



**Reston Community Center
Board of Governors Monthly Meeting
May 6, 2024
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"> • Approval of April 1, 2024 Board Minutes (as reviewed and approved by the Secretary) • Approval of April 1, 2024 Board Actions (as reviewed and approved by the Secretary) 	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"> • April 1 Long Range Planning Committee Meeting • May 6 Personnel Committee Meeting • May 6 Finance Committee Meeting 	Beverly Cosham, Chair Bill Bouie, Chair Bill Bouie, Chair Paul Thomas, Chair
8:20 – Board Member Input on Activities Attended	
8:25 – Executive Director Report	Leila Gordon, Executive Director
8:30 – Old Business New Business	Beverly Cosham, Chair
8:40 – Adjournment	

Reminders:

Events	Date	Time
Reston Plant Swap	May 16	6:00 p.m.
Tephra ICA Arts Festival	May 18-19	11:00 a.m.
CenterStage Cinema: "Arrival of the First Africans in English America"	May 25	3:00 p.m.



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
BOARD OF GOVERNORS MEETING
April 1, 2024
8:00 p.m.**

Present:

- Beverly Cosham, Chair
- Paul Berry
- Bill Bouie
- Lisa Sechrest-Ehrhardt
- Dick Stillson
- Paul Thomas
- Shane Ziegler

Absent and Excused:

- Bill Penniman
- Vicky Wingert

Attending from RCC Staff:

- Leila Gordon, Executive Director
- BeBe Nguyen, Deputy Director
- Ozun Dalaran, Public Information Officer
- Rebekah Wingert, Videographer

Attending from the Public:

Thomas Wilczewski (Scout from Reston Troop 1313) and Warren Wilczewski, parent.

Bev welcomed everyone and called the meeting to order at 8:00 p.m.

MOTION #1:

Approval of the Agenda

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

MOTION #2:

Approval of the March 4, 2024 Board Minutes

Bill B. moved that the Board approve the March 4, 2024 Board Minutes. Paul T. seconded the motion. The motion passed unanimously with one abstention. Lisa abstained since she was not present at the meeting.

MOTION #3:

Approval of the March 4, 2024 Board Actions

Bill B. moved that the Board approve the March 4, 2024 Board Actions. Paul T. seconded the motion. The motion passed unanimously with one abstention. Lisa abstained since she was not present at the meeting.

Chair's Remarks

Bev shared that she went on a vacation to Virginia Beach. During her vacation, she observed dolphins at sunrise. She mentioned that in January and May, whales are present, and she would go another time to see those. She said they were there when the cold weather ended, but now cold temperatures have returned.

She shared a poem by Henry Wadsworth Longfellow called "A Psalm of Life."

April 1, 2024 Board of Governors Meeting Minutes

Tell me not, in mournful numbers,
Life is but an empty dream!
For the soul is dead that slumbers,
And things are not what they seem.

Life is real! Life is earnest!
And the grave is not its goal;
Dust thou art, to dust returnest,
Was not spoken of the soul.

Not enjoyment, and not sorrow,
Is our destined end or way;
But to act, that each to-morrow
Find us farther than to-day.

Art is long, and Time is fleeting,
And our hearts, though stout and brave,
Still, like muffled drums, are beating
Funeral marches to the grave.

In the world's broad field of battle,
In the bivouac of Life,
Be not like dumb, driven cattle!
Be a hero in the strife!

Trust no Future, howe'er pleasant!
Let the dead Past bury its dead!
Act,— act in the living Present!
Heart within, and God o'erhead!

Lives of great men all remind us
We can make our lives sublime,
And, departing, leave behind us
Footprints on the sands of time;

Footprints, that perhaps another,
Sailing o'er life's solemn main,
A forlorn and shipwrecked brother,
Seeing, shall take heart again.

Let us, then, be up and doing,
With a heart for any fate;
Still achieving, still pursuing,
Learn to labor and to wait.

Bev introduced visitors Thomas Wilczewski, a Scout from Reston Troop 1313, and Warren Wilczewski. Thomas was observing the meeting for his "Citizenship in the Community" badge.

Committee Reports

March 11 Community Relations and Program/Policy Joint Meeting

Dick shared his report. During the March 11 meeting, we learned more about the upcoming community survey design. Dr. Kara Fitzgibbon, from the University of Virginia's Center for Survey Research, described the proposed methodology. Kara outlined their approach, incorporating probability, non-probability and sampling methods, with clarity and simplicity. This year's survey will be shorter than previous versions, which is hoped will increase the response rate. The cost is around \$100,000 but Dick emphasized that the survey data will be invaluable for shaping the organization's planning, and it will help RCC serve patrons effectively.

