



**Reston Community Center  
Board of Governors Monthly Meeting  
June 4, 2018  
8:00 p.m.  
Meeting Agenda**

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| 8:00 – Call to Order   | Beverly Cosham, Chair                         |
| 8:02 – Approval of Agenda  | Beverly Cosham, Chair                         |
| 8:03 – Approval of Minutes and Board Actions   | Beverly Cosham, Chair                         |
| <ul style="list-style-type: none"> <li>• Approval of May 7, 2018 Board Minutes<br/>(As Reviewed and Approved by the Board Secretary)</li> <li>• Approval of May 7, 2018 Board Actions<br/>(As Reviewed and Approved by the Board Secretary)</li> </ul> |   |
| 8:05 – Chair’s Remarks   | Beverly Cosham, Chair                         |
| 8:08 – Introduction of Visitors  |   |
| 8:10 – Citizen Input   |   |
| 8:15 – Committee Reports   |   |
| <ul style="list-style-type: none"> <li>• May 7, 2018 Finance Committee Report</li> <li>• June 4, 2018 Long Range Planning Committee Report</li> </ul>  | Gerald Zavala, Chair<br>Michelle Moyer, Chair |
| 8:30 – Approval of Committee Reports   | Beverly Cosham, Chair                         |
| 8:32 – Board Member Input on Activities Attended   |   |
| 8:40 – Executive Director’s Report   | Leila Gordon, Executive Director              |
| 8:45 – Old Business  | Beverly Cosham, Chair                         |
| 8:50 – New Business  | Beverly Cosham, Chair                         |
| 9:00 – Adjournment   |   |

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**Reminders:**

| <b>Event</b>                                | <b>Date</b> | <b>Time</b> |
|---|-------------|-------------|
| Annual Public Hearing                       | June 18     | 6:30 p.m.   |
| Finance Committee Meeting (year-end review) | July 23     | 6:30 p.m.   |



**SUMMARY OF MINUTES  
RESTON COMMUNITY CENTER  
BOARD OF GOVERNORS MEETING  
May 7, 2018**

**Present:**

- Beverly Cosham, Chair
- Bill Bouie
- Bill Penniman
- Michelle Moyer
- Lisa Sechrest-Ehrhardt
- Vicky Wingert
- Paul D. Thomas
- Gerald Zavala

**Absent and Excused:**

- Bill Keefe

**Attending from the RCC Staff:**

- Leila Gordon, Executive Director
- Karen Goff, Public Information Officer

The Chair called the meeting to order at 8:05 p.m.

**MOTION #1:**

**Approval of the Agenda**

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

**MOTION #2:**

**Approval of the April 2, 2018 Board Minutes**

Bill B. moved that the Board approve the April 2, 2018 Board Minutes. Gerald seconded the motion. The motion passed unanimously.

**MOTION #3:**

**Approval of the April 2, 2018 Board Actions**

Bill B. moved that the Board approve the April 2, 2018 Board Actions. Michelle seconded the motion. The motion passed unanimously.

**Chair's Remarks**

Bev said April was a very hard month. Several family members and friends passed away. She said she sends condolences to the families of Ellen Graves, Kathy Zora and Sue Schram, and all who are missing loved ones.

She read the poem *Do Not Stand at My Grave and Weep* by Mary Elizabeth Frye

Do not stand at my grave and weep;  
I am not there. I do not sleep.

I am a thousand winds that blow.  
I am the diamond glint on snow.  
I am the sun on ripened grain.  
I am the gentle Autumn rain.

When you awake in the morning hush,  
I am the swift, uplifting rush

## May 7, 2018 Board of Governors Meeting Minutes

Of quiet birds in circling flight.  
I am the soft starlight at night.

Do not stand at my grave and cry;  
I am not there. I did not die.

