We will continue that relationship and explore ways that Al Fatih Academy would like to be engaged with such signature community events as Reston Multicultural Festival and the Annual Thanksgiving Food Drive, as well as seek other intersections viewed to be mutually supportive and complimentary.
- *Osher Lifelong Learning Institute* recently worked with RCC to offer the "Meet the Artists" program in the CenterStage. This relationship is expanding in the coming year to include program offerings at the Jo Ann Rose Gallery that will be available to both Reston patrons and OLLI members through our 55+ program offerings.
- *Sustainable Reston*: Programming in our "Green Living" series will be continued. To date, the collaboration has produced eight, one-day workshops on the following topics: Rain Barrel Making, How to Make a Solar Oven, Organic Gardening, and Backyard Composting; and a six-week program titled Menu for the Future. We have registered 70 participants through the course of the series, achieving 70% overall enrollment. We will place priority on developing Gardening, Food Preservation, and Home Energy Efficiency class topics in FY13 and FY14.

Of Note: A key RCC Board decision was made to support the Synthetic Turf Field Project in conjunction with *Reston Association, Reston Youth Soccer, and South Lakes High School*. Funding has been allocated in the amount of \$100,000.00 for this undertaking but the expenditure will be dependent on the funding streams from all resources being identified prior to the construction phase.

RCC Role:

RCC staff will continue to be collaborative in our approach to working with key programming partners and offer ongoing programming with the Reston organizations and others as described in the above highlights. In the coming year, new partner opportunities that will involve further planning and exploration include:

- Potential for sponsorship of eCruisers utilization in Reston with *Reston for a Lifetime* that will specifically be targeted to support RCC 55+ programs. Since offering the "Carpool" option for our programs, many people expressed the need to obtain rides to get to and from our activities, but a total of only three forms were submitted in the past nine months to provide rides.
- Participating with *GRACE*, to the extent desired and mutually aligned, in community dialogs with artists, arts educators and patrons about visual arts in Reston.
- Developing key components of outreach and engagement to support the Reston documentary film project.

New Budget Resources Required: New sponsorship and/or community partnership funding; FY14: \$50,000 total. (Allocations to transportation option exploration - \$20,000; documentary film project focus groups and student activities - \$20,000; other community dialogs/forums including *GRACE* and *Sustainable Reston* - \$10,000)

Board Activity: Finance Committee and Board approval.

Communications

Community Input: Align online registration availability with the start of the regular “Reston” registration period. Summer Camp enrollment occurs too early for effective planning for many families.

Staff Response/Research:

Key Strategic Plan Related Objectives:

- **Communications:** To ensure that RCC’s website is commerce-friendly to enable patrons to conduct RCC transactions in an online environment.
- **Internal Capacity:** To evaluate existing business systems and establish best practices in the utilization of business systems by RCC employees for the benefit of patrons.
 - Increase electronic transactions each year by at least 10% to more than 50% of registration, ticketing, and facility reservation requests.

Current conditions/history to date:

Registration for Reston residents begins on the 1st of the month preceding the start of the program season. For example, registration occurs on August 1st for the Fall Season, December 1st for the Winter/Spring season, and May 1st for the Summer Season. Summer Camp registration begins on February 1st and continues until camps are filled. Most camp providers in our region begin summer camp registration between late January and early March. Reston Association, YMCA and the Fairfax County Park Authority all begin in late January. The precedent has been set and in order for RCC camps to remain competitive and attract enrollment, we need to keep our registration dates in sync with our neighboring providers.

Currently, online registration does not begin until the 15th day of each month of the applicable registration period.

RCC Role:

Effective December 1, 2012, online registration will be available on the first day of registration for Reston residents and be simultaneous with walk-up/mail-in/fax registration. Non-Reston patrons will be eligible for online registration as of December 8, 2012. A communications plan will be implemented to ensure that patrons are aware and understand this change. Targeted education efforts can be designed and implemented to assure that families registering for camps are well-informed about the process.

Activity Pending:

1. **Phase 1 — “Online Registration 101” (May-August 2012):**
 - Promote online registration through website, print materials, and program and event communications.
2. **Phase 2 — Pre-launch Online Registration (September-November 2012)**
 - Announce December 1 online registration date and explain benefits through on-site posters and banners, direct mail and email, media and advertising, in addition to ongoing communications from phase 1.

- Provide clear, step-by-step information to make online registration easy, dependable and convenient by preparing customer service and key program staff to assist patrons; providing step-by-step instructions online and as a handout; and utilizing dedicated workstations at Hunters Woods and Lake Anne to assist patrons coming in to register.
3. **Phase 3 — Launch of New Registration Process (December-Ongoing)**
- Encourage online registration through ongoing communications on the website, printed materials, program and event communications, and other opportunities as appropriate.
 - Continue customer service efforts to assist patrons and familiarize them with online registration.
 - Maintain new website as a primary source of registration information.

New Budget Resources Required: No impact to FY13 or FY14 budgets.

Board Activity: Full Board approval of registration process already received. Board approval of proposed communications plan is needed. Also, Board and staff will need to consider engagement with patrons and determine what solutions may be needed to address these key issues:

1. *Impact to our Fee Waiver program:* We will need to develop solutions for patrons using the current system. Online registration may represent challenges to patrons in this program due to lack of familiarity, available high-speed internet capability, and the payment by credit card requirement. RCC staff are exploring the potential for use of a Patron card (used in the same way a “gift card” is used) to facilitate payment for programs. We will also need to explore the calendar issues as they relate to registration for summer camp programs. The impact of using online registration with respect to our current \$5 minimum fee for registration in programs/activities also needs to be fully explored to be sure our software system can accommodate this feature.
2. *Trip Registrations:* Online, first-come, first-serve registration would eliminate the ability to use “buddy linking” online. We will need to be sensitive to the impact of the online and first-come, first-serve process on the 55+ population and very specifically, that population for trips and tours.
3. *Aquatics Registration Placements:* Shifting the issue of placement from the RCC Aquatics staff to the patron will require extensive patron education about the potential for erroneous “self-graduation” placements, and will also require internal staff procedural revisions to patron placements.
4. *Refunds:* Patron adjustment issues may well precipitate a higher volume of refund requests than is currently the case.

Programs

Community Input: New and/or expanded program options in Aquatics, Arts and Events, and Leisure and Learning requested.

AQUATICS: Program adaptations or new offerings suggested:

- Teen only lessons.
- Private lessons.
- Family swim night discount.
- Amy’s Amigos Youth Triathlon – DEAP program modification.

Staff Response/Research: Teen only lessons

Current conditions/history to date:

RCC has offered swimming classes to adults starting in teen years (12-16) and without an upward age limit. Beginning in fall 2012, some “teen only” classes in the standard beginner curriculum can be offered for levels I through III for an age cohort of 12 to 16 only.

RCC Role:

Enrollment patterns will be monitored to assure the right mixture and balance of programs is being offered and that offerings fill.

New Budget Resources Required: No impact to existing programming instruction budgets for FY13, FY14.

Board Activity: Information item, support communications efforts as appropriate.

Staff Response/Research: Private Lessons

Current conditions/history to date:

Private Swim lessons involve one-on-one training between a certified RCC instructor and a single student. Due to liability and risk management issues related to the manner in which these lessons were provided at RCC’s Terry L. Smith Aquatics Center in the past, we discontinued offering them.