April 1, 2024 Board of Governors Meeting Minutes

April 1 Long Range Planning Committee Meeting

Bill B. noted that there were two items on the agenda. The first was to review revisions to the RCC Policy and User Manual specific to Board policy-making and strategic planning. Suggested edits from Paul T. were discussed and made to the areas of the document reviewed. The committee presented a motion for the Board's consideration regarding the requested edits (reflected on the supplemental document attached to these notes.)

Motion #4

Approval of the Changes to the Reston Community Center Policy and User Manual

Paul T. moved to accept the Board's changes to the RCC Policy and User Manual. Dick seconded the motion. The motion passed unanimously.

The second item was a discussion about a potential partnership for an artistic solar panel installation at the front of the RCC Hunters Woods building. The project would occur in coordination with Reston-based, Asoleyo, a new venture that has received prestigious awards, and the Fairfax County Department of Economic Initiatives (DEI). This installation would include a seating and signage component that describes RCC's commitment to sustainability. The seating would contain a battery pack that would power charging plugs for patron electronic devices. It would be provided at no cost to RCC and would be maintained by Asoleyo. It would necessarily also be subject to Reston Association Design Review Board approval.

Motion #5

Approval to Pursue Artistic Solar Panel Installation Project

Dick moved that RCC staff pursue the artistic solar panel installation project in coordination with Fairfax County DEI, Asoleyo, and Smart City Works. Paul T. seconded the motion. The motion passed unanimously.

Motion #6

Approval of the Committee Reports

Paul T. moved to approve the committee reports. Bill B. seconded the motion. The motion passed unanimously.

Board Member Input on Activities Attended

Shane attended the March 11 Community Relations and Program/Policy (CRPP) Joint Meeting.

Paul T. attended the CRPP meeting and the volunteer appreciation event. He enjoyed the Shenandoah Conservatory "Slavic Dreams" performance and found it interesting that a violinist came from Turkey to perform in that show.

Bill B. attended lots of meetings including the March CRPP meeting.

Lisa was unable to attend March meetings, but she is delivering diversity, equity and inclusion (DEI) workshops around the county. She said discussion on DEI was important as many of our beliefs about its relevance are being challenged. She pointed out how Reston is ahead of the curve when it comes to serving diverse communities. However, DEI efforts are facing attacks. Bob Simon created Reston with the goal of being an inclusive community where people of all races and socioeconomic backgrounds could live, work and play together.

Dick attended the March CRPP meeting and some medical appointments with his wife.

Paul B. was unable to attend the entire CRPP meeting. The Egg-normous Egg Hunt event had to be canceled due to rain, so they had an indoor egg hunt for his son. He said he recommended his accordion instructor from Belgrade to RCC Arts and Culture Director Paul Michnewicz..

Bev attended the CRPP meeting. Also, she attended the Volunteer Appreciation Event which was sparsely populated because so many RCC volunteers for RCC AARP Tax Aide were working that day. She said that orchestra, opera and dance performances are three things that she needs, and Shenandoah Conservatory's "Slavic Dreams" was beautifully performed chamber music – fulfilling her desire for classical music. She also attended the Cleo Parker Robinson Dance Ensemble performance and said if you haven't seen them, you haven't seen dance. She also saw Mr. Vaudeville and said it was

April 1, 2024 Board of Governors Meeting Minutes

such a fun show and the audience participation was amazing. She had gel infusions in her knees recently and is now getting closer to scoring 100 in RCC bowling get togethers.

Executive Director Report

Facilities – The energy utilization project is proceeding as planned. There was recent flooding at the Lake Anne facility, but repairs have been completed.

Equity — RCC’s Equity Lead BeBe Nguyen has finalized the agency’s equity impact plan, which is currently under review by the County. Around 250 youth were served recently during the Diva Central event. The Cleo Parker Robinson Dance Ensemble performed, and the Crafternoon programs during spring break were successful.

Programs and Services – Ceramicist Bill Van Gilder led a popular two-day workshop, drawing attendees from across the region and states like North Carolina, New Jersey and Idaho. Lifelong Learning patrons took their first trip to the Philadelphia Flower Show since pre-COVID, which was thoroughly enjoyed.

Communications – The Media team launched RCC Blog features earlier this year, and the March website blog post centered on celebrating Women’s History Month and two of the agency’s equity champions – BeBe Nguyen and LaTanja Snelling. This generated great responses on social media platforms.

Stewardship and Accreditation—The new budget execution tool, “BuyRCC,” is being tested. A RecTrac audit is in progress. RCC credit card processing is being updated, and this can be a challenging event if systems don’t properly communicate. So far, it seems to be proceeding smoothly. Selected candidates turned down the RCC Box Office Manager employment offers, so the recruitment process will start again.

