



**Reston Community Center
Board of Governors Monthly Meeting
July 22, 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 | Beverly Cosham, Chair |
| <ul style="list-style-type: none"> • Approval of June 3, 2024 Board Minutes
(as reviewed and approved by the Board Treasurer for the Secretary) • Approval of June 3, 2024 Board Actions
(as reviewed and approved by the Board Treasurer for the Secretary) | |
| 8:05 – Chair's Remarks | Beverly Cosham, Chair |
| 8:08 – Introduction of Visitors | |
| 8:10 – Citizen Input | |
| 8:12 – Committee Reports | Beverly Cosham, Chair |
| <ul style="list-style-type: none"> • June 3 Long Range Planning Committee Meeting • June 13, 20, 24 Personnel Committee Meeting • June 24 Annual Public Hearing (Long Range Planning Committee) • July 22 Finance Committee • July 22 Preference Poll Committee | Lisa Sechrest-Ehrhardt, Vice Chair
Bill Bouie, Chair
Bill Bouie, Chair
Paul Thomas, Chair
Bill Penniman, Vice 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
<i>Summer Concerts and Entertainment Series</i>	<i>June-August</i>	<i>Various</i>
Sunset Concerts at Lake Anne Plaza	Wednesdays	7:00 p.m.
Take a Break Concerts at Halley Rise	Thursdays	7:00 p.m.
Darden and Friends at Town Square Park	Fridays	5:30 p.m.
Fab Fridays – Summerbration at Reston Station	Fridays	7:00 p.m.
Family Fun Entertainment at Town Square Park	Saturdays	10:00 a.m.
Sunday Art in the Park with Shenandoah	Sundays	7:00 p.m.
Conservatory at Town Square Park		

No Board meetings in August other than the Candidate Orientation on August 15 at 5:00 p.m.



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
BOARD OF GOVERNORS MEETING
June 3, 2024
8:00 p.m.**

Present:

- Beverly Cosham, Chair
- Paul Berry
- Dick Stillson
- Bill Penniman
- Vicky Wingert
- Lisa Sechrest-Ehrhardt
- Shane Ziegler

Absent and Excused:

- Bill Bouie
- Paul Thomas

Attending from RCC Staff:

- Leila Gordon, Executive Director
- BeBe Bguyen, Deputy Director
- Rebekah Wingert, Videographer
- Nick Burt, Assistant Customer Relations Director (notetaker)

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

MOTION #1:

Approval of the Agenda.

Bill Penniman moved that the agenda be approved as written. Dick Stillson seconded the motion. The motion passed unanimously.

MOTION #2:

Approval of the May 6, 2024 Board Minutes.

Lisa noted that the minutes need to be corrected to delete the name of Bill Keefe on the list of board members present.

Bill Penniman moved that the Board approve the May 6, 2024 Board Minutes as corrected. Dick Stillson seconded the motion. The motion passed unanimously.

MOTION #3

Approval of the May 6, 2024 Board Actions.

Bill Penniman moved that the Board approve the May 6, 2024 Board Actions. Vicky Wingert seconded the motion. The motion passed unanimously.

Chair's Remarks

Bev shared that she has been knitting baby booties because there has been an uptick in the number of births at Common Ground. She has made nearly 30 while her daughter has made sashes. She highlighted those who we have lost in the RCC Annual Report.

Bev read a poem she has been saving to share with Leila as she readies to retire:

"To My Treasured Friend"

By Alora M. Knight

Though there is gold up in the mountains,

June 3, 2024 Board of Governors Meeting Minutes

Lovely pearls deep in the sea,
Those treasures do not mean as much
As your friendship means to me.
While diamonds may be beautiful,
And worth a lot of money,
They cannot give a warm embrace
Or share jokes we think are funny.
I know it's true some people
Will collect much priceless art,
Yet I have never seen a picture
That showed me a loving heart.
So I don't need to spend a fortune
To have what means the most to me.
Knowing that I have had your friendship
Will be a treasured memory.

Committee Reports

May 6, 2024 Personnel Committee Meeting

Lisa noted that the official meeting minutes are in the Committee Reports section of the notebooks and that the meeting went into and out of a closed session per Virginia code.

May 6, 2024, Finance Committee Meeting

Beverly shared that the written report is in members' folders and the board package and reflects what Paul Thomas shared verbally with the board last month.

June 3, 2024, Long Range Planning Committee Meeting

Lisa shared that the committee met prior to this meeting to discuss changes in the Virginia Freedom of Information Act (VFOIA) that occurred during the last legislative session affecting several areas of meeting protocols – specifically, remote participation, virtual meetings and what constitutes a "public meeting." The committee directed staff to create Operating Guidance Memoranda consistent with the policy templates provided by the Fairfax County Office of the County Attorney to provide procedural direction for remote participation and virtual meetings. Board members agreed that the purpose of the OGMs should be to facilitate emergencies as determined by the Board Chair in consultation with the Executive Director.

The Committee also reviewed the draft slide deck for the annual Public Hearing for Programs and Budget to be held on June 24, 2024. Board members also offered input regarding the 2024 Community Survey draft questionnaire. Leila will share the suggestions with the University of Virginia Center for Survey Research team.

MOTION #4

Approval of the Committee Reports.

Dick Stillson moved that the Committee Reports be approved. Vicky Wingert seconded the motion. The motion passed unanimously.