RCC Role:

We propose to meet the continuing demand for this program service by adapting an approach that mirrors the approach recreation programs use for “Personal Training.” This will be done to fit in and around our existing schedule and pool utilization while also being able to meet client availability challenges, student special needs, a desire for a stronger interaction with an instructor, and/or achievement of specific swimming goals that are not the focus of group lessons.

A “Private Lesson” is customized to meet the client’s needs, typically scheduled in multiple increments of time (30 minutes per appointment is standard) with an agreed to frequency (once, twice or three times weekly.) Our program for this type of offering will register the private lesson patron and pay our instructor hourly just as with any other registered offering. To facilitate this, RCC will use the Vermont Systems Personal Training module (a supplemental module to existing facility registration and rental software.)

The new program offering will be implemented beginning with a “soft” or pilot approach during the summer months of 2012 (starting on July 1) and advertised in our fall program guide. The budget below is based on a total of 750 annual patron hours. Scheduled hours would occur between 1:00 and 5:00 p.m. and similar timeframes when pool utilization is lowest. Additional time is allocated to curriculum development for individual students.

New Budget Resources Required: \$35,322.66 added to personnel costs FY13, FY14.

Program fees will be structured to achieve direct cost recovery; revenue associated with this level of instruction costs is described below; \$37,500.00.

Private Swim Lesson Budget	Per Hour \$ x	# of Hours	=
Revenue	\$50.00	750	\$37,500.00
Instructor Expense	\$35.00	937.5	\$32,812.50
FICA (.0765)			\$ 2,510.16

Board Activity: Finance Committee review; full Board approval.

Staff Response/Research: Family Swim Night Discount

Current conditions/history to date:

Family Swim Nights are programmed on the last Friday of each month. Daily visits to the pool require a per person gate fee admission cost. Individual costs are \$3.00 for Reston adults and \$2.00 for Reston youth or seniors. There is not currently a group fee established for any type of visit.

RCC Role:

Effective June 1, 2012, a group rate of \$7.00 will be offered for Family Swim nights. Any group of residents, 3 to 7 in number, will be admitted for a group admission fee of \$7.00. Smaller groups will have the option of paying established gate fees or utilizing the group rate pricing, whichever is cheaper. Per RCC Terry L. Smith Aquatics Center policy, groups of 8 or more will continue to need to pre-register their visit to assure the availability of space in the pool and to be able to provide balance to individual and group use of the facility.

New Budget Resources Required: No impact to FY13 or FY14 budgets.

Board Activity: Information item, support communications efforts as appropriate.

Staff Response/Research: Amy's Amigos Youth Triathlon Support – DEAP Program adaptation

Current conditions/history to date:

This event is held in May by a group of young people who started "Amy's Amigos" to benefit the Childhood Brain Tumor Foundation. RCC has been approached to assist with offering swim clinics for children participating from Dogwood Elementary and Terraset Elementary school who have no or very limited swim skills.

RCC Role:

We would view our staff assistance as a corollary of the goals of our DEAP program to support achieving community-wide swimming skills for all ages and to assure that the entire community has an excellent understanding of water safety. Our 2012 efforts would support 10 students from each of the two schools.

We will utilize volunteer and department management staff to conduct the clinics. The number of clinics will be determined once the triathlon coordinators provide the age cohort breakdown for the students involved.

New Budget Resources Required: None; absorb within existing resources.

Board Activity: Information item, support communications efforts as appropriate.

ARTS AND EVENTS: Program adaptations or new offerings suggested:

- **Continue and expand CenterStage film series (IPAR, Family Movies, Sustainable Reston.)**
- **Expand the number of family-friendly performances.**
- **Weekend matinees in Professional Touring Artist Series.**
- **Daytime 55+ Visual Art classes/workshops.**
- **Youth voice classes.**
- **Artist Residencies.**
- **Redistributed Reston Festival funding.**

Staff Response/Research: Film series, family-friendly performances, weekend matinees

Current conditions/history to date:

- Film series – RCC offers public art films, “Green Living” films and Monday Movies for seniors. We will continue these offerings. The ability to offer films for a family audience is limited by the calendar of performances and other related uses of CenterStage (rehearsals, changeovers.) In fall of 2012, we will host the premier night of the Washington West Film Festival.
- Child-Friendly Shows for Youth – A review of the last few years of Professional Touring Artist shows suggests that a limited number of child-friendly shows are programmed each year. During the 2011-2012 Professional Touring Artist Series, only three child-friendly performances are presented— *You Ain’t Seen Nothin’, Yet!*; *Trout Fishing in America*; and *AXIS Dance Company*. In addition, 14 shows of music, dance and comedy suitable for a youth over 10, or teen/adult population are offered. In conjunction with the Arts Education program, 3 performances are given for family audiences in the fall, winter, and spring seasons with 3 more at the end of the summer Young Actors Theatre session. All of those performances are open to the public, suitable for families and tickets are free.

Leisure & Learning’s Youth Program presents approximately 12 performances, ranging from puppet shows to magicians, in different locations throughout RCC facilities but not at the CenterStage.

Looking forward to the 2012-2013 Professional Touring Artist Series, two child-friendly performances have been scheduled: *You Ain’t Seen Nothin’, Yet!*; and *Trout Fishing in America*. In addition, 16 shows of music, dance, and theatre suitable for a teen/adult audience are being offered. The Young Actors Theatre and Leisure & Learning programs will be structured as above.

- More Weekend Matinee Performances (adult performances) – In the 2011-2012 season, five matinee, weekend performances are scheduled: Leon Bates, Linden String Quartet, *You Ain’t Seen Nothin’, Yet!*, International Chamber Soloists, and *Trout Fishing in America*.

RCC Role:

1. RCC staff will continue to explore offerings of child-friendly/youth performances to present in the CenterStage.
2. The CenterStage 2012-2013 Professional Touring Artist Series has been completely scheduled. The fully-scheduled CenterStage season doesn’t present more opportunities for adding programming; many of the community arts organizations’ programs are marketed to family audiences in addition to those presented by RCC.
3. Promoting the availability of tickets and options for families to attend performances together will support current programming, and make people more aware of the opportunities to attend these types of shows.

New Budget Resources Required: No new funding is needed.

Board Activity: Information item, support communications efforts as appropriate.

Staff Response/Research: Daytime 55+ Visual Art classes/workshops

Current conditions/history to date:

In FY11 the number of 55+ daytime Visual Arts classes and workshops decreased compared to previous years as we planned for the RCC Lake Anne renovation and its impact on physical

instructional space. As we decreased the number of hands-on courses, we increased the number of discussion courses offered in partnership with the Greater Reston Arts Center. We looked at the most popular daytime visual arts programs as a whole and scheduled the most popular. Now that the renovation is complete, we have good data to use to analyze the most productive programming approach and are adjusting those core daytime classes moving forward. While reviewing recent history a trend was discovered. The Adult Visual Arts enrollments for classes were substantially enrolled by participants in the 55 + category. Evaluating a sample of the FY11 and FY12 Fall sessions of programs showed that 97% of those enrolled for the FY11 sessions and 55% of individuals registered for the FY12 sessions were 55+ years old; these participants in Adult program offerings are given a “senior” discount on the enrollment fee for those offerings.

