



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
BOARD OF GOVERNORS MEETING
June 4, 2012**

Present:

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

Absent and Excused:

- Vicky Wingert
- Bill Penniman
- John Gasson

Staff:

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

The Chair called the meeting to order at 8:06 p.m.

Approval of the Agenda:

Beverly Cosham, Chair

MOTION #1:

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

Approval of the May 7, 2012 Board Minutes:

Beverly Cosham, Chair

MOTION #2:

Bill B. moved that the Board approve the May 7, 2012 Board Minutes. Carol seconded the motion. The motion passed unanimously.

Approval of the May 7, 2012 Board Actions:

Beverly Cosham, Chair

MOTION #3:

Roger moved that the Board approve the May 7, 2012 Board Actions. Bill B. seconded the motion. The motion passed unanimously.

Chair's Remarks:

Beverly noted that tomorrow, June 5, between 6:00 and 9:00 p.m., we will have an opportunity to see the planet Venus pass in front of the sun, which will not happen again until 2030.

Introduction of Visitors

There were no visitors.

Introduction of New RCC Merit Staff Team Members:

Leila introduced the following new RCC merit staff team members:

- Karen Brutsche, 55+ Program Director
- Paul Douglas "PD" Michnewicz, Arts and Events Director
- Susan Zaboji, 55+ Program Assistant

Karen said that this is a career change for her and she is enjoying the active, vibrant community of seniors at RCC. Susan, who was previously with RCC a number of years ago, said she is thrilled to be back. PD said he has seen many institutions during his career and is very impressed with everything he has experienced at RCC so far.

Leila noted that we also have a new Customer Service Representative, Warren Bailey, who was unable to attend this meeting, and a new Fitness and Wellness Director, Amelia Chung. They will be introduced at a later date.

Board Member Input on Activities Attended:

Bill K. has been working with the Reston Master Plan Special Study Task Force. On June 12 they will discuss the County's transportation report that has previously been delayed for a variety of reasons. Reston's village centers will be discussed starting in August or September. He talked with Bill P. about possibly determining and presenting some recommendations for the Board to consider providing to the Task Force regarding RCC's ideas about the village centers. He also attended the *Out of Place* dance program at Lake Anne.

Roger viewed the *Treasures of RCC* art exhibit here at Hunters Woods and was very pleased with the impressive work. He attended the Northern Virginia Fine Arts Festival. He also completed the Reston Sprint Triathlon to benefit Reston Interfaith and came in first in his age group.

Cathy played bridge. She has been in and out of town.

Bill B. attended the Northern Virginia Fine Arts Festival and the opening reception. He has also attended many meetings for Initiative for Public Art-Reston, Park Authority, and the Reston Master Plan Special Study Task Force. He sat in for the Park Authority presenting a Reston Recreation Plan in support of the Silver Line and is happy to report that the plan aligns with RCC's priorities. He also attended a meeting with Leila, Terre Jones, and Joe Ritchey at Wolf Trap to discuss potential partnerships.

Carol attended the AXIS Dance Company performance at the CenterStage, the Northern Virginia Fine Arts Festival opening reception, and RCC's Lifelong Leisure and Resource Fair. She also attended a planning committee meeting for the 2013 Reston Dr. Martin Luther King, Jr. Birthday Celebration. Julian Bond will be this year's speaker and will speak on Sunday afternoon so as not to interfere with the presidential inauguration that Monday. She also participated in a "cutathon" hosted by a Maude's in Herndon. The event included \$40 haircuts and all of the proceeds and tips went to Reston Interfaith. It was a very nice event and people were very generous. About \$5,000 was given to Reston Interfaith.

Beverly attended the AXIS Dance Company performance, Herndon-Reston FISH's FISH Fling, a human services forum at the Fairfax County Government Center, the Northern Virginia Fine Arts Festival and opening reception, and the Fairfax County Partnership Awards ceremony. The Reston Community Orchestra had its final concert, which ended with a new arrangement of Rhapsody in Blue. She also attended an annual meeting for the orchestra. Joe Ritchey invited Leila and Beverly to a showing of a documentary about Keenan Kampa, a Reston resident who trained at the Reston Conservatory Ballet and now is the first American to join the Mariinsky Ballet in Russia. She also

June 4, 2012 Board of Governors Meeting Minutes

attended the planning committee meeting for the 2013 Reston Dr. Martin Luther King, Jr. Birthday Celebration, and sang Beethoven's Ninth in a performance with the McLean Symphony.