Board Member Input on Activities Attended

Shane Attended the Bruce Springsteen tribute concert presented last week in RCC's Fab Friday concert series.

Dick Attended the Tephra ICA Arts Festival which was "fantastic". He praised the diversity of art present at the Festival.

Lisa attended the Leadership Fairfax Board of Supervisors breakfast where Leila Gordon was honored with the Kate Hanley award. She attended the second business summit of the Northern Virginia Black Chamber of Commerce's Corporate Leadership Conference. She praised the Reston Pride Festival for its leadership and the excellence of the festival features and activities.

June 3, 2024 Board of Governors Meeting Minutes

Vicky visited recycling centers and made contributions to the local Goodwill operation by virtue of her family moving in the past month.

Bill P attended an event to honor Guy Zoller, a beloved RCC artist and teacher, and wishes him a happy retirement.

Paul Berry also attended the Board of Supervisors' breakfast. He and his family also enjoyed RCC's Fab Friday Springsteen tribute concert.

Bev participated in a podcast to highlight the work of RCC in the community. She also attended the comedy performance of Jen Kober and Jeffrey Jay at RCC. Bev noted the May meetings she and other board members attended.

Executive Director Report

Leila remarked that RCC is making tremendous progress on its capital projects. The elevator project calendar will necessitate overnight work for the week of demolition which she believes our budget can support with respect to added costs. Equipment for the energy utilization improvement project is on order and arriving on time.

RCC has relaunched the women's only swim program.

"Arrival of the First Africans in English America" was a success on May 25 in the CenterStage.

Darden and Friends and the Bruce Springsteen Tribute band's Fab Friday concert accommodated more than 1,000 participants combined.

Leisure and Learning trips and programs continue to be highly utilized by the community.

Rentals see high usage typical for the season during the month of May.

RCC submitted its 2024 CAPRA report.

RCC is in the process of hiring new staff for multiple positions. Jeff Morgan, longtime member of the Youth and Teen division, has accepted a half-time merit position as Youth and Teen Program Assistant.

A new purchasing tool has been adopted to replace the current Microsoft Access-based and obsolete one. It's known as "BuyRCC" and launched successfully on May 20th.

Leila was delighted to be honored by LFI and on June 25, in the Government Center Board Auditorium, Leila will receive the A. Heath Onthank award from Fairfax County at 9:30 a.m.

Old Business

There was no continuing business to discuss.

New Business

There was no new business to discuss.

Bev adjourned the meeting at 8:39 p.m.



Lisa Sechrest-Ehrhardt
Board Secretary

June 7, 2024

Date

BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON June 3, 2024

- 24-0603-1 **Bd** **That the Board approve the Agenda.**
- 24-0603-2 **Bd** **That the Board approve the May 6, 2024 Board Minutes.**
- 24-0603-3 **Bd** **That the Board approve the May 6, 2024 Board Actions.**
- 24-0603-4 **Bd** **That the Board approve the May committee reports.**



Lisa Sechrest-Ehrhardt
Board Secretary

June 7, 2024

Date



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
BOARD OF GOVERNORS
LONG RANGE PLANNING COMMITTEE MEETING
June 3, 2024
6:30 p.m.**

Present:

- Lisa Sechrest-Ehrhardt, Vice Chair
- Paul Berry
- Beverly Cosham
- Vicky Wingert
- Dick Stillson
- Shane Ziegler
- Bill Penniman

Absent Excused from RCC Board:

- Bill Bouie
- Paul Thomas

Attending from RCC Staff:

- Leila Gordon, Executive Director
- BeBe Nguyen, Deputy Director
- Nick Burt, Assistant Customer Relations Director (notetaker)

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

Updating Virginia Freedom of Information Act – Related Procedures

Leila summarized the Virginia Freedom of Information Act updates. There are three updates of note: (1) An increase in number of allowable virtual meetings per year for public boards. (2) More flexible reasons as to why a member of a board may join a meeting remotely and how frequently they may do so. (3) The definition of a public meeting has been affirmed to reflect that unofficial gatherings with more than two board members do not constitute public meetings. Leila noted that if the Board wants to incorporate the new virtual and remote meeting participation elements, we will need to craft Operating Guidance Memoranda specific to them and using the template language provided by the Office of the County Attorney.

Lisa asked if the board decides it wants to change its procedures, will it need to affirm its policies are in concert with the Act again each June? Leila answered yes. Similarly, if the board chooses not to change its procedures, it won't be able to hold a virtual meeting or enable remote participation without the adopted procedures.

Dick asked if the board decides not to adopt the changes and there is an emergency, are we still allowed to host the meeting remotely? Leila answered yes if there is a government emergency declared at the local, state or federal level by the applicable government body, but not if the emergency situation was ours alone.

June 3, 2024 BOG Long Range Committee Meeting

Leila highlighted the potential benefits of online only meetings as well as the difficulty of hybrid meetings given the physical limitations on internet signals in RCC buildings. Accordingly, internal meetings with limited remote participants involved are likely to succeed, but publicly accessible meetings would likely encounter challenges if attempted in a hybrid format. She said all virtual meetings would be an easier platform to manage for public participation.

Beverly asked about accommodating people who have no ability to get to the meetings online. Leila responded that internet access expanded dramatically during the pandemic and that lack of connectivity was not as prevalent an issue as it was prior to those changes.