Old Business

Paul T. mentioned that the South Lakes High School basketball team became the state champions, which was an amazing achievement celebrated in front of a full audience of alumni, parents and the community. This marked the school's second-ever state championship, and this time, it was led by Jordan Scott who is the son of the coach of the last South Lakes High School team that won a state championship. The first time South Lakes won the state title, Jordan's mother was the coach leading the girls' team. This made it an incredible community connection event.

For Founder’s Day, Rebekah Wingert’s documentary, "Another Way of Living," will be uploaded to RCC's YouTube channel for everyone to watch. Outtakes and never-before-seen footage will be screened at RCC Lake Anne on Founder’s Day.

Bev said that it is hard not to cry while watching this since we have lost so many people since it was made. The legacy of Reston is beautifully captured in the movie.

New Business

No new business was presented.

Bev adjourned the meeting at 8:30 p.m.



Lisa Sechrest-Ehrhardt
Board Secretary

April 9, 2024

Date

BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON April 1, 2024

- 24-0401-1 Bd That the Board approve the agenda.**
- 24-0401-2 Bd That the Board approve the March 4, 2024 Board Minutes.**
- 24-0401-3 Bd That the Board approve the March 4, 2024 Board Actions.**
- 24-0401-4 Bd That the Board approve the Changes to the Reston Community Center Policy and User Manual.**
- 24-0401-5 Bd That the Board approve Pursuing the Artistic Solar Panel Installation Project.**
- 24-0401-6 Bd That the Board approve the committee reports.**



Lisa Sechrest-Ehrhardt
Board Secretary

April 9, 2024

Date



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
BOARD OF GOVERNORS
COMMUNITY RELATIONS & PROGRAM/POLICY JOINT MEETING
March 11, 2024
6:30 p.m.**

Present:

- Dick Stillson, Community Relations Committee Chair
- Bill Bouie
- Beverly Cosham
- Paul Thomas
- Vicky Wingert
- Shane Ziegler

Absent Excused from RCC Board:

- Lisa Sechrest-Ehrhardt, Program/Policy Committee Chair
- Paul Berry
- William Penniman

Attending from RCC Staff:

- Leila Gordon, Executive Director
- BeBe Nguyen, Deputy Director
- Lorna Campbell Clarke, Director of Communications
- Ozun Dalaran, Public Information Officer
- Brian Gannon, Accreditation Specialist
- Pam Leary, Customer Relations Director
- Kevin Danaher, Leisure and Learning Director
- Paul Michnewicz, Director of Arts and Culture
- Margaret Parker, Offsite and Collaboration Director
- William Parker, Facility Services Director

Bev welcomed everyone and called the meeting to order at 6:31 p.m.

She said we are here to follow up on the discussion held in February. She introduced the Community Relations Committee Chair, Dick Stillson.

Dick said we are going to learn more about the survey design. The survey will ask questions about the future of the RCC facilities. We heard interesting programming and facility ideas in the February meeting and reflected on how the community feels about some of RCC's existing offerings. Now, the important thing is to ask questions that will help inform decision-making on the part of the board and staff. He introduced Leila.

Leila added that RCC staff will implement programming ideas provided in February in both the near future (if feasible) and when facility development permits. Our community should be assured that the administration and programming teams are considering the ideas presented. We are already attempting to implement more casual and social activities versus enrollment-required offerings; many of our summer programs are entirely social and spur of the moment kinds of experiences. During and after the presentation, the board and staff will ask questions. The public is encouraged to ask questions at the end

March 11, 2024 BOG Community Relations & Program/Policy Joint Meeting

of the presentation. Leila introduced Dr. Kara Fitzgibbon, Director of the Center for Survey Research at the University of Virginia (UVA), who we worked with in 2019.

Kara said that we will talk more about the details of the survey design during this meeting. She will not be getting into technical details but is happy to answer questions. The last survey was conducted in 2019 and a lot has changed since then. Post-pandemic needs should be considered. There is also the impending end of the lease for the RCC Lake Anne facility in 2039 that RCC needs to plan for in the coming years. She added that the community responses to the survey questions will guide RCC's decision making appropriately. Another objective is to engage with both RCC patrons and the wider community. And lastly, having UVA Center for Survey Research conduct the survey will ensure that reliable, statistically valid results are achieved as well as objectivity.

Kara said that the design will incorporate a mixed probability, multi-mode survey approach like 2019. For the probability component, they will know who the surveys are sent to and can estimate their likelihood of responding. The non-probability component is open source, allowing anyone in the Reston community to participate anonymously. They will collect responses through parallel analysis then report results for both efforts.