Visual Arts Offerings					
	Fall 2010 Registrations			Fall 2011 Registrations	
Adult Classes	#R/#NR	# 55+		#R/#NR	# 55+
16 sessions/ 9 evening/ 7 daytime	119/17	97	16 sessions/ 9 evening/ 7 daytime	135/17	84
55+ Classes					
5 sessions/5 daytime	45/3	48	6 sessions/ 6 daytime	42/0	42

The table below provides a historical review of offerings:

Visual Arts Offerings					
Fiscal Year	Age Cohort	Number of Class Titles	Number of Sections	Time of Day	
FY 2007	Adult	21	64	AM	22
				PM	42
	Senior	7	11	AM	11
				PM	0
FY2008	Adult	18	59	AM	21
				PM	38
	Senior	6	17	AM	17
				PM	0
FY2009	Adult	33	67	AM	29
				PM	38
	Senior	7	11	AM	11
				PM	0
FY2010	Adult	28	68	AM	32
				PM	36
	Senior	5	15	AM	15
				PM	0
FY2011	Adult	29	69	AM	33
				PM	36
	Senior	5	13	AM	13
				PM	0
FY2012	Adult	26	58	AM	26
				PM	32
	Senior	3	17	AM	17
				PM	0

RCC Role:

We have the ability to add daytime classes per session back into the schedule for the senior sections with current instructors and contracted instructors and provided with additional funding. Based on the current trend of enrollment ages for our Adult programs it would be recommended to continue to monitor the age of participants and reevaluate the visual arts offerings on a regular basis.

New Budget Resources Required:

To add this back into the programming while also preserving the new classes offered in the Adult Visual Arts programming will present added costs in FY13 and FY14.

Personnel Total: \$3,100.00

Operating Total: \$2,400.00

Revenue Total: \$1,890.00

Increased professional contracting services (operating expense): \$800 x 3 classes = \$2,400.00

Increase to Non-merit payroll: \$20/hr. x 3 hrs. x 8 weeks = \$480 x 6 classes = \$2,880.00

FICA cost: \$220.00

Total new personnel funding needed: \$3,100.00

Revenue: \$1,890.00 (9 classes x 7 participants x \$30 – Reston rate)

Note: Our 55+ program offerings are typically offered at an approximately 50% subsidy rate.

Board Activity: Finance Committee, Full Board approval.

Staff Research/Response: Youth voice classes

Current conditions/history to date:

Currently there are no voice class offerings for youth that are exclusively targeted to that element of performing arts instruction. We address the vocal instruction for a youth age cohort within our Young Actors Theatre program during each session, along with acting and dance.

RCC Role:

Adding this type of class in FY13 and FY14 involves finding an appropriate instructor, curriculum and implementing a youth group voice class for ages 10-12 with an hour a week of class over the typical 8 week session (comparable to RCC's Adult Voice classes.) RCC would pilot this as a beginner level class and determine if interest is sufficient to meet class minimum registration.

New Budget Resources Required: FY13 and FY14

Increase to Non-merit payroll: \$40/hr. x 8 hours x 3 sessions x 3 cycles per year = \$2,880.00

FICA cost: \$220.00

Revenue: \$1,260.00 (3 classes x 7 participants x \$60 – Reston rate)

Board Activity: Finance Committee, Full Board approval.

Staff Research/Response: Artist Residencies

Current conditions/history to date:

FY12 Residencies/workshops (7) have been provided to South Lakes High School:

- Nnenna Freelon with the Chamber Singers: Workshop with 27 students
- TS Monk & Nnenna Freelon: Leadership Class with 20 students
- Leon Bates: Weight-Lifting/Music Relationship Workshops with 124 students

- Larry Coryell: Guitar Workshops with 40 students
- Illstyle & Peace Productions: Dance Workshops with 155 students/teachers
- Pyramid Workshop: Conducted by RCC Arts & Events for Music Teachers of the South Lakes Pyramid at SLHS, 45 *adult music teachers* participated.
- AXIS Dance Company: Planned for the Very Special Arts Festival (ages 5-9 typically; special education students may be older than that) at RCC Hunters Woods. We are still accepting registration for the May 2012 Festival.

RCC Role:

1. Luis Rodriguez is scheduled to do a workshop with students in September 2012. The Reston school is yet to be determined.
2. Arts & Events staff will continue discussions with agents to schedule and develop residency/workshop opportunities for elementary, middle, and high schools in Reston with artists who are already scheduled in the 2012-2013 Professional Touring Artist Series. Contracts will be implemented as plans are finalized. Possibilities include:
 - Cyrille Aimee & Diego Figueiredo (French, Vocal, English, ESAL classes)
 - Holly Bass (Theatre classes)
 - American Contemporary Music Ensemble (Music classes)
 - Trout Fishing in America (Music classes)
3. FY14 outreach and collaboration will be determined with the new Arts & Events Director.

New Budget Resources Required: No additional funding in FY13 or FY14 is required.

Board Activity: Information item.

Staff Research/Response: Redistributed Reston Festival funding

Current conditions/history to date:

RCC and Reston Association in conjunction with Reston Festival, Inc. determined that the Reston Festival planning for 2012 revealed a lack of the minimum required sponsorship levels and therefore cancelled this event. The community calendar for these types of events will be examined and opportunities for redistributing funding that would have supported Reston Festival may be allocated to other events.

RCC Role:

Execution of each year's Reston Festival budgeted resources overlapped two fiscal years. In the future two fiscal years, RCC will explore adding freed resources to these existing or new community events:

Existing:

- Reston Multicultural Festival – to support high-quality closing act; increases in other costs.
- Take A Break Concerts – support higher quality, higher costs for bands.
- Family Fun Entertainment Series – support higher costs for acts.
- Community Cookouts – support higher costs.
- Festival on the Square – support higher quality, increased associated costs for performances.
- Holiday Performances at Reston Town Center.
- Reston Dr. Martin Luther King, Jr. Celebration – support cost increases associated with deepening community service project elements and expanding school participation in the Celebration.

- Founders Day.
- Volunteer Recognition Dinner.
- Community Coffee – support costs associated with using “greener” paper cups instead of Styrofoam.

New:

There is potential to expand our partnership programming with Southgate Community Center. In the coming year, we will explore adding more support to:

- Latino Heritage Month celebration elements in September.
- Southgate Community Day in October.
- Teen Fest in January.
- A family-oriented event; ideas under discussion have included a Chili Cook-off, family treasure hunt or Geocaching event, outdoor Cinema nights, Bingo, or a Spring Festival which could be hosted on the Dogwood Elementary School campus.

New Budget Resources Required: None.

Board Activity: Information item, support communication and planning efforts as appropriate.

LEISURE AND LEARNING: Program adaptations or new offerings suggested:

- **West Glade Corridor – added Life Skills workshops, Fitness classes, Family programs.**
- **Sustainable Reston – Green Living classes and workshops.**
- **Line dancing for 55+ on weekdays**
- **Summer Camp Offerings.**
- **Out of School (“after-school”) offerings (e.g. Prospera Initiatives, Dogwood Summer Enrichment programs).**
- **Expansion of Woodworking Shop hours/programming.**

Staff Response/Research: West Glade Corridor programming

Current conditions/history to date:

RCC has coordinated with and implemented classes at Southgate Community Center over the years. These have included Yoga for Teens, Zumba, Stroller Fit, Citizenship Preparation, and special event programs such as the Dr. Martin Luther King, Jr., Celebration and the RCC Teen Department’s Diva Central Prom program. The challenge with offering registered RCC programs at Southgate Community Center is that typically RCC programs have a fee associated with them whereas nearly all Southgate Community Center-sponsored programming is “free”. Despite RCC’s fee waiver program, we still face challenges filling classes with patrons from the Southgate community.