### **Introduction of Visitors**

None

### **Citizen Input**

None

### **Committee Reports**

#### **May 7 Finance Committee**

Gerald said the committee met at 7 p.m. prior to the meeting and went over monthly financial statements. Revenue is pretty much on target. Lifelong Learning, tax and Aquatics revenue is low, but should catch up. Personnel expenses are lower due to vacancies, but that should even out in FY19 and FY20. In the area of Operating expenses, the staff is in the process of closing out purchase orders for FY18. In Capital Projects, the Aquatics renovation is moving along. The CenterStage floor will be replaced in late September. The Aquatics project will incur a higher cost than the estimate, but we will have a better idea of the numbers when we get the 100 percent drawings in June. Future tax revenue increases and 2018 interest revenue that is higher than expected, combined with funds returned to the fund balance from savings in FY18, should provide sufficient resources from which to cover higher costs of construction. We do not anticipate having to go into designated reserves for the Aquatics renovation.

The committee also heard from Leila regarding the broad outlines of the FY20 budget preparation issues and materials that will be presented at the June Public Hearing for Programs and Budget.

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

##### **Approval of the May 7, 2018 Finance Committee Report**

Bill B. moved that the Board approve the May 7, 2018 Finance Committee report. Michelle seconded the motion. The motion passed unanimously.

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

Paul went to the FISH Fling and left with many auction items. The Best of Reston was great; kudos to Bev for her Robert E. Simon Lifetime Achievement award. Paul went to RCC's Volunteer Appreciation Lunch and Project Trio. He is excited for The Bad Plus to return to the CenterStage in September.

Bill P. was in Spain the first half of the month. He attended three Reston Planning & Zoning meetings.

Vicky attended the Best of Reston and Founder's Day.

Lisa attended the Best of Reston. She said it was nice seeing the news of Bev's award unfold and that the award was well deserved. Lisa attended the FISH Fling and Founder's Day. She is on the Reston Historic Trust Board, which she said is considering making some changes to the Founder's Day format. Lisa attended Ellen Graves' memorial service, which was a nice celebration of life. She also attended a meeting by one of the groups aimed at curbing development in Reston. She said she was surprised by the amount of misinformation out there on that issue.

Michelle attended the Best of Reston and The FISH Fling. She said it is neat to see the Aquatics team's approach to Water Safety Month (May). They created a Water Safety Pledge document and all the signed pledges are posted on the entry wall in the Terry L. Smith Aquatics Center; there are more than 100 posted already. Michelle has been busy preparing for the lake swim at Lake Audubon; the event is on Memorial Day weekend. She is looking forward to seeing *Boys in Trouble* next week at the CenterStage.

Gerald attended Founder's Day and caught a group walking tour of Reston's public art at Lake Anne. He said there is so much information there, and he encourages everyone to take a tour. He also attended

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Project Trio, the Volunteer Appreciation Lunch, and concerts and the spring musical at Hughes Middle School.

Bill B. went to Founder's Day and the Best of Reston. He also offers his congratulations to Bev.

Bev attended the Board of Supervisors breakfast, a Reston Community Orchestra board meeting and the Volunteer Appreciation luncheon. She also attended the RCO board meeting, the Anthony DeMare piano performance at the CenterStage, and the Best of Reston, where her stunned speech mainly said "why are my children here?" Bev also went to the OLLI instructor breakfast and the FISH Fling, sang at her Meet the Artist Performance and attended and sang at Ellen Graves' memorial service.

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

Leila reports that the Deputy Director position has finally been advertised. She said the CenterStage floor will be replaced in September. The 50 percent design meeting for the Aquatics renovation went smoothly. Programmers are working on their FY20 budgets. Departments are working on a pilot program delivering customer satisfaction surveys online; the hope is that online availability will produce more response for hard to get survey returns from aquatics and facility rental patrons.

We were happy to thank our volunteers with lunch in April. Leila went to lots of meetings in the past month.

### **Old Business**

There was no old business.

### **New Business**

There was no new business.

### **MOTION #5: To Adjourn the Meeting**

Paul moved to adjourn the meeting at 8:25 p.m. Bill B. seconded the motion. The motion passed unanimously.