Dick asked if the board amends its procedures, is it required to have the ability to have a hybrid meeting? Leila answered no, the applicable legal issues applied to all virtual meetings or selected remote participation of a governing body member. As pertains to the accommodations under the Americans with Disabilities Act, RCC would have to endeavor to make a reasonable accommodation.

When hybrid connectivity was pursued, RCC spent many thousands of dollars to upgrade its capabilities and due to the building construction features, hybrid presentations with remote attendance capabilities remain difficult. RCC has made reasonable efforts to accommodate the potential request and doing so would depend on the limits of the present technology.

Bill Penniman spoke in favor of continuing to do meetings in person but acknowledges that adopting these procedures would be advantageous in the case of a practical emergency. He suggested that it could be determined by the Board chairperson and executive director as to when such an emergency would be declared.

The members directed Leila to craft the Operating Guidance Memoranda to be reviewed and potentially adopted following the annual public meeting on June 24.

Review of Public Hearing for Programs and Budget Draft Slide Deck

Leila introduced and summarized slides to be used for the public hearing. She noted that they follow previous session formatting and that the key difference is that the Capital Projects/Maintenance/Equipment three-year plan slides don't include carried forward project balances from past years' efforts. As a result, the column year totals won't track to the Capital Projects line total in the draft Fund Statement slide. This will be noted at the hearing to avoid confusion.

She also reminded everyone that personnel numbers don't yet include impacts of market rate pay adjustments and other issues that the Department of Management and Budget will load. Savings from FY24 are not included in the beginning fund balances either.

The board members directed preparation for the public hearing to continue using the proposed slides.

2024 Community Survey

Bill Penniman asked how different is this compared to previous surveys? Leila answered that it is several questions shorter.

Bill Penniman highlighted a concern about consistency of language as well as a response option of "slightly important" for some questions. He suggested that language be standardized, a definition of terms be introduced on the insert, and that a uniform number and verbiage of responses be allowed for each question to alleviate confusion.

Dick commented that there are no questions concerning RCC on Wheels and that this would be a good chance to get representative feedback about community desires for that program. Leila noted that multiple meetings have specifically surveyed the public input concerning RCC on Wheels, and that adding a section would cancel the effort to keep the survey shorter. Discussion occurred about how to address

June 3, 2024 BOG Long Range Committee Meeting

the program effort but with a minimum of queries associated with it. It was suggested that an open-ended question could be added regarding program options for RCC on Wheels that people may want, and Leila agreed it could be added to the insert list of offerings from RCC to assure that people are aware of it.

Leila affirmed that she would speak with Dr. Fitzgibbons about incorporating these issues effectively. She asked if the members wished to review the survey questions again before proceeding. The board agreed that time is of the essence, and they could forgo an additional review with confidence that their concerns would be addressed.

There being no further business, Lisa moved to adjourn the Long Range Planning Committee meeting at 7:38pm.



**RCC Board of Governors Personnel Committee Meeting
June 20, 2024**

Present:

- Bill Bouie, Chair
- Lisa Sechrest-Ehrhardt, Vice Chair
- Paul Thomas
- Vicky Wingert
- Bev Cosham, Ex-Officio; Board Chair
- Toni Garcia, Fairfax County Department of Human Resources
- Karen Cleveland [joined at 3:54 p.m.]
- Leila Gordon, Executive Director [joined at 3:55 p.m.]

Agenda Item:

Discussion of personnel matters pursuant to Virginia Code Section 2.2.-3711(A) (1).

The meeting was called to order at 11:57 a.m.

MOTION TO GO INTO CLOSED SESSION:

Bill Bouie moved that the Board recess and go into closed session for discussion and consideration of matters enumerated in Virginia Code Section 2.2-3711 and listed in the agenda for this meeting as follows: Discussion or consideration of personnel matters pursuant to Virginia Code Section 2.2-3711(A) (1). Paul Thomas seconded the motion. The motion passed unanimously.

MOTION TO COME OUT OF CLOSED SESSION:

Bill Bouie moved that the Board certify that, to the best of its knowledge, only public business matters lawfully exempted from open meeting requirements and only such public business matters as were identified in the motion by which closed session was convened were heard, discussed, or considered by the Board during the closed session. Paul Thomas seconded the motion. The motion passed unanimously.

The meeting was adjourned at 4:29 p.m.



**RCC Board of Governors Personnel Committee Meeting
June 24, 2024**

Present:

- Bill Bouie, Chair, Personnel Committee
- Lisa Sechrest-Ehrhardt, Vice Chair, Personnel Committee
- Paul Thomas, Personnel Committee
- Vicky Wingert, Personnel Committee
- Bev Cosham, Ex-Officio; Board Chair
- Shane Ziegler, Board member
- Paul Berry, Board member

Agenda Item:

Discussion of personnel matters pursuant to Virginia Code Section 2.2.-3711(A) (1).

The meeting was called to order at 5:30 p.m.

MOTION TO GO INTO CLOSED SESSION:

Vicky moved that the Board recess and go into closed session for discussion and consideration of matters enumerated in Virginia Code Section 2.2-3711 and listed in the agenda for this meeting as follows: Discussion or consideration of personnel matters pursuant to Virginia Code Section 2.2-3711(A) (1). Paul Thomas seconded the motion. The motion passed unanimously.