RCC Role:

The RCC Leisure & Learning staff members recently met with Ricardo Cabellos, Director of Southgate Community Center and have identified several opportunities for collaboration to better support people residing in and around Southgate Community Center. We still must determine an effective way to price programs so they are appealing yet not cost-prohibitive and also ensure advanced registration through RCC. Classes will be subsidized to encourage participation. Any future collaborative programs will be jointly advertised by both organizations and open for registration to all Reston community members. Facility schedules will also largely determine which programs can be supported onsite at Southgate Community Center and those that could be held at RCC Hunters Woods.

Below is a list of the priority programs identified during the Community Input session and the current status:

- *Basic Computer Skills classes for adults* – Between our two organizations, several current instructors have been identified as potential candidates to lead these types of programs. We would like to facilitate these as soon as possible, targeting scheduling in the fall 2012 season. Classes can be held in Southgate Community Center’s computer classroom, which accommodates 10 students.
- *Computer Skills classes in Spanish* – we continue to research and recruit instructional staff and explore curriculum development.
- *Family Trips* - RCC offered 13 intergenerational or “family” trips in 2011 and will continue to offer trips of this nature. Per the recommendation of Southgate Community Center staff, RCC staff is strongly considering developing a family registration package price to encourage more families to participate at a lower cost per participant.
- *More Yoga programs* – this was recommended but Southgate staff noted that there is greater demand for *family* fitness programming, which could include family Yoga. Staffers also expressed a desire for Senior Adult Yoga or Senior Adult Tai Chi classes at the Southgate facility. RCC staff will explore scheduling these classes at Southgate and can hope to accommodate new programming of this nature as early as the fall 2012 season if additional funding is available and registration issues can be ironed out.

New Budget Resources Required:

FY13 and FY14: \$2,987.29 to fund personnel costs to support up to five computer education classes and five fitness classes.

Computer instruction costs: \$35/hr. x 9 hrs. x 5 sessions = \$1,575.00
FICA = \$120.49

Fitness instruction costs: \$30/hr. x 8 hrs. x 5 sessions = \$1,200.00
FICA = \$91.80

TOTAL Personnel costs: \$2,987.29

Revenue: \$2,500.00.

Board Activity: Finance Committee, Full Board approval.

Staff Response/Research: Sustainable Reston – Green Living classes/workshops

Current conditions/history to date:

RCC has had tremendous success working with Reston Association to create a series of programs entitled “Green Living.” To date, the collaboration has produced eight, one-day workshops on the following topics: Rain Barrel Making, How to Make a Solar Oven, Organic Gardening, and Backyard Composting; and a six-week program titled Menu for the Future. We have registered 70 participants through the course of the series, achieving 70% overall enrollment.

RCC Role:

RCC will continue this very successful partnership with both Reston Association and Sustainable Reston.

New Budget Resources Required: None.

Board Activity: Information item.

Staff Response/Research: Line dancing for 55+ on weekdaysCurrent conditions/history to date:

RCC has offered social dance programs in a variety of formats and class times.

RCC Role:

The challenge in providing weekday social dancing programs for 55+ program participants has been locating an instructor. Another approach that we can pursue is a “drop-in” program for seniors with social dancing experience and an RCC employee present to assure safety and help facilitate music selections. Participants would be self-leading or teaching one another.

New Budget Resources Required: None.

Board Activity: Information item.

Staff Response/Research: Summer Camp offeringsCurrent conditions/history to date:

RCC offers an appealing assortment of summer camp programs and to date we have already filled over 1,200 seats out of nearly 1,500 that were initially available for summer 2012. The enrollment rate is already 81% of the maximum availability and the summer is still several months away. Adding funding to FY13 and FY14 will permit RCC to add more sessions of extremely popular camps such as Lego Engineering, Crazy Chemistry, Video Game Design, and Cooking. Facility availability is the biggest challenge but we may be able to offset this by simply enlarging some of the current camps that have waitlists.

RCC Role:

Adding participant slots would require contracting adjustments or addenda to contract for the most popular offerings and thereby reduce waitlists that already exist for these programs.

New Budget Resources Required:

FY13, FY14 Operating Funds: \$9,000.00: contracts for Lego Engineering and Video Game Design camps to be able to offer two additional Lego Engineering camps, two additional Video Game Design camps, and one additional Crazy Chemistry camp to further reduce waitlists. This would allow us to serve 110 more campers.

Revenue: We currently charge \$100 per camp registration (Reston rate); if all 110 seats are filled: \$11,000.00.

Board Activity: Finance Committee, Full Board approval.

Staff Response/Research: Out of School (“after school”) offeringsCurrent conditions/history to date:

In FY13, RCC will enter the fourth year of an agreement with Lake Anne Elementary School to fund the after school program, Heritage Language Literacy Club, provided by contract with Prospera Initiatives, LLC. The Club is designed to improve the language acquisition, grammar and writing skills of Spanish speaking students in their native language. This current school year, over 60 children in grades 1 through 3 are enrolled as active participants with more than 20 student tutors in grades 5 and 6.

Also in FY13, RCC will collaborate with Dogwood Elementary School to support its summer science camp programming, which will allow the school to hire 12 instructors and teach 125 students during a 2-week summer camp session. Additionally, 25 Dogwood Elementary School

students will participate in RCC's two-week National Geographic JASON Project science camp held at RCC in August 2012.

RCC Role:

RCC will continue to plan and produce programs in support of local Reston schools. We have requested that Prospera Initiatives, LLC., reach out and survey principals of Reston elementary schools to determine if programming more Heritage Language Literacy Clubs, possibly in a language other than Spanish, would be well-received and beneficial to students at other sites. RCC is looking forward to a successful summer camp season in collaboration with Dogwood Elementary School that will ultimately serve nearly 200 children over a four-week period.

New Budget Resources Required: No additional funding anticipated in FY13; an additional \$10,000.00 is requested for the operating (contract) budget in FY14 to support collaborative programs in more Reston elementary schools. No revenue anticipated.

Board Activity: Finance Committee, Full Board approval.

Staff Response/Research: Expanded Woodshop hours/programming

Current conditions/history to date:

RCC's woodshop is open on Tuesday evenings from 6-10 pm and Saturdays from 9 am - 5 pm. The shop is typically open year-round with the exception of some major holidays and the annual building maintenance period the last two weeks of August.

Three Year Review of Drop-In Participation and Revenue:

Woodshop Labs	2009	2009 Revenue	2010	2010 Revenue	2011	2011 Revenue
Tuesdays (\$5 - Reston)	184	\$920	174	\$870	280	\$1,400
Tuesdays (\$10 - Non Reston)	51	\$510	75	\$750	62	\$620
Saturdays (\$10 - Reston)	175	\$1,750	199	\$1990	297	\$2,970
Saturdays (\$20 - Non Reston)	60	\$1,200	38	\$760	53	\$1,060
Total	470	\$4380	486	\$4370	692	\$6050

In 2011, RCC offered 15 registered Woodshop classes, ranging from 4-week to 10-week sessions. Two basic woodworking classes were canceled due to low enrollment. Typically, a class enrolls at least five students and the activity registration fee is \$100.00 per student.

RCC Role:

RCC recently added an open lab session to be held on the first Friday of each month scheduled from 9 am – 3 pm from January-May, 2012. This has proven to be popular enough to continue in FY13. New funds will need to be allocated to fund the program over our annual schedule.

New Open Lab Hours

Open Lab Supervision for First Fridays: 10 (closed 2 months) x \$17.50/hr. x 8 hrs. = \$1,400
FICA = \$107.10

Revenue = \$8 per patron x 5 x 10 = \$400.00

We propose adding in another weekend lab session given the very high volume of attendance in 2011 and the fact that attendance is increasing annually. In order to add one more open shop

session on Sundays, another woodshop supervisor would need to be hired and scheduled at 10 hours per week. (This includes prep and cleanup time.)