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Lisa Sechrest-Ehrhardt  
Board Secretary

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5-14-18

Date

**BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON DATE**

- 18-0507-1 Bd That the Board approve the Agenda**
- 18-0507-2 Bd That the Board approve the April 2, 2018 Board Minutes**
- 18-0507-3 Bd That the Board approve the April 2, 2018 Board Actions**
- 18-0507-4 Bd That the Board approve the May 7, 2018 committee report**
- 18-0507-5 Bd That the meeting be adjourned.**



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Lisa Sechrest-Ehrhardt  
Board Secretary

\_\_\_\_\_ 5-14-18 \_\_\_\_\_  
Date



**RESTON COMMUNITY CENTER  
FINANCE COMMITTEE MEETING  
May 7, 2018**

**Present were:**

- Gerald Zavala, Committee Chair
- Bill Bouie
- Michelle Moyer
- Bev Cosham
- Paul Thomas
- Vicky Wingert

**Absent and excused was:**

- Bill Keefe

**Attending from the RCC Staff:**

- Leila Gordon, Executive Director
- Renata Wojcicki, Finance Director
- Karen Goff, Public Information Officer

The chair called the meeting to order at 7:08 p.m.

Leila explained the purpose of the meeting tonight. She said the committee would talk through the monthly financials and talk about the sequence of what comes next in terms of budget priorities and the factors that will have an impact on the budget presentation during the June public hearing. Leila said her goal is to have more details to present ahead of the June 4 monthly board meeting, where the Long Range Planning Committee will look at the slides and talking points for the June 18 public hearing.

**Revenue**

Leila said at this point in the year, any of our program categories that involve camps are going to show very high revenue amounts but a great deal of that is going to get reversed when we reach the end of FY18 on June 30 and it is re-assigned to FY19. Also, the booking calendar opened in March, and that number is inflated because bookings are planned beyond June 30. Overall, we are on track, although we are behind in Aquatics program revenue and a little behind on tax revenue receipts; the revised FY18 budget is a figure we got from DTA. We are lagging by about \$75,000 and will not hit that target. Leila said the good news is RCC will make up much of the difference in interest revenue. Paul asked if Leila had any sense why tax revenue was down. Renata said it is mainly due to delinquent accounts and residents 65 and older receiving tax relief.

Other revenue items she described: Facility rentals will likely hit its revenue target; Professional Touring Artists is doing exceptionally well; theatre rentals will likely hit its target as the balance of the Reston Community Players' fee will come due soon; fitness is over-performing in revenue but also has added expenses due to added classes; Lifelong Learning is getting close to its target. A large number of patrons are using the fee waiver for Lifelong Learning programs and Aquatics, which affects actual revenue received.

Collaboration and Outreach is new and will not show significant revenue yet; Community Events receipts have been boosted by vendor booth sales and robust ticket sales for the MLK Keynote luncheon; Arts Education numbers are up due to summer LARK and other programs (but will balance out after June 30).

Aquatics classes remain a concern. Leila said people are choosing from among other options for aquatics in addition to our programming. In looking to FY20, Leila, Matt and Scott have discussed different levels of pricing to establish when the new pool opens. We will price to pursue our goal to have all kids in Reston learn to swim and charge more for higher skill development offerings. We also may offer discount prices in the afternoon, when the pool is traditionally quieter. She said she has confidence that pricing-to-demand will help improve revenue.

**Personnel**

## May 7, 2018 Finance Committee Meeting Minutes

We will realize savings from the Deputy Director vacancy in this fiscal year. We are also holding a vacancy in Aquatics that is being used by the project manager and charged to the renovation project. We are going to hold open Gilberto's former job in Maintenance and explore filling that with an exempt employee. We are holding a vacancy in booking and are in the process of creating a Billing and Reconciliation Specialist position. That spot will get assigned to Customer Service and the funding for it will come out of booking's cost center. Leila said we will save considerable money this year, but she anticipates that will even out in FY19 and FY20 if we are staffed as intended.

### **Operating Expenses**

Leila said we will probably start to see the impact in June of closed-out purchase orders and funds released. There is nothing that is spiking or unexpected across facilities and programming. She said extra programming costs in fitness are being underwritten by other Leisure and Learning cost centers to meet community demand.

