



**Reston Community Center  
Board of Governors Monthly Meeting  
December 2, 2019  
8:00 p.m.  
Meeting Agenda**

8:00 – Call to Order	Beverly Cosham, Chair
8:02 – Approval of Agenda	Beverly Cosham, Chair
8:03 – Approval of Minutes and Board Actions <ul style="list-style-type: none"> <li>• Approval of November 4, 2019 Board Minutes (as reviewed and approved by the Board Secretary)</li> <li>• Approval of November 4, 2019 Board Actions (as reviewed and approved by the Board Secretary)</li> </ul>	Beverly Cosham, Chair
8:05 – Chair’s Remarks	Beverly Cosham, Chair
8:08 – Introduction of Visitors	
8:10 – Citizen Input	
8:12 – Committee Reports <ul style="list-style-type: none"> <li>• 2019 Orientation report</li> </ul>	Beverly Cosham, Chair
8:25 – Board Member Input on Activities Attended	
8:35 – Executive Director’s Reports	Leila Gordon, Executive Director
8:45 – New Business	Board Chair
8:50 – Adjournment	

**Reminders:**

<b>Event</b>	<b>Date</b>	<b>Time</b>
Reception Honoring Cathy Hudgins	December 4	4:30 to 6:30 p.m.
Chamber Tinsel N ‘Tinis	December 12	6:00 p.m. to 9:00 p.m.
RCC Staff Team Builder	December 18	1:00 p.m. to 4:00 p.m.
Annual Strategic Planning Session	January 3	2:00 to 4:00 p.m.
(RCC Lake Anne – Jo Ann Rose Gallery)	January 4	10:00 a.m. to 2:00 p.m.



**SUMMARY OF MINUTES  
RESTON COMMUNITY CENTER  
BOARD OF GOVERNORS MEETING  
November 4, 2019**

**Present:**

- Beverly Cosham, Chair
- Bill Bouie
- Lisa Sechrest-Ehrhardt
- Dick Stillson
- Bill Keefe
- Vicky Wingert
- Paul D. Thomas
- Bill Penniman
- Michelle Moyer

**Absent and Excused:**

- None

**Attending from the RCC Staff:**

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

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

**MOTION #1:**

**Approval of the Agenda**

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

**MOTION #2:**

**Approval of the October 7, 2019 Board Minutes**

Bill B. moved that the Board approve the October 7, 2019 Board minutes. Paul seconded the motion. The motion passed unanimously.

**MOTION #3:**

**Approval of the October 7, 2019 Board Actions**

Bill B. moved that the Board approve the October 7, 2019 Board Actions. Dick seconded the motion. The motion passed unanimously.

**Chair's Remarks**

Bev said the Board will miss Michelle, and she hopes she will continue her involvement. Bev offered a poem about aging:

*On Aging* by Maya Angelou

When you see me sitting quietly,  
Like a sack left on the shelf,  
Don't think I need your chattering.  
I'm listening to myself.

Hold! Stop! Don't pity me!  
Hold! Stop your sympathy!  
Understanding if you got it,  
Otherwise I'll do without it!  
When my bones are stiff and aching,  
And my feet won't climb the stair,  
I will only ask one favor:  
Don't bring me no rocking chair.  
When you see me walking, stumbling,  
Don't study and get it wrong.  
'Cause tired don't mean lazy  
And every goodbye ain't gone.  
I'm the same person I was back then,  
A little less hair, a little less chin,  
A lot less lungs and much less wind.  
But ain't I lucky I can still breathe in.

### **Introduction of Visitors**

Leila introduced Executive Director Mary Saunders and Board Chair Bob Reed from Herndon-Reston FISH. FISH provides emergency financial aid to people in the community. Leila said when a Board member departs, it is RCC's tradition to make a donation of \$100 for every year served (up to \$1,000) to a nonprofit of the departing Board member's choice. Michelle chose FISH.

Mary said the donation will mean a lot to a lot of people. Bob said FISH started in 1969 when a neighbor's house burned down and people wanted to help. It is still going strong after 50 years. He thanked Michelle and the Board for the contribution. Bev and Michelle presented FISH with a ceremonial check.