May 22, 2012 Finance Committee Report:

See attached report.

Cathy presented the Board with two motions from the Finance Committee.

MOTION #4:

Bill B. moved that the Board accept the financial outline as presented by staff for preparation of the FY14 Budget. Carol seconded the motion. The motion passed unanimously.

MOTION #5:

Roger moved that the Board provide the community with the highlights of the FY14 Budget Preparation fiscal elements, Capital Improvement and Capital Maintenance Plans (CIP, CMP) and related information for the Annual Public Hearing on Programs and Budget scheduled on June 18, 2012 at 6:30 p.m. as outlined. Bill B. seconded the motion. The motion passed unanimously.

June 4, 2012 Long Range Planning Committee Report:

See attached report.

MOTION #6:

Carol moved that the Board approve the May 22, 2012 Finance Committee Report and the June 4, 2012 Long Range Planning Committee Report. Bill K. seconded the motion. The motion passed unanimously.

Executive Director's Report:

See attached report.

Old Business:

There was no old business.

New Business:

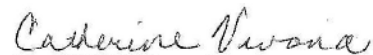
There was no new business.

Beverly reminded everyone of the Annual Public Hearing for Programs and Budget on June 18 at 6:30 p.m. and the July 2 Board of Governors meeting at 8:00 p.m.

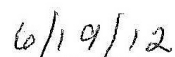
MOTION #7:

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

The Chair adjourned the meeting at 8:35 p.m.



Cathy Vivona,
Board Treasurer for the Secretary



Date

BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON JUNE 4, 2012

- 12-0604-1 Bd That the Board approve the agenda.**
- 12-0604-2 Bd That the Board approve the April 2, 2012 Board minutes.**
- 12-0604-3 Bd That the Board approve the April 2, 2012 Board actions.**
- 12-0604-4 Bd That the Board accept the financial outline as presented by staff for preparation of the FY14 Budget.**
- 12-0604-5 Bd That the Board provide the community with the highlights of the FY14 Budget Preparation fiscal elements, Capital Improvement and Capital Maintenance Plans (CIP, CMP) and related information for the Annual Public Hearing on Programs and Budget scheduled on June 18, 2012 at 6:30 p.m. as outlined.**
- 12-0604-6 Bd That the Board approve the May 22, 2012 Finance Committee Report and the June 4, 2012 Long Range Planning Committee Report.**
- 12-0604-7 Bd That the meeting be adjourned.**

Catherine Vivona

Cathy Vivona,
Board Treasurer for the Secretary

6/19/12
Date



DATE: May 22, 2012
TO: RCC Board of Governors
FROM: Cathy Vivona
Chair, Finance Committee
SUBJECT: May 22, 2012 Finance Committee Meeting

The Finance Committee met on Tuesday, May 22, 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 6:03 pm.

Monthly Financials

The group reviewed the monthly financial reports.

Cathy asked if the new financial system is now generating reports. Leila explained that we are still working to determine how to best utilize the system's capabilities, and occasional issues are still being addressed. Renata added that our reporting abilities through the new system have improved, but we continue to provide reports to the Finance Committee in the current format, which is not what is automatically generated by the new system, because everyone is familiar with this format and it includes all of the separate cost centers the Committee reviews. Some cost centers we are used to reviewing separately are actually combined in the new system and Renata separates these out manually for the Finance Committee reports. Cathy asked when we expect to transition to using reports as generated by the new system without needing to do any extra formatting. Leila said given what we know about the transition to the new system and its progress so far, we do not expect to start using the reports as generated for a while, potentially until next fall or longer. Until that time Renata can continue to provide reports in the current format. We also need to keep in mind that these reports are part of the public record, and we want them to be understandable for that purpose. We will want to be sure the new system's reports are understandable when we begin to use them.