Open Lab Supervision for Sundays: 50 (closed 2 weeks) x \$17.50/hr. x 10 hrs. = \$8,750.00
FICA = \$669.38

Revenue = \$10 per patron x 6 x 50 weeks = \$3,000.00

TOTAL Open Lab Supervision Costs: \$10,926.93

TOTAL Open Lab Revenue: \$3,400.00

Note: Open Labs are subsidized to encourage drop-in use and to further interest in instructional offerings; the direct cost recovery for Open Lab sessions on average is 31%.

New Instructional Programming

Add 10 new classes annually; each class requires 4 hours of instruction time including prep and cleanup and they run 10 weeks.

Instructor Costs: 10 new classes x \$17.50/hr. x 4 hrs. x 10 weeks = \$7,000.00
FICA = \$535.50

Revenue: \$112 x 8 students x 10 classes = \$8,960.00

New Budget Resources Required: \$18,462.43 in Personnel.

Board Activity: Finance Committee review, Full Board approval.

Internal Capacity

Community Input: Concerns about receiving prompt notice of enrollment, admission of non-Reston status participants in programs, hiring of part-time Sustainability employee.

Staff Response/Research: Enrollment status

Current conditions/history to date:

Reston Community Center mails confirmation receipts to patrons that indicate registered activities, waitlisted activities and the total amount paid to RCC. Confirmations are typically mailed within one week of the registration being processed. Registered patrons can also review their activity enrollments and any account balances by accessing their online household account at any time.

RCC Role:

RecTrac has the capability of emailing receipts to patrons. Customer Service representatives have recently successfully tested this process with several patrons.

- Coordinate with the RCC Communications Department to support promotional efforts to educate patrons on how to access their household account online to view activity enrollment and download their own PDF confirmation receipt for registered activities.
- If an accurate email address is provided, confirmations could be sent via email possibly as early as the summer 2012 season. If an accurate email is not provided, a hard copy of the confirmation receipt will be mailed to the patron and a request for the patron to

provide a new email address will be included to allow future confirmations to be sent via email.

New Budget Resources Required: None.

Board Activity: Information item, support communication efforts as appropriate.

Staff Response/Research: Non-Reston status of patrons in programs that are waitlisted.

Current conditions/history to date:

Our most popular programming generates wait lists and an impression on the part of some patrons that non-residents enjoy enrollment that they are not actually entitled to with respect to when they register for classes and the possibility that they falsely claim to be “Reston” qualified. Research of the specific situation that prompted the input revealed (as is frequently the case in these types of situations) that the patron, whose status seemed questionable to our student, is in fact an employee of a Reston-located business, which is a criteria for “Reston” status.

In addition, as was stated at our meeting in February, RCC Customer Service staff frequently check the status of a patron by requesting proof of residency in Reston or employment by a Reston-located business.

RCC Role:

RCC will continue to use the current tests to determine registration eligibility. Checking that status occurs at the point of contact for registration; once online registration is introduced, that capability will be somewhat diminished. Spot checking of the status of a patron will still be feasible and will be done when the demand issues suggest it is in RCC’s interests and the interest of maintaining the integrity of our registration processes to do so.

New Budget Resources Required: None.

Board Activity: Information item.

Staff Response/Research: Hiring of Part-time Sustainability Employee.

Current conditions/history to date:

The Reston Association has a full-time environmental staff group; this is likely to be more appropriately housed within RA capabilities.

RCC Role:

RCC will continue to consult with Sustainable Reston on the resources available to support the three-year focus on a collection of efforts to reaffirm Reston’s sustainability values and to further the capacity of civic organizations to pursue related goals.

New Budget Resources Required: None.

Board Activity: Information item.

Summary of Budget Impacts

FY13 New Funding Requested

Facilities

No changes.

Collaboration and Outreach

(\$100,000.00 to fund Synthetic Turf has already been identified in Agency resources.)

Communications

No changes.

Programs

Aquatics

Personnel

\$35,322.66

Arts and Events

Personnel

\$ 6,200.00

Operating

2,400.00

Leisure and Learning

Personnel

\$24,437.01

Operating

9,000.00

Internal Capacity

No changes.

FY14 New Funding Requested

Facilities

No changes.

Collaboration and Outreach

Operating

\$50,000.00

Communications

No changes.

Programs

Aquatics

Personnel (above plus 5%)

\$37,088.79

Arts and Events

Personnel (above plus 5%)

\$ 6,510.00

Operating

2,400.00

Leisure and Learning

Personnel (above plus 5%)

\$25,658.86

Operating (above plus HLLC \$10,000.00)

19,000.00

Internal Capacity

No changes.



DATE: April 2, 2012
TO: RCC Board of Governors
FROM: Cathy Vivona
Chair, Finance Committee
SUBJECT: April 2, 2012 Finance Committee Meeting

The Finance Committee met on Monday, April 2, 2012. Present were:

- Cathy Vivona, Committee Chair
- Beverly Cosham, RCC Board Chair
- Bill Bouie
- Carol Bradley

Absent and Excused:

- John Gasson, Committee Vice Chair
- Roger Lowen

Attending from the RCC Staff:

- Leila Gordon, Executive Director
- Renata Wojcicki, Finance Director
- Kristin Terrill, Public Information Officer

The meeting was called to order at 6:37 pm.

Visitors

A Boy Scout from Great Falls and his father attended the meeting. The Boy Scout explained that he is attending a public meeting as part of earning his Citizenship and Community badge. Leila explained what the Reston Community Center is and how its Board of Governors and committees work, and that the Finance Committee meets regularly to monitor RCC's budget execution.

Monthly Financials

The Committee reviewed the monthly financial reports with Leila and Renata. Noted among other items was that there was a recording error in February regarding Box Office revenue that will be reversed in March reports, so that number is higher in this report than it should be. In addition, members were reminded that during February, summer camp revenue, which is the next fiscal year's activity, is recorded and will be reversed at year end. This has the effect of making the related revenue figures in program areas appear quite high.

Leila described for the committee a cost-savings measure we are undertaking in the next couple of months related to conversion of our fuel oil system to a natural gas system in order to reduce fuel costs and also improve environmental performance. A memorandum from Deputy Director, Tom Ward, who has been pursuing the research and design issues on this project was distributed and discussed. Savings anticipated are quite substantial and we should more than recover the costs of conversion in the first year of implementation.

Cathy asked about the wide range of estimates provided for installing the gas piping. Leila said she does not think the difference in price between different companies indicates any major difference in their approach to the project or quality of work and that Tom has done due diligence in evaluating these companies. All of the companies are also approved County contractors.

Analysis of New Program Proposals

Leila and Renata presented the net impacts of the new programs and other efforts outlined in the two Community Input meetings held in February and March. Programs were presented in order of priority and included the revenues associated with them. The net impact of all the new programs if implemented would be added costs totaling \$11,262 in FY13 adjustments, and \$74,411 in the FY14 Budget. In addition, Leila discussed that she anticipates FY14 new operating costs associated with equipment replacements, and large maintenance projects will total approximately \$75,000 of new costs that baseline or carryover budgets are not likely to accommodate. Since these projects require further effort to refine in terms of costs and appropriate order in the context of the Three Year Capital Improvement and Capital Maintenance Projects plan that will be reviewed in May, this served as a preliminary background discussion.