Leila presented Michelle with a departing gift (engraved clock) and a card. Leila said, aside from Michelle's grace and leadership, her service was very timely as she brought her perspective as a user of RCC, particularly the pool, at a time when RCC was contemplating the pool renovation. She said Michelle was involved in the process on a deep level and was very engaged with the people most affected by the renovation. She said Michelle was careful about managing those relationships in a way that was productive and positive, and the process would not have happened as smoothly without Michelle's leadership. Michelle was also valuable in the selection of a new Aquatics Director in 2017. Michelle said she appreciated the opportunity to serve. She thanked the Board and said she will not be a stranger.

### **Citizen Input**

None

### **Committee Reports**

*Ad Hoc Accreditation* – Chair Bill B. said the committee (Bill B., Bill P., Vicky) and Leila, Karen Goff, Ricki Marion and John Blevins from RCC's staff met on October 14 to go over the progress made so far on the documents for CAPRA accreditation. The accreditation has been in process for over two years, and RCC will submit its application by December. Bill said achieving accreditation is going to be a game-changer for RCC. There are 25,000 park systems in the country; only 110 have CAPRA accreditation.

### **MOTION #4:**

**Approval of accreditation documents and submissions to County**

Bill B. moved that the Board approves the updated policy framework, approve the RCC Master Plan, approve the Recreation Program Plan, approve RCC obtaining the county executive's support of the application for CAPRA accreditation and approve RCC submitting its application for accreditation if the county executive is supportive.

Bill P. seconded the motion. Motion passed unanimously.

Leila said until we started pursuing CAPRA accreditation, we only worked on a five-year Strategic Plan. The Master Plan and Recreation Program Plan contain our approaches to planning in those contexts in formal vehicles. The formal plan documents reflect how we execute RCC priorities in the contexts of land-use, community development and professional recreation and culture criteria for successful programming. Now that the various components have been brought together in plan documents, they will be regularly updated in the same cycle as our Strategic Plan and reviewed (as that is) on an annual basis.

Leila said the policy framework will align with the five-year calendar of the Policy User Manual (PUM), Master Plan and Recreation Plan. The policy framework is the reduction of more than 30 years of ad hoc policy development to a more globally structured policy framework. She said the only substantial change in the policy framework is the move from \$3 million to \$3.5 million for the Capital Projects ceiling. The Board approved that earlier this year. The other parts of the accreditation package are comprised of materials that demonstrate RCC's "evidence of compliance," where we show CAPRA reviewers we are functioning with these standards in place.

Leila said the CAPRA visit will be in April or May. RCC's preference would be May to align with the Northern Virginia Fine Arts Festival, which is a high-profile community event. She will inform the Board when the date is confirmed and we have a final schedule for the experience.

Paul asked about the application sequence. Leila said now we will proceed with continuing to amass the remaining evidence of compliance, inform the County Executive and his team, and then make formal application. Once you make application, they send you means by which you can upload your agency's evidence to an online portal. They will then review our self-study and will tell us if something critical is missing. Applicants can miss 11 non-critical standards and still get accreditation. Our goal is to meet all 151 standards. We think we our robust arts component will be helpful as that is a fairly unusual line of programming for traditional parks and recreation agencies. If CAPRA identifies any shortcomings, we have a 10-day period to answer and upload additional documentation. CAPRA will tell us if we are not ready to move forward. We pay for the visit and the committee chair to present at NRPA 2020 in Orlando. We find out there if we earned accreditation. If we do, they give us all kinds of material to help announce and promote that we have accreditation. Leila said she is confident we can achieve it. It has been a very labor-intensive process, but well worthwhile.

For the site visit, there will be a reception, a tour of Small District 5 and a community event (either Founder's Day in April or NVFAF in May). Dick asked if the committee would be here during a Board meeting. Leila said they would not necessarily attend a Board meeting, but they would definitely meet the Board members and talk with them. For the visit itinerary, most especially, we want them to see how we serve the community. Dick asked if there are dues to pay. Leila said there is a set fee for accreditation, and we are responsible for paying for their travel and hospitality (lodging, meals) while they are here. We also underwrite the chair of the visitors committee to attend the hearing in Orlando. Dick asked if applicants are ever refused. Bill B. said they don't get that far; CAPRA will discourage you from applying if you are not ready. Lisa asked about the "Red Team," referred to in the report. Bill B. described it as a group –

possibly from the Park Authority – that is familiar with the process reviewing the application and trying to find its gaps or holes. Leila said we will encourage them to review our submission because of their recent re-accreditation success.