Cathy asked why such a low percentage of the budget in the Administration category in Personnel Expenses has been used this year. Leila explained that some positions remain unfilled and also we allocate money to this category for Other Post-Employment Benefits (OPEB) and other expenses that may arise. Renata reminded the group of a previous issue with overruns in this budget category caused by using DMB supplied fringe benefit factors that were too low as compared to actual costs.. Renata now allocates money to this category for these costs and they have been increasing. Leila also reminded the group that the third quarter budget analysis identified significant savings expected in this category, which will increase our year-end FY12 balance and our beginning FY13 balance.

Beverly asked where we capture the rent revenue for the T-Mobile tower. Leila explained that it is under administration in the revenue numbers.

Carol asked if we budget a certain amount for community partnerships each year. Leila said yes and reminded the group that we are increasing this budget in FY13 and FY14 for a transportation pilot program, the Reston documentary film project, and other partnerships. Also, since the synthetic turf project did not happen this year, we loaded that \$100,000 as an expense into the FY14 budget outline under community partnerships. This way it is clear that the Board has adopted this and it is part of the budget plan. Cathy asked if we added something to FY13 for this. Leila reviewed that originally we were going to try to split the \$100,000 between FY12 and FY13 but the project is not happening at this time so it is now in the FY14 budget. If things change, we can look for a place to put it in the budget earlier.

Carol asked if community groups often approach RCC about partnerships. Leila said yes and in considering these requests she uses the decision making criteria discussed at the January 2012 Board Strategic Planning Session – potential to benefit the community, strengthen partnerships, generate good will for RCC, etc. One recent example was when a major sponsor of the Reston Youth Triathlon unexpectedly pulled out and the Triathlon group approached RCC. Leila finds that people understand that RCC is eager to collaborate if there is a connection to RCC's mission. Cathy asked if there are any ongoing, regular RCC contributions that have come to be expected and that other groups now consider as part of their budget. Leila said we review our partnerships, sponsorships and other community contributions annually and meet with the groups we support to discuss their projects and what can be delivered that aligns with RCC's mission. In this way, RCC can build partnerships with other groups and promote valuable community projects while allowing these groups to organize and implement the projects. Leila sees this as a positive outcome; many programs RCC has contributed to have been successful and enriched our community.

The group reviewed RCC's fund statement. Leila noted that the fund statement does not include an increase in tax revenue from FY13 to FY14. It does include savings from FY12 resulting in a higher FY12 ending balance and a higher FY13 beginning balance. The FY13 and FY14 figures represent increases in personnel and operating expenses and cover the new programs approved during the recent community input process. This will be discussed at the upcoming Public Hearing for Programs and Budget on June 18.

Cathy asked why there is a drop in the economic and program contingency balance in FY13 and FY14. Leila said based on total disbursements in FY13 and FY14 we are spending more than we are realizing through revenues, leading to a reduction in reserves. The economic and program contingency reserve was established for programming and other contingencies and would be the appropriate reserve category to reduce as new programming is added to the core budget.

Outline for Annual Public Hearing for Programs and Budget

Leila gave an overview of the draft outline for the public hearing. Cathy asked if the annual report will be distributed at this meeting and Leila said yes.

Following discussion, the Finance Committee voted to present the Board with two motions; to accept the financial outline for the FY14 Budget and to share highlights of the FY14 Budget and related information with the community at the public hearing as outlined.

The motions forwarded are:

1. That the Board accept the financial outline as presented by staff for preparation of the FY14 Budget; and
2. That the Board provide the community with the highlights of the FY14 Budget Preparation fiscal elements, Capital Improvement and Capital Maintenance Plans (CIP, CMP) and related information for the Annual Public Hearing on Programs and Budget scheduled on June 18, 2012 at 6:30 p.m. as outlined.

The meeting was adjourned at 6:50 p.m.

Reston Community Center
 Budget vs Actuals Worksheet
 30-Apr-12

100%/12*10mos=%83.30	
Beginning Fund Balance	\$ 7,835,841
Est. Y-End Fund Balance	\$ 4,485,520