For the probability portion, they will use mailed surveys going to an address-based sample of households. They will have the option to stratify that sample by certain household characteristics, which will be decided in coordination with RCC. For example, if it is decided that a higher concentration of apartments should be surveyed, or to oversample specific geographic blocks where input is critically needed, that can be accomplished. A confidential protocol will be followed. Targeted reminders can be sent to non-responding addresses, as which specific addresses haven't responded will be known.

The open-source non-probability survey responses were primarily web-based in the past. In 2019, there were paper versions available, but they were underutilized. This time, respondents can still reach out to the UVA Center for Survey Research to request a paper survey be mailed to them, but they are not preparing paper copies upfront. The non-probability survey will be advertised through social media, newsletters, flyers at RCC facilities and community partner locations like Opportunity Neighborhoods. For this non-probability portion, they won't know exactly who is responding. Responses will be collected in a separate online portal.

Leila asked if Kara could provide a link and a QR code for the non-probability survey to include in the summer program guide being sent to the printer this week. For the non-probability survey, we will collect voluntary demographic information like zip code, but no names or addresses will be gathered, maintaining anonymity.

For the probability sample, an advance letter will be sent out first to notify selected households that the survey is coming. Then the full questionnaire packet will follow including a cover letter explaining the survey, as well as instructions for requesting non-English language versions if needed. After about two weeks, there will be thank you/reminder mailing thanking those who have already responded and reminding those who have yet to complete the survey. This mailing will include information on how to participate in the web version of the survey. For the web-based surveys, respondents will be assigned a unique ID code so the survey team can track and integrate responses the same way as the paper surveys.

The second questionnaire packet mailing will include a cover letter stating the due date, which was not provided in the initial mailing. A closeout postcard will be sent thanking everyone who participated and providing web instructions for those who have not yet responded.

Dick asked how the non-English language surveys will be communicated. Kara answered that the advance letter will include instructions in different languages on how to obtain them. For the web version, Spanish will be offered. Additional languages will be available by paper questionnaire if needed. The flyer advertising the survey will have information on how to complete the survey in the top five most spoken languages in Reston (Chinese, Arabic, Vietnamese, Korean and Filipino.) If an interviewer's assistance is

March 11, 2024 BOG Community Relations & Program/Policy Joint Meeting

needed, they can take the survey over the phone. Not all the languages will be printed or sent in packages, however the materials can be printed double-sided in English/Spanish.

Compared to the 2019 survey, this updated survey will focus more narrowly on facility needs and priorities. The questionnaire will be shorter, with an estimated 15-minute completion time, trimmed down to around 16 pages. The web version will be even faster to complete online.

For the mail materials, they will utilize eye-catching formatting like varying color and postcard sizes when providing instructions to access the web survey via QR codes. The direct mail pieces will be designed in a way that stands out from typical mail.

For the survey preparation, UVA will work closely with RCC to finalize the questionnaire content, formatting and determine the specifics of the sample. For this type of geographically focused survey, if a mailed survey goes to an address that has multiple families or adults, they will ask just one person from that household to respond to the paper probability survey. However, they recognize that at addresses with multiple households or families, there may be other adults who want to participate. In those cases, the additional individuals will be instructed to take the non-probability online version instead. But for the probability sample, they will only accept one response per addressed household to maintain the integrity of the sampling.

For data collection, they will handle both mail and web administration, as well as data entry to integrate the paper surveys. Regarding deliverables and reporting, they will work with RCC to determine how to analyze and report the data, such as breaking things down by gender, age, race, etc. and conducting comparative analyses across demographic groups. In addition to written reports, there will be in-person presentations to review and discuss the survey results. Open-ended questions allowing narrative responses will be used again, so qualitative data analysis will likely be needed. The goal is to provide not just raw data, but insights through robust quantitative and qualitative analysis.

Kara shared that the overall cost estimate for the survey is \$101,458. The suggested timeline is survey launch in June, data collection complete by August, data preparation and analysis during September through November, and final report to be presented in December. After that, there will be internal and public presentations of the findings in January and February 2025.

Paul T. inquired about the stratification/weighting method of reaching different population segments based on their likelihood of responding, as derived from census data. Kara clarified that in 2019, they looked at census tract-level response scores which indicate the projected response rate for an area based on how it responded to the decennial census. They oversampled low response rate areas and low-sampled in high response rate areas.

Dick asked if there will be any different handling this time for renters, as there is an increasing renter population in the area now. Kara said they will be tracking whether respondents are renters or homeowners. Leila clarified that the renter/owner question was included last time due to a perceived potential tax impact to homeowners if a major arts center was to be built involving RCC funding, which is not a factor this time around since there is not a big capital project on the horizon – we are exploring a replacement facility for an already existing facility. In the prior survey, Leila also noted there wasn't a statistically significant difference in responses between renters and owners.