MOTION TO COME OUT OF CLOSED SESSION:

Paul Thomas moved that the Board certify that, to the best of its knowledge, only public business matters lawfully exempted from open meeting requirements and only such public business matters as were identified in the motion by which closed session was convened were heard, discussed, or considered by the Board during the closed session. Lisa seconded the motion. The motion passed unanimously.

The meeting was adjourned at 5:47 p.m.



RESTON COMMUNITY CENTER



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
ANNUAL PUBLIC HEARING
June 24, 2024
6:30 p.m.**

Present:

- Bev Cosham, Chair
- Bill Bouie, Vice Chair
- Paul Berry
- Lisa Sechrest-Ehrhardt
- Paul Thomas
- Vicky Wingert
- Shane Ziegler

Absent and Excused:

- Bill Penniman
- Dick Stillson

Attending from RCC Staff:

- Leila Gordon, Executive Director
- BeBe Nguyen, Deputy Director
- Lorna Campbell Clarke, Director of Communications
- Kevin Danaher, Leisure and Learning Director
- Maggie Parker, Offsite and Collaboration Director
- Bill Parker, Facility Services Director
- Brian Gannon, Accreditation Specialist
- Pam Leary, Customer Relations Director
- Matt McCall, Aquatics Director
- Rebekah Wingert, Videographer
- Jean Chow, Customer Service Representative

Welcome

Bev welcomed everyone at 6:36 p.m. She said this meeting is our chance to share RCC's Annual Report, last year's budget and present the coming year's planning highlights. She shared that RCC Executive Director Leila Gordon and RCC Treasurer Paul Thomas will go over our progress and plans and how they impact our budgets. She noted that patrons attending would be able to comment at the conclusion of the presentation.

Highlights of 2023

Leila presented the highlights of 2023 which included energy use audit solutions, expansion of the footprint of the Reston Multicultural Festival at Reston Town Center from two to three performance stages and increase of the summer concert series from four to five series. That expansion has continued in 2024 to a total now of six series.

Program participation has increased by more than 20% which is evidence that we are returning to pre-pandemic levels of participation.

We have expanded our touchpoints across Reston by utilizing large format advertising on bus tails, in bus shelters and on multimedia displays in the waiting room and cafeteria of Reston Hospital. We have also been able to address email fatigue by reducing the number of electronic newsletters while maintaining a very competitive open rate.

In 2025, we will submit reaccreditation reports to retain our CAPRA accreditation.

Additional highlights include outstanding performance awards, key partnerships and sponsorships, succession management and expansion of staffing capacity.

Strategic Planning – Looking Ahead

The energy audit recommended upgrades in equipment and improvements is a million-dollar-plus project aimed at reducing our carbon footprint. (Facilities)

RCC will continue our partnership with Cornerstones and the Reston Opportunity Neighborhoods as we explore programmatic enhancements. (Equity)

The Leisure and Learning department will lead a summer youth enrichment camp program for Reston’s Title 1 schools. (Programs/Services)

The “RCC on Wheels” pilot will mobilize RCC programs and services. (Community Connections)

Expanded marketing tools and staffing support for the media department will bolster communications efforts. (Communications)

The agency will once again conduct a comprehensive needs survey in partnership with the University of Virginia Center for Survey Research. (Stewardship/Accreditation)

Overview of Capital Planning and Budget Process

Paul Thomas presented an overview of the 3-year Capital Improvement Plan (CIP)/Capital Management Plan (CMP) that includes current and planned FY25 and FY26 projects (see slides). Paul also presented a three-year fiscal overview of FY 21-FY23. He noted that FY24 carryover will be available in October.

This will impact the presentation of the agency’s fund balance as the current fiscal year closes and encumbrances are added to the FY25 budget that didn’t get completed in FY24.

Planning Calendar and Public Input

Leila presented the planning calendar and opened the floor for public input. The participants were asked to email RCCContact@fairfaxcounty.gov if they would like to provide input after the meeting.

Susan Meeks-Versteeg spoke on behalf of the Reston Chorale to thank the Board of Governors and staff for their decision to purchase new choral and orchestra risers. The result will be more useful and much safer equipment for users.

Supervisor Walter Alcorn of the Hunter Mill District was recognized and thanked for attending.

Leila thanked everyone for taking time to attend and encouraged people to follow up if they have any thoughts or questions by reaching out via RCC Contact. She noted that RCC always seeks community input, not just at the Annual Public Hearing for Programs and Budget.

She asked the Board of Governors to provide formal guidance to the staff regarding preparation of the agency’s FY26 budget submission.

Motion #1:

Paul Thomas moved that the staff continue to develop the FY26 budget submission based on the assumptions outlined in tonight’s presentation. Bill Bouie seconded the motion. The motion passed unanimously.

Motion #2:

Paul Thomas moved that the Board of Governors approve the updated Operating Guidance Memoranda on Strategic Planning and Capital Project Planning, and adopt the Operating Guidance Memoranda on Virtual Meetings and Remote Participation as presented. Bill Bouie seconded the motion. The motion passed unanimously.

The meeting was adjourned at 7:07 p.m.

Lise Sechrest-Ehrhardt
Board Secretary

Date

BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON June 24, 2024

24-0624 – 1 Bd That the staff continue to develop the FY26 budget based on assumptions outlined in the June 2024 Annual Public Hearing for Programs and Budget.