Following discussion, the Finance Committee voted to present the Board with a motion to fully fund the program and administrative initiatives proposed by the staff following feedback received at the 2012 combined Community Relations and Program-Policy Committee meeting.

The motion forwarded is: That programs proposed for funding in FY13 and FY14 by the staff report to the March 12, 2012 joint meeting of the Community Relations and Program/Policy Committees be fully funded as proposed.

The meeting was adjourned at 7:25 p.m.

Reston Community Center
 Budget vs Actuals Worksheet
 29-Feb-12

100%/12*8mos=%66.64	
Beginning Fund Balance	\$ 7,835,841
Est. Y-End Fund Balance	\$ 4,485,520

	Budget FY12	Jan	Feb	ENCUMBR.	YTD	REMAINING BALANCE	YTD % actual
1 Administration	\$ 6,106,732	\$ 21,205	\$ 21,131		\$ 6,062,969	43,763	99.28%
2 Performing Arts-Theatre Admiss.	49,500	4,979	7,042		48,422	1,078	97.82%
3 PA Theatre Rental	22,990	4,964			6,056	16,934	26.34%
4 PA Cultural Activities/ Arts Org	0	(5,200)	(3,291)		1,155	(1,155)	0.00%
5 Aquatics Classes/drop-in	246,000	17,745	13,020		167,869	78,132	68.24%
6 Aquatic Rental	19,000				7,940	11,060	41.79%
7 L&L Fitness	8,928				0	8,928	0.00%
8 L&L Teens	91,186	2,397	29,738		81,173	10,013	89.02%
9 L&L Senior	67,047	3,131	1,764		56,743	10,304	84.63%
10 L&L Youth	99,018	3,262	69,356		171,675	(72,657)	173.38%
11 L&L Adult	107,821	12,100	4,743		109,171	(1,350)	101.25%
12 Community Events	2,500				0	2,500	0.00%
13 Arts Education	110,216	5,135	60,330		176,733	(66,517)	160.35%
Total RCC Revenue	\$ 6,930,938	\$ 69,718	\$ 203,833	\$ -	\$ 6,889,905	\$ 41,033	99.41%

L&L - Leisure & Learning

Reston Community Center
 Budget vs Actuals Worksheet
 29-Feb-12

100%/12*8mos=%66.64	
Beginning Fund Balance	\$ 7,835,841
Est. Y-End Fund Balance	\$ 4,485,520

	Personnel Expenses	Budget FY12	Jan	Feb	ENCUMBR.	YTD	REMAINING BALANCE	% Budget Used Ytd
1	Administration	669,838	21,897	21,896		171,360	498,478	25.58%
2	Board OG	-				-	-	0.00%
3	Booking	179,437	12,478	12,672		99,266	80,171	55.32%
4	Comptroller	337,629	24,955	25,180		196,996	140,633	58.35%
5	Customer Service	450,935	29,365	29,731		235,022	215,913	52.12%
6	Facility Engineer	97,408	7,429	7,550		59,380	38,028	60.96%
7	Maintenance	409,400	26,125	28,011		213,764	195,636	52.21%
8	IT	106,645	7,958	7,957		63,524	43,121	59.57%
9	Media	307,257	20,855	22,986		168,978	138,279	55.00%
10	Performing Arts	486,574	34,356	39,286		283,443	203,132	58.25%
11	Aquatics	641,189	45,410	52,328		389,855	251,334	60.80%
12	Leisure & Learning (L&L) Programs	198,509	15,987	16,023		128,303	70,206	64.63%
13	L&L Fitness	87,986				0	87,986	0.00%
14	L&L Teens	123,876	7,054	7,541		69,504	54,372	56.11%
15	L&L Senior	119,174	9,147	10,369		60,248	58,926	50.56%
16	L&L Youth	191,049	17,171	13,755		144,773	46,276	75.78%
17	L&L Adult	165,197	4,404	17,551		124,939	40,258	75.63%
18	Community Events	107,279	8,038	8,883		67,675	39,604	63.08%
19	Arts Education	271,256	10,712	16,125		193,979	77,277	71.51%
	Total Personnel Expenses	\$ 4,950,638	\$ 303,341	\$ 337,844	\$ -	\$ 2,671,007	\$ 2,279,631	53.95%

Fitness Director costs included in Adult CC

Reston Community Center
 Budget vs Actuals Worksheet
 29-Feb-12

100%/12*8mos=%66.64	
Beginning Fund Balance	\$ 7,835,841
Est. Y-End Fund Balance	\$ 4,485,520

	Operational Expenses	Budget FY12	Jan	Feb	ENCUMBR.	YTD	REMAINING BALANCE	% Budget Used Ytd
1	Administration	256,304	11,430	1,422	22,091	99,456	156,848	38.80%
2	Board	59,000	3,424	2,098	0	38,790	20,210	65.75%
3	Booking	118,794	909	12,063	27,614	75,986	42,808	63.96%
4	Comptroller/Customer Service	538,926	36,654	29,841	68,191	483,521	55,405	89.72%
5	Facility Engineer	191,945	17,725	8,363	19,507	91,533	100,412	47.69%
6	Maintenance	301,274	12,129	29,630	49,171	270,564	30,710	89.81%
7	IT	144,303	(2,888)	1,192	6,556	33,550	110,753	23.25%
8	Media	445,532	6,530	90,459	540	234,289	211,243	52.59%
9	Community Partnerships	135,000	(100)		5,000	82,135	52,865	60.84%
10	Performing Arts	350,009	46,611	62,752	800	244,512	105,497	69.86%
11	Aquatics	94,015	1,059	5,979	6,137	49,009	45,006	52.13%
12	Leisure & Learning (L&L) Programs	6,850			0	1,843	5,007	26.90%
13	L&L Fitness	0			0	-	0	0.00%
14	L&L Teens	133,250	2,645	3,910	34,686	106,386	26,864	79.84%
15	L&L Senior	89,688	1,852	5,581	10,768	57,171	32,517	63.74%
16	L&L Youth	137,330	2,712	4,837	12,508	84,922	52,408	61.84%
17	L&L Adult	105,724	239	2,525	7,129	42,358	63,366	40.06%
18	Community Events	167,690	28,241	2,119	4,312	104,773	62,917	62.48%
19	Arts Education	75,794	1,006	1,529	14,240	37,485	38,309	49.46%
	Total Operational Expenses	\$ 3,351,428	\$ 170,178	\$ 264,300	\$ 289,250	\$ 2,138,284	\$ 1,213,144	63.80%

Reston Community Center
 Budget vs Actuals Worksheet
 29-Feb-12

100%/12*8mos=%66.64	
Beginning Fund Balance	\$ 7,835,841
Est. Y-End Fund Balance	\$ 4,485,520

	Capital Proj. Expenses/ Capital Equipment	Budget FY12	Jan	Feb	ENCUMBR.	YTD	REMAINING BALANCE	% Budget Used Ytd
1	RCC Improvements 003716	\$ 494,064	\$ (5,063)		\$ 28,657	193,027	301,037	39.07%
2	Facility Enhancement LA 003717.11	765,087	73,635	-123,732	75,056	421,412	343,675	55.08%
3	Comm. Room HW Enhcmnts. 003717.12/3718.12	634,810	195,210		70,708	511,038	123,772	80.50%
4	HW White Roof 003717.13/3719	98,000			0	0	98,000	0.00%
						0	0	0.00%
						0	0	0.00%
						0	0	0.00%
	Total Capital Expenses	\$ 1,991,960	\$ 268,845	\$ (123,732)	\$ 174,421	\$ 1,125,477	\$ 866,484	56.50%
	Total RCC Expenditures	\$10,294,026	\$ 742,364	\$ 478,412	\$ 463,671	\$ 5,934,768	\$ 4,359,258	57.65%