Leila added that our present tax base is around 45% commercial and 55% residential, and we are obtaining survey inputs solely from residents. Kara stated that while they are capturing renter/owner status and other demographics, the goal is to analyze and use those characteristics as comparable data points, not necessarily to treat the groups differently in sampling. They will also ask whether households are single-family or multi-family. Dick confirmed they did previously ask how long people had lived in the area. Kara affirmed they would include that question again. She suggested we consider asking survey participants if they see themselves living here in the next five years to gauge their long-term residency status in Reston.

March 11, 2024 BOG Community Relations & Program/Policy Joint Meeting

There were no further inquiries from the public, board or staff members. Leila noted that when the survey draft questions have been composed, the Board will have an opportunity to review them.

There being no further business, the meeting was adjourned at 7:19 p.m.



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
BOARD OF GOVERNORS
LONG RANGE PLANNING COMMITTEE MEETING
April 1, 2024
7:00 p.m.**

Present:

- Bill Bouie, Chair
- Paul Berry
- Beverly Cosham
- Lisa Sechrest-Ehrhardt
- Dick Stillson
- Paul Thomas
- Shane Ziegler

Absent Excused from RCC Board:

- Bill Penniman
- Vicky Wingert

Attending from RCC Staff:

- Leila Gordon, Executive Director
- BeBe Nguyen, Deputy Director
- Ozun Dalaran, Public Information Officer

Bill B. welcomed everyone and called the meeting to order at 7:04 p.m.

Updating Board Pages of Policy and User Manual

Leila said that the board-related pages of the Policy and User Manual need updating. The first page involved editing the welcome letter with just minor changes.

Next, the "About RCC" page with the mission, vision, and values statements will be updated with the current language. The strategic plan focus areas will be changed to the current plan areas. Paul T. recommended lowercasing the "o" in "outcomes" and the "s" in "board" and "staff." Once the methodology issues are replaced with language from the current strategic plan, the essence of the opening sentence will be sufficient.

For page 4, Paul T. suggested that "and" be deleted before "results." Alternatively, he said it could be "RCC performance outcomes." Everyone agreed that "results" would suffice.

In the final paragraph, it was requested that "people" be replaced with "the public."

Leila described the origins of the "RCC Policy Framework" from myriad historical decisions made by past boards during a review initiated in 2007 by former board member Cathy Vivona. As a result, the Board of Governors adopted a policy framework to enshrine the agency's policies for areas of its oversight. The existing policy statement was adopted by the Board and enshrined in the RCC Policy and User Manual. Edits presented for review by the board now reflect nomenclature changes since the last update in October 2019.

April 1, 2024 BOG Long Range Committee Meeting

Paul T. asked for the comma to be inserted in the first paragraph for “May, 2024.” In the next paragraph, he suggested adding “(MOU)” following the spelled out “Memorandum of Understanding” since it’s referred to by the acronym in following paragraphs.

In the next page, Paul T. suggested adding “s” to make “law” plural (“laws and regulations”). In the finance section, the suggested edit is to avoid redundancy by deleting “a maximum of” before “twenty-five percent.” The next paragraph will be edited to read “any remaining balance” before “in 4) Economic and Program Contingency Reserves.” Leila also clarified that the remaining parts of the document are not related to board actions or procedures. The edits made tonight will be included in the revised manual and the marked pages published with this committee report.

Motion #1

To Approve the Changes to the RCC Policy and User Manual

Paul T. moved to approve and forward to the full Board changes to the RCC Policy and User Manual. Dick seconded the motion. The motion passed unanimously.

Artistic Solar Panel Project

Leila described that the Fairfax County Department of Economic Initiatives has offered RCC a possible project involving artistic solar panels. A Reston-based startup company called Asoleyo produces visually appealing solar panels that function just like traditional panels. Asoleyo has won federal and entrepreneurial competitions for their product. The County and Smart City Works will collaborate to fund the effort and Asoleyo will be the contractor installing and maintaining the panel, self-contained battery/outlet package, and related bench.

The panel provides closed-circuit power for exterior outlets to charge patrons’ devices. The solar panel will be installed with a bench that houses the battery/outlet assembly and also includes an explanatory panel where RCC can provide text about its sustainability efforts. The aesthetically pleasing panels align with RCC’s design and architectural features.