24-0624 – 2 Bd That the Board approve the updated Operating Guidance Memoranda on Strategic Planning and Capital Project Planning and adopt the Operating Guidance Memoranda on Virtual Meetings and Remote Participation as discussed and/or edited.

Lisa Sechrest-Ehrhardt
Board Secretary

Date



Enriching Lives. Building Community.

Reston Community Center

**Annual Public Hearing for
Programs and Budget
FY25 & FY26 Budgets**

June 24, 2024
6:30 p.m.



Agenda – June 24

Annual Public Hearing for Programs and Budget

OUR VISION

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

- Highlights of 2023
 - Energy use audit
 - Expansion of Reston Multicultural Festival at Reston Town Center
 - Expanded programming offsite to five summer concert series
 - Program participation increased by more than 20%
 - Redesigned media outputs – e-newsletters, bus, hospital ads
 - CAPRA accreditation sustained
- Overview of Capital Planning & Budgets
 - Capital Improvement/Maintenance Plan
 - Budget Performance and Projections
- Public Input
- Board of Governors
 - Direction to staff for FY26 budget development

Highlights

Partnerships and collaboration continue to be the foundation of Reston Community Center's success.

- **45 Partnerships; 17 Sponsorships**

Highlights:

- **Continuing collaboration with Reston Opportunity Neighborhood**
- **Four Outstanding Performance Awards – Staff Achievements**
- **Managed succession and expansion of organizational personnel and capacities**

RCC Strategic Plan

RCC Annual Report

Reston Community Center

2021-2026 Strategic Plan

- **Facilities**
- **Equity**
- **Community Connections**
- **Programs and Services**
- **Communications**
- **Stewardship and Accreditation**

Looking Ahead

RCC Strategic Planning

- Complete energy audit solutions – Energy Utilization Improvement Project (Facilities)
- Continue RestON efforts; explore establishment of Cornerstones/RCC pilot RestON Member Card (Equity)
- Expand summer youth enrichment camps to serve Title 1 summer school Reston students (Programs and Services)
- Complete purchasing of vehicle for RCC on Wheels; pilot programs in fall 2024 with a rental vehicle (Community Connections)
- Expand marketing tools and staffing support for media outreach and community awareness (Communications)
- Conduct the 2024 Community Survey in conjunction with UVa Center for Survey Research (Stewardship and Accreditation)

Overview of Capital Planning and Budget Process

- RCC presents a three-year Capital Improvement Plan, Capital Maintenance Plan (CIP/CMP). Project amounts change throughout the three-year cycle based on actual spending, timing and budget revisions. Architecture/Engineering studies or estimates may change budgets for specific projects.
- Estimates for both revenue and expenses are made conservatively. Budgets are monitored monthly and adjusted periodically.
- Board programming and financial goals are to:
 - Provide, improve and expand RCC programming and services.
 - Maintain and improve RCC facilities.
 - Assure the broadest possible access to and promote participation in RCC offerings (fee waiver program, offsite offerings).
 - Establish and manage a budget aligned with community requirements.

Capital Improvement Projects/Capital Maintenance Projects/Capital Equipment

Projects – HW, CS Facility projects both buildings	Prior Years Complete Y/N	FY24 & Carryover Adjustments	FY25 Current and/or via Carryover	FY26
Elevator Rplcmnt.	N – Scheduled July 8 to August 22, 2024	Budgeted: \$250,000 + \$75,000 via Carryover - \$325,000 budgeted (FY24 PO \$303,864)		
Carpet Rplcmnt. (Both buildings)			\$40,000 (May move to FY26.)	
Option 2: Energy Utilization Improvement		Carryover request of 50%: \$851,221 (FY24 PO \$552,216)	Balance: \$851,221 (FY25 PO \$940,260)	
New Lobby Display System – HW			\$100,000	
CenterStage Lobby Exhibit			\$100,000	
Systems Furniture (all staff workstations)			\$500,000	
Restrooms Reno (HW)			\$100,000 (Will move to FY26.)	
Choral Risers equipment system			\$45,000 Funding from project savings.	

Capital Improvement Projects/Capital Maintenance Projects/Capital Equipment

Projects: Theatre, LA, Other	Prior Years Complete (Y/N)	FY24 Budget & Carryover Adjustments	FY25 Budget (Current and via Carryover Request)	FY26 Budget
Genie Lift Rplcmnt.	N - pending \$18,000 (FY25)			
Light Board	Y - \$13,915 (FY24)			
LA – Display Systems		\$30,000 (Will be pushed to FY25)		
HW AQ – Locker Rooms Energy Recovery Unit (ERU) (obsolete)				\$275,000
HW Building Exterior Main Switchboard Rplcmnt.				\$185,000

NOTE: Figures on these tables do not tie to the Fund Statement Capital Projects totals – outstanding project balances are not included in the tables.

FY24 Security Cameras project (for both facilities) is completed. FY25 and FY26 estimates for the displays, exhibit, and systems furniture are based on preliminary research and will be refined. FY25 Risers purchase will be accomplished via savings in the RCC on Wheels funding. FY26 project estimates will be refined.