	Personnel Expenses	Budget FY12	Mar	Apr	ENCUMBR.	YTD	REMAINING BALANCE	% Budget Used Ytd
1	Administration	669,838	21,963	32,944		226,267	443,571	33.78%
2	Board OG	-				-	-	0.00%
3	Booking	179,437	12,794	19,104		131,164	48,273	73.10%
4	Comptroller	337,629	24,897	37,385		259,278	78,351	76.79%
5	Customer Service	450,935	29,616	43,691		308,329	142,606	68.38%
6	Facility Engineer	97,408	7,447	11,001		77,828	19,580	79.90%
7	Maintenance	409,400	29,225	41,628		284,617	124,783	69.52%
8	IT	106,645	7,956	11,937		83,417	23,228	78.22%
9	Media	307,257	22,677	35,584		227,239	80,018	73.96%
10	Performing Arts	486,574	29,346	48,204		360,993	125,582	74.19%
11	Aquatics	641,189	52,136	74,896		516,887	124,302	80.61%
12	Leisure & Learning (L&L) Programs	198,509	15,406	20,567		164,276	34,233	82.75%
13	L&L Fitness	87,986				0	87,986	0.00%
14	L&L Teens	123,876	8,059	12,640		90,203	33,673	72.82%
15	L&L Senior	119,174	11,664	15,698		87,610	31,564	73.51%
16	L&L Youth	191,049	10,955	17,536		173,264	17,785	90.69%
17	L&L Adult	165,197	18,744	26,197		169,880	(4,683)	102.83%
18	Community Events	107,279	7,373	11,273		86,321	20,958	80.46%
19	Arts Education	271,256	15,903	24,843		234,725	36,531	86.53%
	Total Personnel Expenses	\$ 4,950,638	\$ 326,161	\$ 485,128	\$ -	\$ 3,482,296	\$ 1,468,342	70.34%

Fitness Director costs included in Adult CC

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	Operational Expenses	Budget FY12	Mar	Apr	ENCUMBR.	YTD	REMAINING BALANCE	% Budget Used Ytd
1	Administration	256,304	2,652	3,249	31,057	116,860	139,444	45.59%
2	Board	59,000	311	3,335	0	42,436	16,564	71.93%
3	Booking	118,794	12,703	3,215	13,053	77,343	41,451	65.11%
4	Comptroller/Customer Service	538,926	19,485	43,931	68,191	546,937	(8,011)	101.49%
5	Facility Engineer	191,945	8,117	4,108	14,659	98,910	93,035	51.53%
6	Maintenance	301,274	26,813	11,970	44,650	304,826	(3,552)	101.18%
7	IT	144,303	794	2,286	9,420	39,494	104,809	27.37%
8	Media	445,532	29,089	5,230	1,403	269,471	176,061	60.48%
9	Community Partnerships	135,000	21,000	0	25,000	123,135	11,865	91.21%
10	Performing Arts	350,009	7,636	9,424	9,972	270,744	79,265	77.35%
11	Aquatics	94,015	2,108	1,191	2,631	48,802	45,213	51.91%
12	Leisure & Learning (L&L) Programs	6,850	273		0	2,116	4,734	30.89%
13	L&L Fitness	0			0	-	0	0.00%
14	L&L Teens	133,250	4,195	14,695	18,360	108,950	24,300	81.76%
15	L&L Senior	89,688	4,952	1,644	7,188	60,187	29,501	67.11%
16	L&L Youth	137,330	582	7,172	9,251	89,419	47,911	65.11%
17	L&L Adult	105,724	1,880	1,210	4,954	43,273	62,451	40.93%
18	Community Events	167,690	4,541	14,346	26,150	145,498	22,192	86.77%
19	Arts Education	75,794	5,872	1,697	10,650	41,464	34,330	54.71%
	Total Operational Expenses	\$ 3,351,428	\$ 153,003	\$ 128,703	\$ 296,589	\$ 2,429,866	\$ 921,562	72.50%

Reston Community Center
 Budget vs Actuals Worksheet
 30-Apr-12

100%/12*10mos=%83.30	
Beginning Fund Balance	\$ 7,835,841
Est. Y-End Fund Balance	\$ 4,485,520

	Capital Proj. Expenses/ Capital Equipment	Budget FY12	Mar	Apr	ENCUMBR.	YTD	REMAINING BALANCE	% Budget Used Ytd
1	RCC Improvements 003716	\$ 494,064		\$ 23,634	\$ 7,211	195,215	298,849	39.51%
2	Facility Enhancement LA 003717.11	396,415			75,056	421,412	-24,997	106.31%
3	Comm. Room HW Enhcmnts. 003717.12/3718.12	634,810	49,350	29	21,289	510,998	123,812	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	\$ 1,623,288	\$ 49,350	\$ 23,663	\$ 103,556	\$ 1,127,625	\$ 495,664	69.47%
	Total RCC Expenditures	\$ 9,925,354	\$ 528,514	\$ 637,494	\$ 400,145	\$ 7,039,787	\$ 2,885,567	70.93%