Leila said the RCC staff teams from all cost centers have been very engaged in the process. Eileen Boone and Barbara Wilmer, even though they left RCC, worked on contract to get this done as well.

*Preference Poll* – Bill K. said the 2019 Preference Poll was another successful process. It is really challenging to increase participation, and he was pleased to see we have gone from 7.2 percent to 8.4 percent in participation. Business involvement remains a challenge, though we did have 61 business ballots this year, up 14 from 2018. Leila said RCC used a new commercial list (addressed just to “commercial occupant”) so exponentially more commercial ballots were delivered in 2019. Bill K. noted online participation dropped. Participation was about 60 percent mailed or dropped-off ballots and 40 percent online voting. Both RCC locations had 84 ballots in boxes; there were no invalid ballots.

Leila said Dick has mentioned he thought people should see the candidates’ forum before voting begins. The only way to do that would be to shorten the voting period to two weeks from three and schedule the forum in the first week after Labor Day.

Paul said an upside is people will like hearing from the candidates early. The downside is that people might react to what they heard and not to the candidates overall. Bill P. said he thinks we need a three-week period.

Dick asked if we can we add a week to the end. Leila said the process has to end when it does in order to be submitted to the Hunter Mill Supervisor office to schedule for a Board of Supervisors meeting. She said given the voting pattern over the last 10 years, we may increase participation if the voting period is shortened and people perceive urgency. Voting is light the middle week, and the forum has been used to increase interest. Bill P. asked that the Preference Poll Committee continue to discuss this for next year’s poll.

**MOTION #5:**

**To approve the Preference Poll Committee Report**

Paul moved to accept the Preference Poll Committee Report. Bill B. seconded the motion. The motion passed unanimously.

**Board Member Input on Activities Attended**

Michelle attended the Public Art Reston (PAR) event and unveiling of Ben Volta’s mosaic. She also did the Reston Historic Trust’s Home Tour and the Hunters Woods Neighborhood Coalition cleanup.

Paul attended the PAR event and South Lakes High School PTSA meetings. He participated in the .5 (half) K to raise money for the SLHS PTSA Food Pantry. He watched a ton of baseball and marching band competition.

Bill B. attended lots of meetings. As FCPA Chair, he is working this week with the site selection committee for the 2023 Senior Olympics. He has been touring them around. If Fairfax County gets the games, it will be a massive event.

Bill K. was in the Berkshires for five weeks.

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Bill P. attended Iberi Choir at the CenterStage.

Dick was at the Western History Association conference in Las Vegas. He watched a lot of baseball. He saw the Reston Community Players production of *A Gentleman's Guide to Love and Murder*.

Vicky attended Iberi Choir and classes at GRACE.

Lisa participated in the home tour and said it is always interesting to see the array of homes in Reston. She went to Southgate Community Center's annual Community Day and appreciated the mix of cultures represented there. She was at the **ARTSFAIRFAX** Arts Awards luncheon.

Bev went to the PAR event, **ARTSFAIRFAX** lunch, Reston Chorale concert, Iberi Choir and the *The Sarajevo Haggadah*. Her church also hosted a musical group from Belarus. Bev attended a fall festival at United Christian Parish and the Southgate Community Day, where Cathy Hudgins, Jan Bradshaw and Ella Lee were honored for everything they have done there. Bev also collected for Cornerstones at Giant. It warmed her heart to see people generously contribute food and sundries to help those who need the support.

**MOTION #6:**

**To adjourn the 2018-2019 Board**

Paul moved that the 2018-2019 Board be adjourned. Bill B. seconded the motion. The motion passed unanimously.

**Seating of the 2019-20 Board of Governors**

Bev convened the new Board at 9:05 p.m. New member Laurie Dodd joined the Board at the table. Bev asked Bill K. and Vicky to report on the Nominating Committee recommendations for the new officers.

Vicky said she and Bill K. canvassed the board and present the following slate of officers:

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

**MOTION #7:**

**Motion to close the nominations of officers for 2019-2020**

Bill P. moved that the Board accept the proposed officer slate. Lisa seconded the motion. The motion passed unanimously.