RCC Actual Revenue/Expense History

Reston Community Center

Actual Revenue & Expense History

	FY2021	FY2022	FY2023
<u>Opening Fund Balance</u>	\$ 5,601,418	\$ 7,472,208	\$ 9,095,686
<u>Revenue</u>			
Revenue	\$ 9,171,704	\$ 9,995,890	\$10,966,633
<u>Expenditures</u>			
Personnel	\$ 5,234,903	\$ 5,540,791	\$ 5,760,095
Operating	\$ 1,638,556	\$ 2,630,241	\$ 3,039,863
Subtotal Expenditures	\$ 6,873,459	\$ 8,171,032	\$ 8,799,958
Subtotal Revenue Less Non-Cap Exp.	\$ 2,298,245	\$ 1,824,858	\$ 2,166,675
Capital Projects/Maintenance/Equipment	\$ 427,455	\$ 201,380	\$ 603,406
<u>Total Expenditures</u>	\$ 7,300,914	\$ 8,372,412	\$ 9,403,364
Revenue Less Expenditures	\$ 1,870,790	\$ 1,623,478	\$ 1,563,269
<u>Ending Fund Balance</u>	\$ 7,472,208	\$ 9,095,686	\$10,658,955
<u>Reserves</u>			
Capital Projects Reserve	\$ 3,500,000	\$ 3,500,000	\$ 7,000,000
Maintenance Reserve (12% of # Est. Revenue)	\$ 1,100,604	\$ 1,199,507	\$ 1,315,996
Feasibility Study Reserve (2% of # Est. Revenue)	\$ 183,435	\$ 199,918	\$ 219,333
Economic and Program Contingency Reserve	\$ 2,688,169	\$ 4,196,261	\$ 2,123,626

FY24, FY25, FY26 Approach Without Carryover Encumbrances

	FY 24 Adopted	FY24 Revised	FY25 Adopted	FY26 Proposed
<u>Revenue</u>				
Revenue	10,907,001	11,058,348	11,569,278	11,840,665
<u>Expenditures</u>				
Personnel	7,058,102	7,086,346	7,639,348	7,489,552
Operating	3,319,771	3,785,579	3,810,206	4,107,075
Subtotal Non-Capital Exp.	10,377,873	10,871,925	11,449,554	11,596,627
Revenue Less Expenditures	529,128	186,423	119,724	244,038
Capital Projects, Maintenance, Equipment				
Both facilities (HW, LA, CenterStage, AQ)	335,000	2,058,457	1,946,220	460,000
Total Capital Projects	335,000	2,058,457	1,946,220	460,000
<u>Reserves</u>				
Capital Project Reserve	7,000,000	7,000,000	5,340,726	5,086,500
Maintenance Reserve (12% of Est. Revenue)	1,308,840	1,327,002	1,388,313	1,420,880
Feasibility Study (2% of Est. Revenue) Reserve	218,140	221,167	231,386	236,813
Economic and Program Contingency Reserve	463,302	238,752		

Planning Calendar and Public Input

- June 24, 2024: BOG guidance on FY26 Budget
- July 22, 2024: BOG review of FY24 actuals
- August: Staff prepares draft outline of FY26 Budget
- September 9, 2024: Full BOG Approval of FY26 Submission

TESTIMONY

- Individuals may speak for three minutes; those speaking on behalf of an organization may speak for five minutes.
- Please provide a written statement for RCC records if you have one. Or you can send comments/statements to: RCCContact@fairfaxcounty.gov

Everyone: Please provide your name, address and organizational affiliation if that is applicable. **Thank you for taking the time to provide your input!**

RCC OPERATING GUIDANCE MEMORANDA

BOG/1 – Strategic Planning

**BOG/2 – Capital Project
Planning**

BOG/3 – Virtual Meetings

**BOG/4 – Remote
Participation**

RCC OPERATING GUIDANCE MEMORANDUM NUMBER: Strategic Planning/No. 1	FUNCTIONAL AREA: Board of Governors SUBJECT: Strategic Planning
APPLIES TO: All departments	AUTHORITY: RCC Executive Director STAFF COORDINATOR: RCC Executive Director
EFFECTIVE DATE: 09/01/17 <u>Revised: 06/24/24</u>	EXPIRATION DATE: Indefinite; Subject to Review every five years.
SUPPORTING FAIRFAX COUNTY GOVERNMENT POLICY/PROCEDURE: Memorandum of Understanding between Fairfax County Board of Supervisors and Reston Community Center Board of Governors; revised September 2009	RELATED RCC OGM: None

PURPOSE

Reston Community Center’s Board of Governors and staff undertake the creation of a five-year strategic plan to guide the agency in setting priorities and establishing goals. The “Strategic Plan” is updated annually to assure that objectives are revisited and progress toward achievement of the Strategic Plan’s desired outcomes is occurring or will be revised if circumstances dictate.

I. Organization of the Strategic Plan

1. The strategic plan is divided by functional areas: Facilities; Equity Building Community; Community Connections; Programs and Services; Communications Branding and Messaging; and Stewardship and Accreditation Internal Capacity and Financial Planning.
2. Included in the Strategic Plan are RCC’s Mission, Vision and Values statements.
3. In addition to the above, the Strategic Plan will contain a “Staff Methodology” section that describes the means by which the staff will measure progress toward achievement of the goals and objectives outlined in the Strategic Plan.