RCC would oversee the installation in conjunction with the county’s representatives on a project team. An MOU would be executed to describe the roles and responsibilities of the parties. The panels and related bench assembly will be in a suitable location that has southern exposure for the solar panel. The committee preferred the option with the panel on the south-facing side of the planter pillar at the front of the building and the bench at a 90-degree angle to it facing the front of RCC Hunters Woods.

Next steps are to have the Board officially support the effort and direct staff to execute the MOU in conjunction with the County and to obtain Reston Association design approval.

Dick asked how much power the solar panel installation could provide. The bench battery assembly can have six electrical plugs and contain a battery to store power so it will work even on cloudy days. Leila described how many people use RCC facilities for charging their personal devices and that is particularly important if there are power outages.

It was noted that Asoleyo is a Reston-based company, which is an added positive feature of the idea – offering support to the homegrown entrepreneurial effort. Their solar panels have an attractive design.

The installation presents an opportunity to showcase RCC’s environmental achievements and commitment to sustainable practices through the accompanying display. The added outlets would be an additional amenity service, not replacing the front lobby plugs and existing outdoor plugs, but possibly reducing conflict over access to outlets.

In response to a question from Dick about funding, Leila noted that Smart City Works has already allocated money to Fairfax County specifically for MOUs related to these solar panel projects. The Department of Economic Initiatives (DEI) will work with the Office of the County Attorney to create the

April 1, 2024 BOG Long Range Committee Meeting

MOU with all the required county boilerplate. There is no anticipated RCC budget impact. This MOU will also cover the maintenance and any potential liability or damage to the panels.

Motion #2

To Approve an Artistic Solar Panel Installation Project

Lisa moved to approve and move forward to the board that the staff pursue the artistic solar panel installation project. Dick seconded. The motion passed unanimously.

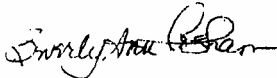
There being no further discussion, the meeting adjourned at 7:37 p.m.

Welcome

May 2024

On behalf of the Board of Governors of Reston Community Center (RCC), I welcome your attention to our Policy and User Manual. This third edition identifies RCC policies, procedures and patron guidelines that inform our relationship to our community members and theirs to us. You will find the legal documents that govern RCC and the agreements that govern our services to our patrons. We hope you find the materials here helpful and provide all you need to have a positive experience with us-your community centers. Printed copies are available at our Customer Service Desks upon request. The most current versions of the Policy and User Manual and all RCC forms will always be available on our website.

Thank you for taking ~~time to become familiar~~the time to familiarize yourself with RCC's Policy and User Manual and for being a part of Reston Community Center.



Beverly Ann Cosham, Chair
Board of Governors

Reston Community Center Board of Governors

Paul Berry
William G. Boule
William Penniman
Lisa Sechrest-Ehrhardt
Dick Stillson
Paul Thomas
Vicky Wingert
Shane Ziegler

Lella Gordon, Executive Director
BeBe Nguyen, Deputy Director

About RCC

Vision

- Reston Community Center enriches lives and builds community for all of Reston.

Mission

To create positive leisure, cultural and educational experiences that enhance the quality of life for all people living and working in Reston by:

- Providing a broad range of programs in arts, aquatics, recreation, enrichment and lifelong learning.
- Creating and sustaining community traditions through special events, outreach activities and facility rentals.
- Building community through collaboration and celebration.

Values

In accomplishing our mission and vision, Reston Community Center will be:

- A respectful, diverse organization that supports and nurtures its patrons, partners, volunteers, and staff.
- An organization that embraces inclusion and diversity, and actively promotes racial and social justice.
- An accountable steward of Reston's resources, sense of place and community traditions.
- An accepting and open organization free of physical, financial and cultural barriers.

In accomplishing our Vision, RCC will be:

- A respectful organization that supports and nurtures its constituents, patrons, volunteers, board and staff;
- A welcoming community resource committed to improving people's quality of life in Reston;
- A builder of a sense of place and community traditions;
- Celebratory of people's traditions, and cultural and recreational aspirations;
- An active partner with other Reston organizations;
- An organization free of physical, financial and cultural barriers;
- An accepting and open organization; and
- A responsible and accountable steward of community resources;

About RCC

Strategic Planning

Reston Community Center plans for the future in increments of five-year periods. These plans focus on the long-range goals and strategies to achieve them in these areas:

Facilities
Equity
~~Collaboration and Outreach~~ Community Connections
~~Communications~~
Programs and Services
Communications
Internal Capacity

Included in the Strategic Plan is a Staff Methodology section to provide for the Outcomes and Tests for Success. These are identified to guide review processes associated with achievement of the Goals and Objectives of the Strategic Plan. While working to accomplish the Strategic Plan, the Board and Staff pursue their efforts through the strategic lenses of these focus areas:

Customer

- Serve a diverse community equitably
- Maximize opportunities to participate
- Create a reputation for excellence
- Practice environmental stewardship

Finance

- Assure affordability
- Be financially responsible and accountable
- Maintain mandated reserves
- Fund facilities and resources

Process

- Anticipate and respond to change
- Support Board of Governors planning and oversight
- Communicate effectively
- Collaborate externally and internally
- Optimize technology infrastructure

Learning and Growth

- Recognize and leverage employee skills and achievements
- Provide support training and opportunities for all employees
- Encourage teamwork to promote problem-solving and innovation
- Recruit and retain a competent and diverse workforce

About RCC

Strategic Planning *continued*

The Strategic Plan and RCC results are reviewed annually beginning in the Board of Governors Strategic Planning Meeting in early January. RCC programs, services and pricing are reviewed in the context of the February/March cycle of joint committee meetings of the Program/Policy and Community Relations Committees. During the month of April, the budget outline is constructed for the following fiscal year based upon meeting results from January through March deliberations.

RCC holds an Annual Public Hearing for Programs and Budget each June, where RCC's Annual Report is presented and the public weighs in one more time on RCC priorities and fiscal direction. The Board provides ~~staff~~staff with the final direction on the budget at that time and, during the summer months, the upcoming fiscal year budget is prepared for adoption by the Board in September. The budget is then forwarded to the Fairfax County Department of Management and Budget.

RCC's Board and staff regularly solicit public feedback and suggestions. In addition to the calendar of planning activities described, there are regular monthly meetings of the Board of Governors where people may express their views. Staff members receive regular input from the public through a variety of mechanisms, including email, suggestion and comment cards, evaluations, focus group meetings and face-to-face conversations. We are always available and listening.

About RCC

History of RCC

In March 1975, Small District 5 was created to pay for the construction and ongoing operation and maintenance of Reston Community Center. On April 1, 1977, construction bonds were issued in the amount of \$2,600,000. Final payment was made in August 1999 (FY00). The boundaries of Small District 5 are similar to the present Reston Master Plan boundaries. However, Small District 5 extends beyond the Reston Master Plan somewhat in all four map quadrants. Most properties in the 20190, 20191 and 20194 zip codes are in Small District 5.

The special tax rate levied on all residential and commercial property in the tax district is \$.047 per \$100 of assessed valuation. This special tax creates an annual revenue stream to support the cost of RCC operations (personnel and programs) and maintenance (repair and replacement). The tax revenues subsidize the offerings of RCC and fund appropriate reserve accounts for capital projects, maintenance, feasibility studies, and program and economic contingencies. In addition to tax revenues, RCC generates revenues from fees (registration, admissions, rentals and box office receipts). Another source of revenue for RCC is interest income; it varies depending on financial conditions from year to year.

Key Features of a Small Tax District

Small tax districts are authorized by the Code of Virginia, Title 21 (Chapter 2, entitled Sanitary Districts). These tax districts have an extraordinary range of powers, such as the authority to:

- Levy and collect taxes.
- Construct, maintain, operate and acquire assets.
- Issue bonds (subject to voter approval by referendum).
- Borrow money.

A small tax district can be created by the Fairfax County Board of Supervisors after a petition of 50 qualified voters is submitted and a public hearing is held. These tax districts are financing mechanisms used to raise revenue from community-wide property taxes.

- No referendum is required to establish the tax district; taxes can be levied and decreased or increased without the consent of the residents.
- By state law, the County has final authority over a tax ~~district~~, district, hence ultimate budget control rests with the Board of Supervisors, not tax district residents, except for bond referenda.

The County owns the Reston Community Center facility at Hunters Woods. RCC Lake Anne is a leased property.

Organization

RCC Policy Framework (Updated ~~May 2024~~ October 2019)

This Policy Framework will supersede all prior Reston Community Center Board of Governors adopted policies. It was adopted at the Board of Governors meeting of September 10, 2012, and affirmed following Fairfax County Attorney review in its meeting of September 8, 2014. The Board of Governors reaffirmed the Policy Framework in November, 2019 and again, with revisions, in May 2024. The "Policy and User Manual" described in this Policy Framework is compiled by staff and reviewed as a referenced document in the context of the Policy Framework.

Governance

RESTON COMMUNITY CENTER BOARD OF GOVERNORS - Reston Community Center's Board of Governors shall at all times conduct itself and take actions that are consistent with the current Memorandum of Understanding with Fairfax County Government and the Board of Governors Bylaws.