**MOTION #8:**

**Motion to approve the nominations of officers for 2019-2020**

Bill P. moved the Board elect the slate of officers. Lisa seconded the motion. The motion passed unanimously.

**New Chair's Remarks**

Bev said the Board is going to miss Michelle's presence, and we welcome Laurie. Laurie said she is honored to be among the Board members.

**Executive Director's Report**

*Aquatics Report* – Leila said the construction calendar is now becoming a daily challenge. The substantial completion date has moved to December 17. We have instituted a couple of process changes on how to keep the community informed and keep projects on task. The contractor will be sending Leila a daily task report that references a detailed task list up to substantial completion. The crew was ahead on two tasks and behind on one as of today. They worked all weekend.

The big effort this past week has been moving from the high ceiling over the warm water pool, deconstructing scaffolding, constructing it over the lap pool, and completing wiring, lighting and painting for that ceiling. They were supposed to have finished removing scaffolding by today and begin tiling in the warm water pool area. The tiling effort is off by a day so far. Conditions in the warm water pool area have to be immaculate for tiling to occur and they are still moving in gravel to fill the areas that will be cemented over for deck cover.

Leila said the draping is down, so Board members can finally go see the pool area from the overlook. The budget status remains excellent, and nearly all contingency funds will be saved with possibly more net savings to come. The locker room improvements are on track to be done by mid-November. The locker rooms and spa will be deep cleaned; the cleaning in the spa will not occur until after it has gotten its new mechanical systems completely installed.

Leila said the community partners hosting our patrons have been very supportive. The Construction Pass will be honored as long as we need. The SLHS swim team has arranged with FCPA for practice at their pools through mid-December. We likely will have at least 10 days for our “Welcome Back” open swim for a dollar pricing, then go to normal operations on Jan 2. The mosaic artwork is scheduled to be installed on Dec 1.

Dick asked about the new completion date. Leila said substantial completion (December 17) is when every permit and inspection has been done successfully and we can have people in the pool. She estimated that actual completion, where all punch list items are signed off, will be by the end of February. Dick asked when the daily liquidated damages kick in. Leila said that begins on November 14 and will go until substantial completion. That money saved on the project will offset lost revenue from not being open when we anticipated.

Leila said the delays are based on the existing conditions discovery and the pool subcontractor, which had a five-week delayed start to their work due to labor shortages in the industry.

*Executive Director's Report* – Leila directed the Board to a report written in table form. She noted there has been positive reaction to the first posted YouTube film about RCP – more than 365 views in the short time it has been on the site.

**New Business**

Laurie asked about the Friday Strategic Planning session. She said she will be in trial that day. Leila noted the timeframes and explained the content of the meeting. Participants will be discussing the Community Needs Survey as well as the progress on the current Strategic Plan. Leila said the February 10 engagement meeting would be valuable as an event, with stations for community input, as well as a 40<sup>th</sup> anniversary celebration, as a robust platform for the work to develop the next agency Strategic Plan.

Dick asked about the community survey item in her report – specifically the recent change order. Leila said she authorized the Center for Survey Research to code all open-ended

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responses to provide us with more thorough understanding of the themes those contained; that cost roughly \$5,000 more to accomplish but will be well worth the effort and cost.

Bev reminded everyone to vote in Tuesday's election.

**Reminders**

Board Orientation is Saturday, November 16, 9:00 a.m. – 11:00 a.m. in RCC Hunters Woods Room 5. There is a reception for Cathy Hudgins in the Community Room on December 4. Three community events are coming up: the YMCA Gala, Leadership Fairfax lunch, and the Chamber's Tinsel n 'Tinis holiday celebration. Leila would appreciate getting the Board members' responses regarding attendance at those events as soon as possible.

**MOTION #9:**

**To adjourn the meeting**

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

The meeting adjourned at 9:37 p.m.