### **Capital Projects**

The Aquatics project is moving along. Project management costs are recorded monthly, and we are being billed for the architecture and engineering design work as well as studies of existing conditions. We are anticipating a second bill for asbestos testing, which will determine whether we will have abatement issues with the roof replacement. We recently had a pre-bid conference for the CenterStage stage floor replacement. The contractor presented a qualified bid, our DPMM buyer negotiated a final contract price, and that project is on schedule and on budget; the work should be completed by the end of September.

### **FY2018-19-20**

Leila said the FY18 Budget is on target to save the funds identified in the third quarter. For FY19, new revenue from taxes will be higher than our original projected amount based on Department of Tax Administration estimates that are completed in February each year. We will likely generate more than \$300,000 of added revenue we did not anticipate when we constructed the budget. We will work with the Department of Management and Budget to assign \$300,000 to the Aquatics Renovation budget for roof replacement. That was the last estimate we had when contemplating it as a stand-alone project; we do hope to achieve lower cost by combining it with the renovation project.

The overall costs for the Aquatics Renovation project are still likely to be significantly higher than we anticipated last January when we budgeted for the project. That said, between the resources from unspent funds and new revenue from the tax base, Leila feels we will be able to absorb the scope of increased costs being discussed at present. Still in the works are the relief of permitting fees, the final scope of the DPWES support costs and the construction cost totals.

Leila said we will know more when we get 100 percent drawings in June, but that information will not be available in time for the June public hearing. She anticipates we will be sticking to our current timeline and a contract award this fall. We have made effort to reduce costs; e.g., we are housing the contractor staff in the office and allowing use of our locker rooms to avoid costs for trailers and sanitary facilities. As yet, we are unsure of the exact calendar of construction activities. The contractor will decide which is first – demolition or the roof. She thinks the project will be competitively bid because it is starting in January, indoors and has a well-defined scope.

Other FY19 changes include the pay grade change for the Deputy Director position; the possible opportunity to open pop-up programming space with Comstock at Reston Station (1,500 square feet) and offering registered programming for BLVD residents. We will need to absorb costs for replacement of various key space equipment in FY20 at the latest (Woodworking Shop, Computer Classroom) and will keep alert to the potential for needing replacement in FY19 if circumstances require.

Leila has talked to Phil Tobey, the architect of RCC Lake Anne, about replacing the moveable doors to the gallery with a wall, which would also aid in projection use on the inside of the Gallery and shelf storage for display materials on the outside of that wall. We will allocate the \$30,000 marked for Lake Anne improvement to the door/wall project and the desk improvements will be handled as an interior design project and involve primarily the use of furniture rather than fixed construction.

Other project expenses in FY19 include the CenterStage floor, LED light conversion and solar panels (hopefully this summer).

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FY20: Leila said we will hold to the core budget parameters in personnel and operating expenses to get through the aquatics renovation and continue replacing equipment items. Among these are an \$11,000 warming oven for Lake Anne and finishing out the roof replacement cycle with the area over the CenterStage fly system which is projected to cost \$200,000. She does not expect much controversy over those items in terms of likely response at the Public Hearing. We also need to replace approximately \$30,000 worth of wireless microphone equipment due to the loss of spectrum that supports their use.

Gerald asked when committees should hold upcoming meetings. Leila suggested a Long Range Planning Meeting at 7 p.m. on June 4 to look at the slides for the public hearing. Leila said in-house team budget meetings are ongoing this week, and by the end of the week she will have a pretty good picture of where we are. Gerald pointed out that we also need to schedule the year-end review meeting in July, and the date of July 23 was agreed upon to assure that the County's closeout activities have concluded.

The meeting was adjourned at 7:50 p.m.



## Executive Director Report April 2018

### Administration

The Deputy Director position description, classification and pay scale issues have all been resolved. The job announcement went live on Saturday, May 5 and will run for three weeks. Currently, we are completing the processes for establishment of our Billing and Reconciliation Specialist position and reorganization of the positions in the Booking/Facility Rentals cost center. We hope to have all these activities concluded by July.

The CenterStage floor replacement project is on track and remains on budget at present. A contract has been awarded.