003716 include:
 ADA Enhancements
 CenterStage Floor
 HW Loading Dock

Reston Community Center
 Budget vs Actuals Worksheet
 29-Feb-12

100%/12*8mos=%66.64	
Beginning Fund Balance	\$ 7,835,841
Est. Y-End Fund Balance	\$ 4,485,520

	Budget				YTD	Remaining Balance
Revenue	6,930,938	69,718	203,833	0	6,889,905	41,033
Personnel	4,950,638	303,341	337,844	0	2,671,007	2,279,631
Operating	3,351,428	170,178	264,300	289,250	2,138,284	1,213,144
Capital Projects	1,991,960	268,845	-123,732	174,421	1,125,477	866,484
Total Expenses	10,294,026	742,364	478,412	463,671	5,934,768	4,359,258
Revenue less Total Expenses	-3,363,088	-672,646	-274,579	-463,671	955,137	-4,318,226

Revenue

General Note: Registration for Winter / Spring activity registration started December 1st.

1. **Administration:** The Administration revenue budget shows combined tax, interest and facility rental revenues. The estimated revenue from taxes was revised downward for FY12 to \$5.9M with the BOS FY11 Carryover approval in September; revenue is tracking to the lowered estimate. Facility rental revenue includes T-Mobile antenna and room rental revenue. We have collected 133% of estimated Facility Rental revenue (which also includes \$14K year-to-date collected T-Mobile antenna revenue.) A portion of the Facility Rental revenue FY13 collected this fiscal year will be reversed in June 2012 and recorded for FY13. The interest revenue projection was revised down to \$47.7K with BOS FY11 Carryover and approval in September.
2. **Performing Arts:** Revenue collection is very uneven depending on scheduled shows and their related box office revenue.
3. **Performing Arts Theatre Rental:** Theatre rental payments are typically made at the end of the fiscal year.
4. **Performing Arts Cultural Activities/Arts Organizations:** The community arts box office receipts and payments clearing line.
5. **Aquatics Classes/drop-in:** Year-to-date revenue is for summer, fall and initial winter/spring program registration.
6. **Aquatics Rental:** Year-to-date revenue represents a natatorium rental fee.
7. **L&L Fitness:** Revenue tracked for FY12 in Adult Department.
8. **L&L Teens:** Year-to-date amount includes summer, fall and initial winter/spring program registration revenue. The 2012 summer camp program revenue will be reversed for FY12 year-end-close and recorded as FY13 revenue.
9. **L&L Seniors:** Year-to-date amount includes summer, fall and initial winter/spring program registration revenue.
10. **L&L Youth:** Year-to-date amount includes summer, fall and initial winter/spring program registration revenue. The 2012 summer camp program revenue will be reversed for FY12 year-end-close and recorded as FY13 revenue.
11. **L&L Adults:** Year-to-date amount includes summer, fall and initial winter/spring program registration revenue.
12. **Community Events:** No revenue collection. Future budgets will not reflect revenue associated with this program area.
13. **Arts Education:** Year-to-date amount includes summer, fall and initial winter/spring program registration revenue. The 2012 summer camp program revenue will be reversed for FY12 year-end-close and recorded as FY13 revenue.

Personnel Expenses:

General Note: Personnel budget reallocation has been processed for October 2011 after BOS approval of FY11 Carryover which provided additional funding for the 9 new merit positions requested for FY12.

1. **Administration:** Administration's allocated budget is typically under-spent; funding provides for OPEB costs and contingencies such as increases in fringe benefit costs.
3. **Booking:** Personnel costs are at the expected level and include costs of 1 additional merit status position (conversion).
4. **Comptroller:** Personnel costs are at the expected level.
5. **Customer Service:** Personnel costs are at the expected level and include costs of 3 additional merit status positions (conversion).
6. **Facility Engineer:** Personnel costs are at expected level.
7. **Maintenance:** Personnel costs are at expected level and include costs of 1 additional merit status position (conversion).
8. **Information Technology:** Personnel costs are at expected levels.
9. **Media:** Personnel costs are at expected levels and include costs of 1 additional merit status position (conversion).
10. **Performing Arts:** Personnel costs are at expected levels and include costs of 1 additional converted to merit status position. This position is shared with the Aquatics department.
11. **Aquatics:** Personnel costs are at expected levels.
12. **Leisure and Learning Administration:** Personnel costs are at expected levels and include costs of 2 additional merit status positions (one of which is shared with the Arts Education Dept.; positions from conversion process). Additional funding reallocation was completed for October 2011.
13. **L&L Fitness:** Budget reallocation completed for October 2011. Fitness Director's position remains vacant, hiring process started in March. Instructors' labor costs are tracked within Adult Cost Center.
14. **L&L Teens:** Personnel costs include summer camp labor costs which occurred in July/August 2011.
15. **L&L Senior:** Personnel costs are at a lower than normal level due to the long term position vacancy of the Senior Program Director.
16. **L&L Youth:** Personnel costs are higher than the benchmark and include Camp Goodtimes labor costs which occurred in July/August 2011.
17. **L&L Adult/Fitness:** Personnel expenditures are at expected levels and include Fitness classes' instructors' costs.
18. **Community Events:** Personnel expenditures are at expected levels.
19. **Arts Education:** Personnel expenditures are higher than the benchmark and include LARK/YAT summer labor costs which occurred in July/August 2011.

Operating Expenses:

General Note: Reservations at the beginning of the year are higher; funds are spent down from them.

1. **Administration:** Current month expenses include SWSG payments. Reservations are for SWSG consulting services.
2. **Board:** Current month expenses include Strategic Planning session facilitation and hospitality costs.
3. **Booking:** Current month expenses are for supply costs, security monitoring, piano tunings, storage rent costs. Reservations are for piano tuning and storage rental.
4. **Comptroller:** Current month expenditures include banking charges, office supplies and utilities costs. Reservation is for utilities costs.
5. **Facility Engineering:** Current month expenses include repair and maintenance costs. Reservation is for repair and maintenance.
6. **Maintenance:** Current month expenditures include fuel costs and repair and maintenance costs. Reservations are for custodial services, repair and maintenance, and fuel.
7. **IT:** Current month expenses are for office and computer supplies. Reservation is for equipment and cellular phones.
8. **Media:** Current month expenses are for advertisement costs, printing and sponsorship. Reservation is for printing service.
9. **Community Partnerships:** No current month expense. Reservation is for RHT (community history celebrations/exhibit events, speaker series, Founders Day 2012, artist showcases.)
10. **Performing Arts:** Current month expenses include contractor payments, conference travel costs, hospitality and maintenance and repair costs. Reservation is for piano tunings costs.
11. **Aquatics:** Current month expenditures are for pool supplies, first aid, office supplies, and repair and maintenance. Reservations are for pool operating supplies.
12. **Leisure and Learning Administration:** No current month expense.
13. **L&L Fitness:** Operating Program costs currently are tracked in Adult cost center.
14. **L&L Teens:** Current month expenditures include transportation and recreational activities costs. Reservation is for program instruction and transportation.
15. **L&L Senior:** Current month expenditures are for program supply costs, transportation, and recreational activities. Reservation is for transportation and contractor costs.
16. **L&L Youth:** Current month expenditures are for program supplies, program instruction, and recreation activities. Reservations are for program instruction.
17. **L&L Adult/Fitness:** Current month expenditures include program supplies costs and recreational activities costs. Reservations are for program instruction and transportation.
18. **Community Events:** Current month expenditures are for program content delivery and program supply costs. Reservation is for contractor costs and program supply costs.
19. **Arts Ed:** Current month expenditures are for program contract payments. Reservation is for program instruction contract costs.