II. Development of the Strategic Plan

1. Consistent with the plan cycle, the Board and staff will undertake annual review of progress toward the goals in the “Strategic Planning Meeting” held annually in January on the first weekend following the New Year holiday.
2. Data profiled for the strategic planning meeting reflect the calendar year just ending to accurately capture an entire cycle of RCC programs and services.
3. At the fourth year of the plan in progress, the Board and staff will identify the trends affecting achievement of the plan goals and objectives, and prepare engagement strategies for connecting to the community to convey progress, as well as to determine the next plan period’s themes.
4. The cycle for engagement with the Reston community to develop a new strategic plan begins with the combined Community Relations and Program/Policy Committees meeting on the second Monday of February.
5. The Board and staff may seek public input through meetings, email solicitation, focus group sessions and/or any other means of engagement to assure that the community has opportunities to provide input to the Strategic Plan focus.
- 5-6. Every five years, the Board and staff will conduct a comprehensive community survey by contracting with an outside entity to assure statistical reliability of the results. The comprehensive community survey will focus on community expectations and needs analysis related to significant issues such as facility development or expansion.
- 6-7. Staff will present the annual update for the goals and objectives enumerated in the existing strategic plan; as well as any research regarding trends and analysis of future issues that may impact RCC.
- 7-8. Board and staff members will identify the key priorities in each of the functional areas of the plan.

- 8-9. Drafts of the strategic plan will be vetted through Board of Governors engagement with the community via key meetings held through its development and presentation at the Annual Public Hearing for Programs and Budget held each June on the third Monday evening and not in conflict with Juneteenth.
- 9-10. Upon adoption by the Board of Governors in June, the agency strategic plan will guide the staff development of the accompanying “Master Plan” and “Recreation Program Plan” documents to reflect the guidance of the “Strategic Plan.”

III. Relationship of the Strategic Plan to the RCC Budget Cycle

1. Strategic Plan priorities inform the budget development process.
2. Community engagement results from the February meeting are analyzed by the staff for fiscal impacts.
3. The staff reports to the Board committees and community results of research and analysis in the March combined Community Relations and Program/Policy Committees meeting.
4. The full Board moves forward following the Finance Committee review of staff reports and the Third Quarter financial results. The Board committees provide the full Board with recommended budget and planning priorities by ~~April~~ May of each year.
5. In April of each year, the upcoming fiscal year’s budget is approved by the Board of Supervisors.
6. During the months of April and May, the Board (through its committees) works with the staff to develop the budget outline for the fiscal year budget following the upcoming fiscal year. The outline should reflect both adjustments that may be needed to revenue and expenditure categories for the upcoming fiscal year, and as well as revenue and expenditure projections for the fiscal year that will follow it.
7. By the June monthly meeting of the Board of Governors, the staff will have prepared the budget outline for the fiscal year following the July 1-June 30 fiscal year coming, as well as the agency’s Capital Project/Capital Maintenance Project Plan.
8. The RCC Capital Project/Capital Maintenance Project Plan shall cover a three-year calendar cycle covering the current fiscal year, fiscal year to come, and the two fiscal years after that. ~~It may refer to the current fiscal year for project information that still applies.~~
9. The Annual Public Hearing for Programs and Budget shall include annual strategic plan reporting, the three-year Capital Improvement/Maintenance Projects Plan, and – if applicable – summarize the new Strategic Plan.
10. The staff is responsible for submitting the materials required by the Fairfax County Department of Management and Budget for the Board of Supervisors consideration.

IV. Relationship of the Strategic Plan to RCC Annual Report

1. RCC’s Strategic Plan objectives are reflected in the agency’s “Annual Report.”
2. Each line of business of the agency is discussed as well as the Board of Governors and its activities as they relate to the Strategic Plan.
3. Strategic plan objectives are referenced in both the text narrative, and the Relevant data profiles are also contained in the Annual Report.
4. The Annual Report notes “successes”, “challenges”, “accomplishments and/or challenges” and a “look ahead” to the coming year for the respective plan areas discussed.
5. RCC patrons and partners are reflected in the Annual Report.
6. Data profiled for the Annual Report and the Strategic Plan updates are from a complete calendar year of activity in order to accurately reflect the entire annual cycle of RCC programs and services.

The RCC Strategic Plan reflects the inter-related processes of planning, community engagement, data analysis and financial resource management throughout the cycle of meetings, discussions with the community and staff effort to realize the agency’s mission ~~and the related goals and objectives.~~

Reference: RCC Planning Cycles Calendar Notes

RCC OPERATING GUIDANCE MEMORANDUM NUMBER: Strategic Planning/No. 2	FUNCTIONAL AREA: Board of Governors SUBJECT: Capital Facility/Major Capital Project Planning
APPLIES TO: All departments	AUTHORITY: RCC Executive Director STAFF COORDINATOR: RCC Executive Director
EFFECTIVE DATE: 04/06/20 REVISED: 06/24/24	EXPIRATION DATE: Indefinite; Subject to Review every five years.
SUPPORTING FAIRFAX COUNTY GOVERNMENT POLICY/PROCEDURE: Memorandum of Understanding between Fairfax County Board of Supervisors and Reston Community Center Board of Governors; revised September 2009	RELATED RCC OGM: Strategic Planning/No. 1

PURPOSE

Reston Community Center’s Board of Governors and staff undertake the creation of a five-year strategic plan to guide the agency in setting priorities and establishing goals. The “Strategic Plan” is updated annually to assure that objectives are revisited and progress toward achievement of the Strategic Plan’s desired outcomes is occurring or will be revised if circumstances dictate. As a function of implementation of the RCC Strategic Plan, the Board of Governors and staff may pursue capital facility or major capital improvement projects. These processes inform how this is accomplished when these requirements and/or opportunities occur. These guidelines govern the planning and development of capital projects and describe how RCC might pursue any land or facility acquisition opportunities.