RESTON COMMUNITY CENTER EMPLOYEES - Reston Community Center's Executive Director serves at the pleasure of the Board of Governors and functions as the Agency Head. All Reston Community Center employees and volunteers shall at all times conduct themselves and RCC's business in a manner consistent with the policies and procedures of Fairfax County Government. RCC Operating Guidance Memoranda and Fairfax County policies and procedures govern how RCC employees conduct agency business, as well as how patrons are treated. They are routinely reviewed and updated at the Fairfax County Government and RCC levels.

Executive Director

SELECTION - Reston Community Center's Board of Governors shall be presented with the recommendations of its Personnel Selection Committee when seeking a new Executive Director. The selection of the Executive Director shall be made by simple majority vote of the Board of Governors. A majority of the entire Board of Governors shall approve the Executive Director's employment contract and execution of the contract shall be accomplished by the Chairperson in accord with provisions of the MOU and Bylaws and in conjunction with the Director of Fairfax County Department of Human Resources.

PERFORMANCE REVIEW - Reston Community Center's Board of Governors members shall be consulted by the Chairperson of the Board for their input when the annual evaluation of the Executive Director is conducted.

TERMINATION OF EMPLOYMENT - Termination of the employment contract for the Executive Director shall be consistent with that contract's terms and only after approval by a simple majority vote of the Board.

Programs and Services

OFFERINGS - Reston Community Center programs and services shall be consistent with its mission, vision, and values and purpose, providing for diverse interests and perspectives. RCC programs and services shall be responsive to community concerns with which its mission and values purpose intersect. Programs and services shall be delivered in ways that maximize the impact of RCC resources. Reston Community Center shall review programs and services regularly in a manner consistent with its governance policies as outlined in the Memorandum of Understanding and Bylaws, and as directed by the Board of Governors Strategic Plan.

Reston Community
Center 2310 Colts
Neck Road Reston,
Virginia 20191



Organization

RCC Policy Framework *continued*

PATRONS AND USERS - Reston Community Center makes available to patrons and users documentation of their rights, responsibilities and the legal, procedural and process requirements that govern their interaction with RCC. RCC's Policy and User Manual, prepared and maintained by the staff, and approved by the Board of Governors, shall cover use of RCC facilities and/or resources, participation in programs, obtaining RCC services, and any other aspect of interaction with RCC that is relevant to the user experience. RCC practices shall be consistent with the agency mission, vision, and values and purpose as well as all applicable law and regulations.

Finance

BUDGET - Internally generated revenues shall offset account for no more than a maximum of twenty-five percent (25%) of the core personnel and operating expenses of the Reston Community Center. The balance of expenses shall be offset through tax revenues, interest (returns on investments) and/or utilization of Managed Reserve funds as directed by the Board.

Reston Community Center complies with Fairfax County Government budgeting requirements. To appropriately manage resources for future needs, RCC has established Managed Reserves. These reserve funds shall be allocated to four categories: 1) Maintenance Reserves equal to 12 percent of total projected annual revenues; 2) Feasibility Study Reserves equal to 2 percent of total annual revenues; 3) Capital Project Reserves of up to \$7.5 million and the balance in 4) Economic and Program Contingency Reserves.

FEES FOR PATRONS - Reston Community Center pricing, fee structures for facility rentals, and procedures for refunds, discounts, and similar financial issues, shall be consistent with the mission and values purpose of RCC, Fairfax County Government, and the practices of similar agencies, including but not limited to Fairfax County Park Authority and McLean Community Center. RCC staff shall conduct regular reviews of pricing for facility rentals, programs and services, and make recommendations to the Board of Governors for major changes to existing RCC fees adjustments consistent with the RCC Operating Guidance Memorandum FINANCE 01: on Pricing.

Reston-qualified users shall be those people living and/or working within the boundaries of Small District 5 and members of their immediate family who reside with them. Reston-qualified patrons shall have a period of priority access to registered programs, the CenterStage Professional Touring Artist Series ticketing, and the annual opening of facility rentals to patrons and organizations. Non-Reston users of RCC programs, services and facilities shall be charged higher rates than Reston users. The use and pricing procedures applicable to both Reston and Non-Reston users shall be detailed in the Policy and User Manual, Operating Guidance Memoranda, and other RCC publications.

FINANCIAL ACCESSIBILITY - Reston Community Center established a Fee Waiver program to permit access for all Reston-qualified individuals to programs and services offered by RCC and administered with equitable standards of qualification based on Federal poverty guidelines. The program shall be offered with allocations on an individual and/or family basis of a prescribed and published fee waiver amount to permit broad choice on the part of qualified participants and full access, in particular, to summer youth program opportunities. Utilization of the Fee Waiver program resources shall be documented as a function of regular Board Finance Committee reporting and in the RCC Annual Report.