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Lisa Sechrest-Ehrhardt,  
Board Secretary

11-12-19

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Date



**BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETINGS ON NOVEMBER 4, 2019**

- 19-1104-1 Bd That the Board approve the Agenda**
- 19-1104-2 Bd That the Board approves the October 7, 2019 Board Minutes**
- 19-1104-3 Bd That the Board approves the October 7, 2019 Board Actions**
- 19-1104-4 Bd That the Board approves Accreditation Documents, Submissions to County Executive of RCC's Intent to Apply and Application**
- 19-1104-5 Bd That the Board approves the Preference Poll Committee Report**
  
- 19-1104-6 Bd That the Board adjourn the 2018-2019 Board**
- 19-1104-7 Bd That the Board close the nominations for 2019-2020 Board officers**
- 19-1104-8 Bd That the Board elects the nominated officers for 2019-2020**
- 19-1104-9 Bd That the meeting be adjourned**



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Lisa Sechrest-Ehrhardt,  
Board Secretary

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11-12-19

Date



## **Board Orientation**

November 16, 2019

### **Present:**

- Beverly Cosham, Chair
- Bill Bouie
- Laurie Dodd
- Bill Keefe
- Bill Penniman
- Lisa Sechrest-Ehrhardt
- Dick Stillson
- Paul D. Thomas
- Vicky Wingert

### **Attending from RCC Staff:**

- Leila Gordon, Executive Director
- BeBe Nguyen, Director of Communications

### **Guest:**

- Catherine M. Hudgins, Hunter Mill District Supervisor

Bev welcomed the group at 9:05 a.m.

Cathy presented a Resolution of Recognition to Reston Community Center in recognition of its 40<sup>th</sup> anniversary. She read the resolution aloud to the Board. She offered her congratulations and thanked the RCC Board for RCC's continued service to the community. She said the resolution serves to remind everyone why RCC was established and how it has continued to build community.

Leila said that Cathy's tenure overlapped half of RCC's history. She thanked Cathy for her unwavering support for RCC and for putting people's individual worth at the center of her work. Leila added that Cathy's landmark achievements included championing the issues of equity, housing for all, and dedication to the community as well as to RCC. Leila presented Cathy a farewell card from the group, and looks forward to the celebration event on December 4 to commemorate Cathy's remarkable tenure. Cathy said she will continue to be involved, but she step back to play more of a community member role.

Leila updated the group on the status of the community needs analysis survey. She said the process is wrapping up and preliminary data results will be delivered to the Board next month. She recapped the objectives of the community survey: to learn the level of community interest in a potential performing arts venue; what the community wants in terms of programs and services; what are challenges people face in seeking to recreate; and how people want to receive our communications. Leila said that the survey reached those who had not participated in RCC as we hoped it would; the results will provide valuable information for our next strategic plan cycle.

Leila noted that the community conversation regarding our next strategic plan will begin in earnest in the coming year. RCC will be challenged by the growth in development; as more and more new residential areas come online, RCC will have to continue its efforts to take programs out to those developments and engage with these newcomers. She reminded everyone of the expansion of summer concert series in 2019 (those now include three at Reston Town Square Park, two at Reston Station and an expanded Take a Break season at Lake Anne Plaza).

The National Recreation and Park Association (NRPA) Commission for Accredited Park and Recreation Agencies (CAPRA) application has been submitted. RCC is seeking to meet all 151 standards. Colleagues at Fairfax County Park Authority have agreed to review our submission, evidence of compliance outline and narrative, and then provide feedback regarding how to strengthen them. The CAPRA visit is scheduled for either April or May.

Bill Bouie said that there's one sensitive area with regard to accreditation, and that is the issue of land acquisition. Leila explained that this issue is addressed in the context of the Reston Master Plan and the Fairfax County Comprehensive Plan. She proposed crafting an Operating Guidance Memorandum to address development and facilities expansions that will reinforce the interrelatedness of our approach with the Park Authority and Reston Association in addition to how we manage our own planning for new or renovated facilities.

Bill Penniman remarked that population growth makes it harder to engage the community. Cathy emphasized the importance of telling the Reston story, as well as the value of having an institution for the community like RCC. Families have grown to be dependent on our institution and others unique to Reston's structure. Vicky Wingert spoke about the success of and necessity for collaborations. Vicky suggested that we might consider a deeper conversation among the key community providers to chart possible emphases in each organization's ongoing programming and service delivery portfolios.

Leila spoke about the benefits of RCC's unique tax mechanism, which gives us the flexibility for growth and expansion, and having fewer competing demands arising from existing facilities. Our unique funding mechanism enables us to address and respond to the entirety of the community's needs. It also provides us with greater freedom to execute budget priority shifts in response to emerging challenges or opportunities than that enjoyed by agencies tethered to the general fund.