003716 include:
 ADA Enhancements
 CenterStage Floor
 HW Loading Dock

Reston Community Center
 Budget vs Actuals Worksheet
 30-Apr-12

100%/12*10mos=%83.30	
Beginning Fund Balance	\$ 7,835,841
Est. Y-End Fund Balance	\$ 4,485,520

	Budget				YTD	Remaining Balance
Revenue	6,930,938	76,453	47,176	0	7,016,534	-85,596
Personnel	4,950,638	326,161	485,128	0	3,482,296	1,468,342
Operating	3,351,428	153,003	128,703	296,589	2,429,866	921,562
Capital Projects	1,623,288	49,350	23,663	103,556	1,127,625	495,664
Total Expenses	9,925,354	528,514	637,494	400,145	7,039,787	2,885,567
Revenue less Total Expenses	-2,994,416	-452,061	-590,318	-400,145	-23,253	-2,971,164

Revenue

General Note: Registration for summer 2012 camps started February 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 169% of estimated Facility Rental revenue (which also includes \$18K year-to-date collected T-Mobile antenna revenue.) A portion of the Facility Rental revenue collected this fiscal year relates to facility rental during FY13 and 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 2011, fall, and 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 2011, fall, winter/spring, and summer 2012 camps' registration revenue. The 2012 summer camp program revenue will be reversed for FY12 year-end-close and recorded as FY13 revenue.
9. **L&L 55+:** Year-to-date amount includes summer 2011, fall, and winter/spring program registration revenue.
10. **L&L Youth:** Year-to-date amount includes summer 2011, fall, winter/spring program, and summer 2012 camps' 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 2011, fall, and 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 2011, fall, winter/spring, and summer camps' 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. Overall agency personnel costs are below the benchmark for this budget period.

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 and will conclude with candidate selection in May 2012. 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 55+:** Personnel costs are at a lower than the benchmark level due to the long term position vacancy of the 55+ Program Director and currently vacant 55+ Program Director Assistant. Hiring process completed in May 2012.
16. **L&L Youth:** Personnel costs are higher than the benchmark and include summer camp 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 camp labor costs which occurred in July/August 2011.

Operating Expenses:

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

1. **Administration:** Current month expenses include SWSG and NRPA agency membership payments. Reservations are for consulting services and facility furniture.
2. **Board:** Current month expenses include hospitality costs and Best of Reston sponsorship.
3. **Booking:** Current month expenses are for supply costs and storage rent costs. Reservations are for alarm monitoring, piano tunings and security.
4. **Comptroller:** Current month expenditures include banking charges, office supplies, facility rental property tax (LA), and utilities costs. Reservation is for utilities costs and it will be eliminated in May returning 68K encumbrance to budget balance available and restoring positive remaining budget balance.
5. **Facility Engineering:** Current month expenses include repair and maintenance costs. Reservation is for repair and maintenance.
6. **Maintenance:** Current month expenditures include custodial services costs and repair and maintenance costs. Reservations are for custodial services, repair and maintenance, and fuel cost.
7. **IT:** Current month expenses are for computer supplies and phone charges. Reservation is for equipment, contract service, and cellular phones.
8. **Media:** Current month expenses are for printing and sponsorship. Reservation is for printing and translation service.
9. **Community Partnerships:** No current month expense. Reservation is for RHT (community history celebrations/exhibit events, speaker series, Founders Day 2012, artist showcases) and Storycatcher Productions LLC (documentary filming.)
10. **Performing Arts:** Current month expenses include contractor payments, conference travel costs, supplies, and hospitality costs. Reservation is for piano tunings and theatre equipment.
11. **Aquatics:** Current month expenditures are for pool supplies. 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 program and recreational activities costs. Reservation is for program instruction and transportation costs.
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, recreational equipment rental, transport, and recreation activities. Reservations are for program instruction.
17. **L&L Adult/Fitness:** Current month expenditures include program supplies costs and contractor 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.
19. **Arts Ed:** Current month expenditures are for program supplies and contractor fees. 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. Current month expense include contractor payments. Reservations are for SWSG service and SG Construction Services Inc.
2. **Facility Enhancement Lake Anne / 003717.11:** Includes Art Studio, LA Expansion, LA Hallway Acoustics projects. Reservation is for contractor services. FY11 Audit Adjustment for June 2011 invoice (368K) and paid in July 2011 was recorded for FY11. This reversed FY11 carryover beginning project balance from \$765,087 to \$396,415 in April.
3. **Community Room Hunters Woods Enhancements / 003717.12/3718.12:** Current month include contractor payments. Reservations are for SWSG service and SG Construction Services Inc.
4. **HW White Roof 003717.13/3719:** Deferred.