Capital Project Expense

All capital projects have been completed or nearly completed, except for the White Roof (deferred), Stage Floor replacement (deferred) project, and the ADA DOJ restroom which will be carried over to summer 2012 (FY13).

1. **RCC Improvements / 003716:** Includes ADA Enhancements, CenterStage Floor, and HW Loading Dock projects.
2. **Facility Enhancement Lake Anne / 003717.11:** Includes Art Studio, LA Expansion, LA Hallway Acoustics projects. Current month credit reflects correction of procurement. Reservation is for contractor service. Two change orders in the amount of \$8,715 are in review and approval process. FY11 Audit Adjustment for June 2011 invoice (368K) and paid in July 2011 was recorded for FY11. This will reverse FY11 carryover beginning project balance from \$765,087 to \$396,415. Project will show a total cost overrun in the amount of \$9,187.
3. **Community Room Hunters Woods Enhancements / 003717.12/3718.12:** No current month expenditures recorded. Reservations are for SWSG service and SG Construction Services Inc. Estimate of remaining balance/savings pending.
4. **HW White Roof 003717.13/3719:** Deferred.

Reston Community Center Financial Projections
\$.0470/\$100 FY2007-2016 Tax Rate

	FY2011	FY2012	FY2013	FY2014
	Yend Actual	Revised	Proposed	Estimated
Beginning Balance	8,746,167	7,835,840	4,472,752	3,540,398
Revenue				
Property Taxes	5,868,283	5,958,186	6,183,347	6,183,347
Interest	46,314	47,746	47,077	35,404
Internal Fees	920,673	925,006	1,068,979	1,090,359
Total Revenue	6,835,270	6,930,938	7,299,403	7,309,110
Total Fund Balance Available	15,581,437	14,766,778	11,772,155	10,849,508
Expenditures				
Personnel	4,148,159	4,950,638	4,957,421	5,106,144
Operating	2,462,954	3,351,428	3,274,336	3,334,336
Capital	1,134,484	1,991,960	-	-
Capital Equip	-	-	-	-
Total Expenditures	7,745,597	10,294,026	8,231,757	8,440,480
Revenue less Expenses	(910,327)	(3,363,088)	(932,354)	(1,131,370)
Ending Fund Balance	7,835,840	4,472,752	3,540,398	2,409,028
Managed Reserve Detail				
Managed Oper. Reserve 12% of current year revenue	820,232	831,713	875,928	877,093
Feasibility Study Reserve 2% of current year revenue	136,705	138,619	145,988	146,182
Economic and Program Contingency up to 3.5M	3,000,000	2,550,000	875,840	0
Capital Projects up to 3M	3,500,000	952,421	1,642,642	1,385,752
Total Managed Reserve	7,456,938	4,472,752	3,540,398	2,409,027
Balance after reserve allocation (deficiency)	378,902	0	0	0
Assumptions				
Property Taxes Growth/Inflation Factor FY13-16	-11%	1.53%	3.78%	0.00%
Interest based on the beginning fund balance for FY13-16	-26%	3.09%	0.00%	-24.80%
Internal Fees Growth/Inflation Factor FY13-16	-1%	0.47%	15.56%	2.00%
Personnel Growth/Inflation Factor FY13-16	5%	19.35%	0.14%	3.00%
Operating Growth/Inflation Factor FY13-16	-6%	36.07%	-2.30%	1.83%

Per DTA
\$6,183,347 for
FY13, Original
budget approved
by RCC Board
was \$5,958,186

**Reston Community Center FY13/FY14 Budget Impact
Program and Administrative Initiatives - Priority Order within Categories**

Category	Description	Budget Impact Type	FY13	FY14
Collaboration & Outreach	Transportation	Operating Expense		20,000
Collaboration & Outreach	Documentary Film Project Focus Group & Student Activities	Operating Expense		20,000
Collaboration & Outreach	Other Community Dialogs/Forums incl. GRACE and Sustainable Reston	Operating Expense		10,000
Programs - Aquatics	Swimming Private Lessons			
		Revenue	-37,500	-37,500
		Instructor Expense	35,323	37,089
Programs-Arts	Daytime 55+ Visual Art Classes/Workshops			
		Revenue	-1,890	-1,890
		Personnel Expense	3,100	3,255
		Operating Expense	2,400	2,400
Programs-Arts	Youth Voice Classes			
		Revenue	-1,260	-1,260
		Personnel Expense	3,100	3,255
Programs L&L	Summer Camp Offerings			
		Revenue	-11,000	-11,000
		Operating Expense	9,000	9,000
Programs L&L	West Glade Corridor Programming			
		Revenue	-2,500	-2,500
		Personnel Expense	2,987	3,137
Programs L&L	Out of School (after school) Offerings	Operating Expense		10,000
Programs L&L	Expanded Woodshop Hours/Programming			
		Revenue	-8,960	-8,960
		Personnel Expense	18,462	19,386
Total Impact			11,262	74,411

Can Be scaled by 25%
reduction of hours to lessen
budget impact if desired,
revenue will be
proportionally decreased



Executive Director's Report
March, 2012

Administration

Administrative efforts are intensifying as the transition to the next phase of the County's new business systems nears. Since this involves payroll, the anxiety level could be elevated, but everyone is managing the change process to assure people have the information they need and will be ready. Renata has been working diligently with supervisors and managers to be sure that we are able to continue our summer hiring and complete it prior to the June transition, and we have determined the training needs for the variety of users the new software requires. Getting all the puzzle pieces in place won't be easy, but we are in good shape at this point to manage the transition effectively.

In addition, the budget outlines for the FY14 budget are being put together. Capital Improvement and Capital Maintenance project needs are being identified.

Programs

We had wonderful events and programs during the month of March which included CenterStage performances by Reduced Shakespeare Company, Mark Brutsche, Lunasa, and Grace Kelly. The new "Meet the Artists" program we co-sponsor with Osher Lifelong Learning Institute started up again in March and was kicked off in grand style by our own Bev Cosham. Leisure and Learning's action packed month included their typical menu of trips, tours, and special events. Among the highlights were the Philadelphia Flower Show, Springtime Tea, Egnormous Egghunt, Diva Central, the annual big St. Patrick's Day social we host and co-sponsor with RA, and we finished the month with the well-attended Reston for a Lifetime Transportation meeting on Saturday.

Of course thousands of people enrolled in the hundreds of aquatics, arts, fitness, wellness, and many other classes and workshops we offer, or presented their own activities and events through our Facility Rentals. We have been busy.

Executive Director

Activities in March included: interview process for Arts and Events Director, Reston Story/Documentary Film Project, meeting with Brenda Irons-LeCesne to discuss LINKS programming, Office of Public/Private Partnerships meeting to discuss recognition opportunities, the Parks, Recreation and Cultural planning presentation to the Reston Master Plan Special Study Task Force, Arts Council of Fairfax County and County Arts Committee meetings, Workforce Planning, Reston Historic Trust discussions on the upcoming events this spring and programs for next year, and a presentation to Bechtel senior leadership to welcome them to the community.