Our 50 percent design meeting for the Aquatics renovation project went smoothly. We identified some areas of cost savings and we finalized inclusion of the pool roof replacement this project and elimination of remaining bid alternate issues. The renovation timeline remains on target. We will be making an adjustment at carryover to add the cost of the roof replacement to the project budget (\$300,000). We also anticipate being able to update the community on our planning in the June RCC Annual Public Hearing for Programs and Budget.

### Programs

April found our programming units bustling. In addition to the ongoing calendar of activities, classes and events, program staff teams were also working on FY20 proposed budgets for their respective cost centers. The Annual Report is also compiled in April as is the Fall Program Guide. While patrons enjoyed going to shows, attending swim classes, learning how to do new things or just enjoying socializing with each other, the staff was also busy thinking ahead.

People who attended the events and programs mentioned above took time throughout the month to offer their feedback via customer satisfaction surveys. These are distributed typically in a paper format but we are also piloting online distribution of the surveys to see if that improves response rates for the more challenging environments (e.g., wet people after swim classes or departing party-goers after business hours.) So far, the pilot efforts have produced good results.

RCC staff were very instrumental in the success of the Best of Reston event this year. The Media team provided design support to create the event collaterals and our Arts and Events Director, PD Michnewicz, served as the Production Committee Chair. They received well-deserved thanks from the Cornerstones/Greater Reston Chamber of Commerce event team for those contributions.

Most importantly – in April – we had the opportunity to thank RCC volunteers for their contributions to “enriching lives and building community.” They enjoyed a lovely luncheon followed by the Project Trio performance in the CenterStage and RCC novelty gifts as a small token of our gratitude.

### Executive Director

Meetings/activities: Best of Reston, FISH Fling, Human Services Leadership team, Leadership Fairfax, ArtsFairfax, Opportunity Neighborhood, Greater Reston Chamber of Commerce Board, Volunteer Appreciation at RCC and, sadly, the memorial celebrations for Ellen Graves.



## Executive Director Report May 2018

### Administration

The advertising for the Deputy Director position closed on May 25; we should have the list of most qualified applicants by mid-week the first week of June. The Billing and Reconciliation Specialist position has been advertised starting this past Saturday for a week; it will be advertised as a promotional hire. The Aquatics, Leisure and Learning, and Arts Education teams have been very busy hiring for our summer season.

The team on the Aquatics renovation has begun the 100 percent submittals process. This is a major milestone in our efforts. The submittals will be reviewed extensively before they become the basis of the construction bid documents. This effort is still aligned with our timeline; a new timeline document will be provided to us in time for our Public Hearing.

The CenterStage floor replacement contract and purchase order have been issued, the kickoff meeting has been held and the contractor will begin work in early August. Fred Russo has been coordinating with Fellowship House to be sure that the floor replacement project won't intersect with the parking lot resurfacing effort being done by Fellowship House.

Congratulations go to BeBe Nguyen who completed her Master's Degree in Public Administration this month.

### Programs

May is an intensive month for programming as well as administratively. Highlights included our very first Baby Expo with more than 100 people attending. The intrepid RCC team manned a very wet Northern Virginia Fine Arts Festival and still manage to have fun and provide fun for the other hardy arts-lovers there.

The walls of the Terry L. Smith Aquatics Center entryway are festooned with the certificates of everyone who signed on to be safe in and around the water this month and summer. It's very impressive.

More than 300 people attended our delightful Older Americans Month celebration and kudos go to Karen Brutsché and Ali Clements for doing an exceptional job in planning, presenting and hosting the afternoon's performance and information sharing.

CenterStage certainly bustled throughout the month of May with very exciting performances – *Boys in Trouble* and *Flamenco to the MAX*. The very successful season closed with the appearance of Robert Krulwich.

### Executive Director

Meetings/activities: Human Services Leadership team, Leadership Fairfax, ArtsFairfax, Opportunity Neighborhood, Greater Reston Chamber of Commerce Board, Master Arts Plan Task Force, Senior Management Team meeting, Dave Molchany retirement event, Public Art Reston's Zack Oxman talk, Northern Virginia Fine Arts Festival. Beverly Cosham and Paul Douglas Michnewicz were both important participants in a Leadership Fairfax program day on using the arts to build community equitably and holistically.