FUND STATEMENT

Fund 111, Reston Community Center

	FY 2012	FY 2013 additional costs and new Tax Revenue est.	FY 2014 RCC Projection	Difference
	Y-End			
Beginning Balance	\$8,746,168	\$6,674,317	\$5,738,263	(\$936,054)
Revenue:				
Taxes	\$5,923,500	\$6,183,347	\$6,183,347	\$0
Interest	27,610	47,077	47,077	\$0
Vending	1,992	1,500	1,500	
Aquatics	265,000	324,342	313,160	(\$11,182)
General Programs	342,000	450,353	504,541	\$54,188
Rental	111,000	99,000	99,000	\$0
Arts and Events	202,508	193,784	210,632	\$16,848
Total Revenue	\$6,873,610	\$7,299,403	\$7,359,257	\$59,854
Total Available	\$15,619,778	\$13,973,720	\$13,097,520	(\$876,200)
Expenditures:				
Personnel Services	\$4,333,049	\$4,957,421	\$5,157,517	\$200,096
Operating Expenses	2,989,123	3,278,036	3,485,414	\$207,378
Capital Equipment	0	0		\$0
Subtotal	\$7,322,172	\$8,235,457	\$8,642,931	\$407,474
Capital Projects/Equip	\$1,623,289		\$50,000	\$50,000
Total Disbursements	\$8,945,461	\$8,235,457	\$8,692,931	\$457,474
Ending Balance	\$6,674,317	\$5,738,263	\$4,404,589	(\$1,333,674)
Maintenance Reserve 12% of curr revenue	\$909,687	\$875,928	\$883,111	\$7,182
Feasibility Study Reserve 2%	151,615	\$145,988	\$147,185	\$1,197
Economic and Program Contingency ^(up to 3.5 mln)	2,613,015	\$1,716,347	\$374,293	(\$1,342,054)
Capital Project Reserve ^{5 (3 mln)}	3,000,000	3,000,000	3,000,000	\$0
Unreserved Balance	\$0	\$0	\$0	\$0
Tax Rate per \$100 of Assessed Value	\$0.047	\$0.047	\$0.047	



**MEETING SUMMARY
LONG RANGE PLANNING COMMITTEE
June 4, 2012**

Present

- Bill Bouie, Chair
- Beverly Cosham
- Cathy Vivona
- Carol Ann Bradley
- Roger Lowen

Absent and Excused:

- Bill Keefe
- Bill Penniman
- John Gasson
- Vicky Wingert

Staff:

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

The meeting was called to order at 6:45 p.m.

Leila provided the handout of the draft public hearing slides for the June 18, 2012 Public Hearing. The slides include the highlights of our most recent fiscal year (FY12) which is about to conclude and the fiscal impacts of new program and capital project efforts to be conducted in FY13 and FY14. The slides detailed many of the past year's efforts such as the successful conclusion of the RCC Lake Anne renovation and expansion project, the new ADA improvements at RCC Hunters Woods, the various administrative initiatives underway related to our Strategic Plan priorities and successful new program launches.

As they will show at the Public Hearing, the FY13 adjustments we approved in our public input and staff research processes in March included such new programs as the Aquatics Private Lessons module, teens-only swimming classes, new Visual Arts offerings for the 55+ population, new voice classes, added options for the summer 2012 camp offerings, expanded partnered programs in the West Glade area with Southgate Community Center, and expanded Woodshop hours.