Lisa spoke to Southgate Community Center's evolution and expansion of programs to serve its community. She talked about ongoing facility enhancements happening there to address needs in that community. Leila stated that Southgate is part of Reston Opportunity Neighborhood and is supported by local resources and partners as a result.

Dick Stillson asked if new Board of Supervisors members will be amenable to resources and services being delivered in a more regionally focused approach. Cathy responded yes and that the new board is very sensitive to that perspective. She noted key initiatives such as the Successful Children and Youth Policy Team, where the county's concerns were examined from the macro countywide viewpoint and also more locally – at the individual neighborhoods or communities levels.

Bill Penniman noted the Board of Governors desire to engage better with newcomers so they can learn what resources exist in the community and specifically from RCC. Cathy emphasized the role of the individual Board members to tell RCC's story as often as possible, and to tell the overall story of successful development that Reston demonstrates more effectively. She cited an example of the negative narratives surrounding development that have emerged; she articulated her wish that she had been able to communicate the development potential for the community more successfully.

Paul asked Cathy how the RCC Board of Governors can better engage with developers to help them understand Reston's landscape and the story of Reston, as well as how they can connect to RCC and both take advantage of RCC's contributions and make contributions to RCC strategic objectives. Cathy responded that developers are fully aware of their requirements and commitments to offset the impact to Reston of their projects. Parks, schools and all of those commitments are explicit and we can all do a better job of communicating and reiterating those commitments to others when the opportunities arise.

Leila added that Reston's Planning and Zoning Committee, Planning Commissioner John Carter, Deputy County Executive Rachel Flynn and the county Planning and Development staff are engaged and have a deep understanding of Reston. They appreciate SD5 and the importance of RCC's role in activating public space in new development projects. Leila said that RCC is a resource to contribute to the attributes that Cathy described, and the County is committed to continuing to break down the barriers between the County's public schools system and government agencies, as well as the private non-profit and private for-profit sectors. Leila described the cooperative content collaboration that RCC is undertaking with the Reston YMCA and our ongoing collaboration with OLLI as models for partner work.

She discussed the strategic planning initiative from Bryan Hill and its intent to cooperatively dispatch service delivery by identifying what and where services are needed so that service delivery is more fluid and less segmented. Leila said that communications processes must embrace all community members and include knowledgeable voices in those conversations. Cathy expressed that residents' voices are helpful but they should have an understanding of the processes and precedents involved in planning. Paul recapped that Board members could be actively engaging in these conversations by taking what we know about Reston history and the plans, and sharing that with the community. Leila recalled that the

Reston Master Plan contains 11 recommendations for outcomes that RA, RCC and the Park Authority spent weeks discussing collectively and that are now enshrined in the plan.

Vicky returned to the discussion of the overlapping and multiple providers for programs and services and how to start the community conversation among them. She said that the challenge going forward is to figure out who is best-suited to deliver what services and resources to the community. The discussion about touched on how RCC collaborates with RA. Laurie said she would be happy to support outreach to RA's leadership to connect. Leila said that a basic level of coordination is happening at the staff level and demand for programs and services should guide our view regarding having multiple service providers in the community. She noted that a small group meeting involving board members and leadership from both organizations could be held. There was agreement that it was an idea worth pursuing.

Bill Keefe left the meeting at 10:30 a.m. Cathy made her farewells to the group and departed as well.

Leila reviewed the list of Board's documents that everyone should have received.

Discussion occurred about the concept of broadening the February joint meeting of the Community Relations and Program/Policy committees on Monday, February 10 at 6:30 p.m. in the Community Room. There was agreement that we would use the occasion to launch engagement focused on the development of our next strategic plan. We will screen a short movie celebrating our 40-year milestone, followed with facilitated group conversations to gather input on big picture priorities. Each group would report out and the input will help to inform and formulate our next Strategic Plan (2021 – 2026). We will follow with an official ribbon-cutting ceremony for our newly renovated Terry L. Smith Aquatics Center. There will be refreshments served throughout the event.

Leila reminded everyone that Cathy's Farewell reception is on Wednesday, December 4 from 4:30 p.m. – 6:30 p.m. in the Community Room. She has sent the Hunter Mill District office the names of Board members and senior staff as attending.