Administratively we will be pursuing the design and launch of our new website and implementation of the online registration option for Reston patrons, thus converting the registration process from a lottery format to "first-come, first-served" format.

Heading into FY14, we will be pursuing final conversion to the FOCUS project software for our business systems, and we will be implementing new software for ticketing and volunteer management. In our programs area we are going to continue to underwrite the many aspects and activities associated with the Reston Story documentary film being made to celebrate the 50th anniversary of Reston's founding and the 25th anniversary of Reston Town Center. In addition, we will undertake a pilot demonstration transportation project in conjunction with *Reston for a Lifetime*.

June 4, 2012 Long Range Planning Committee Meeting

We will be working closely with the Reston Master Plan Special Study Task Force as they tackle the issues surrounding the Village Centers and Reston neighborhoods. The public hearing will present our three-year CIP as required by our MOU; we will study any substantial capital projects in light of our Strategic Planning priorities. Our focus over the next two fiscal years will be on the Capital Maintenance projects such as our loading dock repair, generator replacement, completion of the chandeliers' refurbishment, and replacement of the CenterStage floor.

Roger suggested reaffirming RCC's commitment to new aquatics and performing arts facilities as part of our Capital Improvement Plan, although many decisions have yet to be made in order to move forward with these priorities. The group discussed the viability of different options and what progress must be made to move forward and concluded that both facilities are real possibilities but will depend on opportunities that may arise with possible locations and partners. RCC will continue to pursue these facilities and consider specific possibilities as they arise.

Leila presented news of a potential opportunity. Since it involved real estate, the Committee went into closed session by the following motion: To go into a closed session to hold a discussion regarding a real estate matter pursuant to Virginia Code Section 2.2-3711 and the applicable exemption from open meeting requirements provided in sub-section A. [Time of the start of the closed session: 7:33 p.m.] The committee came out of the closed session with the following motion: To conclude the closed session. No resolution, rule, contract, regulation, or motion was adopted, passed, or agreed to in the closed session as confirmed by unanimous vote of those present at the conclusion of the closed session at 7:51 p.m.

The Long Range Planning Committee had no further business and the meeting was adjourned at 7:52 p.m.



Executive Director's Report
May, 2012

Administration

The FOCUS project and its Human Capital Management (HCM) component continue to take time from all members of the staff, and particularly the members of our Finance/HR team, to monitor our progress, take training classes, respond to spreadsheets and organizational structure issues, and generate information for the entire staff to be prepared for a successful conversion in mid-June.

On the Capital Projects front, we are wrapping up the final payments related to the Lake Anne renovation and expansion project and are in the process of acquiring the architectural and engineering information we need to bid the ADA restroom project.

Programs

May activity and event highlights included the stunning weather and great artists present at the Northern Virginia Fine Arts Festival. The CenterStage season concluded in the month of May with beautiful performances by AXIS Dance Company and local jazz favorite, Miles Stiebel. The OLLI *Meet the Artists* inaugural season concluded in May. We presented the Very Special Arts Festival over two days to hundreds of enthused school children of all abilities. As mentioned last month, the annual Volunteer Recognition Dinner was a great success.

Leisure and Learning activities included the popular annual trip for teens to Kings Dominion. Programs included a well-attended session on Organic Gardening that we provided in conjunction with our partner Reston Association. Many of our fitness and wellness classes wrap up a spring session in May. A large and well-attended Lifelong Leisure and Resource Expo was held on May 22nd and presented in collaboration with Reston Association and Reston Hospital Center. Trips and tours that the 55+ crowd enjoyed included a trip to the New Sweden Colony in Wilmington, Delaware. Kids and counselors all over Reston are readying for summer camp season.

Many visitors to the Terry L. Smith Aquatics Center enjoyed the last month of swimming indoors in Reston before the traditional big opening of the outdoor pools in Reston that occurred on the Memorial Day holiday weekend.

Executive Director

May meetings included IPAR, Reston 50/25 Documentary Film project, department budget meetings, Arts Council of Fairfax County board and Master Arts Plan Task Force meetings, Fairfax County and Fairfax Public Schools Annual Partnerships Award event, (RCC nominated the Greater Reston Chamber of Commerce), and an event for Keenan Kampa – a Reston Conservatory Ballet alumna who is going on to become the first American invited to join the Kirov Ballet.