The Annual Strategic Planning Session is scheduled for Friday, January 3, from 2:00 p.m. – 4:00 p.m. and Saturday, 10:00 a.m. – 2:00 p.m. at RCC Lake Anne's Jo Ann Rose Gallery.

The meeting was adjourned at 11:15 a.m.



**Executive Director Report  
November 2019**

**Administration**

<i>Accreditation</i>	CAPRA Narrative draft in progress; draft will be sent to Fairfax County Park Authority for “red team” review in early December.
<i>Community Survey</i>	First draft of overview report and appendices (data tables) received; undergoing first round of quality assurance. January Board and staff discussion of results still anticipated.
<i>Communications</i>	RCC YouTube channel launched. Link: <a href="#">RCC YouTube Channel</a> ; as of 12/02/19, 447 views have accumulated. The film describing a typical Saturday posted this week. Remaining films to post include our offsite programming efforts and the look-back with Jim Allred.
<i>Facility Rentals</i>	For November: 515 total reservations (includes rentals, classes and internal events); 9,153 estimated attendance (total visits, not unique individuals); approximately \$19,000 in rental revenue.
<i>Data Analysis</i>	Winter/Spring registration began on December 1. We anticipate strong interest in the Aquatics season kickoff offerings. For the first day of registration, we had 1,102 registrations (446 unique households) of which 83 were for Aquatics offerings. Fitness continues to be the most popular category for enrollment.

**Programs**

<i>Aquatics</i>	Hiring proceeding for lifeguards and instructors. Anticipating late-December soft opening.
<i>Arts and Events</i>	PTAS: Dr. Azar Nafisi; Thanksgiving Food Drive; Reston Holiday Parade; South Lakes High School Choral Arts Pyramid meeting (more than 100 students in RCC – full use of space).
<i>Leisure and Learning</i>	<ul style="list-style-type: none"> <li>• Youth: Pet First Aid/CPR (enthusiastically received); Letters to Santa – 54 registered.</li> <li>• Lifelong Learning: Scheduled two evening classes for Medicare orientation and had good response (working adults); OLLI classes continue strong interest; seven enrollees in Box Building Basics (full woodshop); What’s Cooking for One or Two – full enrollment of 30.</li> <li>• Fitness/Wellness: Extending programming into break weeks per patron demand.</li> <li>• Collaboration and Outreach: Nine registered and attended Holiday Wreath Making at the Reston Y; between nine and 12 children attended weekly Spanish Club sessions at Forest Edge Elementary School.</li> <li>• RCC Rides: November 2019 had 113 rides scheduled versus 75 a year ago.</li> </ul>

**Executive Director**

<i>Meetings</i>	Public Art Reston, Human Services Leadership Team, Hunter Mill District Supervisor’s Office, Greater Reston Chamber of Commerce, IT Roadmap for Human Services System discussion, Senior Management Team, One Fairfax department meeting, debrief on Lunchtime in the Park series, <b>ARTSFAIRFAX</b> Executive and Grants Committees meetings.
<i>Events</i>	GRACE Chairman’s Dinner, GRCC New Membership Breakfast, GRCC Meet the Board, Friends of Reston 20 <sup>th</sup> Anniversary event,

**Aquatics Renovation Report  
December 2, 2019**

*Calendar*

The contractor continues to provide daily updates. Currently, the tile work in the warm water pool is complete and tiling work on the lap pool is underway. The demo and removal of all the old pieces and wiring over the pools (mechanical/electrical) are nearly complete. Lighting fixtures have been installed. The mechanical room construction is moving along with related plumbing and HVAC work aligned. Testing results from the deck cement pouring last week were all good. The underdeck is filled in and awaiting tiling – that is scheduled to begin Tuesday, December 3. Relocation of the strobe light and fire extinguisher occurred to allow for the installation of the public artwork. The artwork began installation on time on Sunday, December 1 and will be complete this week.

At this point, it's not clear that our substantial completion target of December 17 will be met.

*Current Project Budget Issues*

All of the current status reports continue to point to substantial savings being realized against the budget.

*Planning for Patrons*

Due to the delays in our project calendar, South Lakes High School's swim team has scheduled practices for December at a private pool in the King Abdullah Academy in Herndon. We are underwriting the lifeguarding needed by the team as a good will gesture.

*Public Art Installation – Valerie Theberge and Team*