DEFINITIONS AND APPLICABLE MEMORANDUM OF UNDERSTANDING GUIDELINES:

Board of Supervisors of Fairfax County, Virginia (BOS): The governing body of Fairfax County, Virginia, which also serves as the governing body of all the sanitary, small, and local tax districts within the County, as provided by Virginia law.

Board of Governors (BOG): The governing body of Reston Community Center (RCC) or Small District Number 5.

Board of Governors Committees: The RCC BOG conducts its business through standing and ad hoc committees to facilitate its business. Standing Committees include: Building, Community Relations, Finance, Long Range Planning, Personnel, Preference Poll, and Program and Policy.

RCC Capital Projects: Per the Memorandum of Understanding between the Board of Supervisors (BOS) and RCC:

Section 3; G: Small District No. 5 funds, including, but not limited to, taxes, user fees, gifts and grants and any interest derived from such funds, shall not be disbursed for any purpose other than for RCC programs, services and activities (which may include programs, services or activities undertaken jointly with other community organizations) and for the purposes of acquiring , constructing, maintaining or operating, or contracting for such acquisition, construction, maintenance or operation of the RCC facilities within Small District No. 5. Small District No. 5 funds shall be expended primarily for the benefit and/or use of constituents of Small District No. 5. Petty Cash shall be maintained in a place and manner subject to approval and review by the County Director of Finance.

Section 3; I: All capital projects, regardless of source of funds, shall be reviewed by the appropriate County agencies as required by established County procedures. Capital projects shall be included in the Capital Improvement Plan. A comprehensive master capital plan, including justification, for all projects shown therein, and a three-year financial plan to support capital funding requests shall be prepared annually by the Governing Board and submitted for approval to the Board of Supervisors. Provision will be made by the Governing Board for soliciting resident input regarding the advisability of embarking on major capital projects. The Board of Supervisors shall approve all capital construction projects and any major changes in the scope of work of any such project.

Section 7; C: ...All motions and resolutions related to capital improvement projects or other substantial capital expenses involving expansion beyond the current facility footprint or any recommended change to the Small District No. 5 tax rate shall require a two-thirds majority vote of the entire Governing Board.

I. Board of Governors Role

In keeping with the provisions of the Memorandum of Understanding between Fairfax County Government and Reston Community Center, the RCC Board of Governors (BOG) will establish and oversee the agency's Capital Improvement Plan and Capital Maintenance Plan (CIP/CMP), including all RCC capital improvement projects and capital facility or equipment acquisition.

1. The BOG will include a focus area devoted to "Facilities" in the agency Strategic Plans.
2. The BOG will maintain its commitment to existing facilities, programs and services and consider impacts to those if opportunities for new facility development arise. Existing facilities, programs and services will be evaluated for relevance to the community, importance to the agency's constituents and lifecycle (facilities).
3. The BOG will give priority consideration to new facility planning that may be undertaken when a significant partner with available land or other related capital facility asset is available to RCC within the boundaries of Small District No. 5.
4. BOG committees with oversight roles related to the agency's CIP/CMP include the Long Range Planning Committee, Building Committee and Finance Committee.
5. The BOG may initiate additions or changes to the agency CIP/CMP based on either or both of the following:
 - a. ~~Members of the p~~Public ~~present~~ input or feedback to the BOG through BOG meetings, emails or other established mechanisms for providing input, requesting projects or acquisitions to improve the public's enjoyment of RCC.
 - b. RCC staff proposals with accompanying justification and financial data.
6. The BOG determines that the existing RCC CIP/CMP should be altered, or that a new project or acquisition is advisable. Such alteration shall be deemed to be major in scope if some, any, or all the following conditions attain:
 - a. The rough order of magnitude (ROM) of cost is equal to or greater than \$100,000.
 - b. The public will experience a major disruption in their enjoyment of RCC facilities.
 - c. Outside project construction, management and related processes will require the involvement of the Fairfax County Department of Public Works and Environmental Services Capital Building and Design Branch (DPWES/CBDB).
7. If the BOG decides that the RCC CIP/CMP should include a major new effort, the following process elements will be considered and implemented as applicable:
 - a. Assure that staff has prepared all basic justification information regarding the advisability of undertaking the effort.
 - b. Identify potential partner entities to obtain contributed land (if required), capital contributions or other support required by the scope of the effort.
 - c. Determine what studies may be needed to obtain detailed information about the project; including but not limited to a community survey to establish community interest and support; program requirements; financial and operational feasibility.
 - d. Consider the long-term impacts to the agency's existing facilities and equipment.
 - e. Consider the impact of debt financing and the public's involvement with debt financing.

8. The BOG shall make necessary provisions to keep the public informed about the project details and to include consideration of public input prior to making the decision to add a major new effort to the CIP/CMP.
9. The BOG shall monitor the progress of any major CIP/CMP effort and direct RCC staff oversight of these efforts accordingly.

II. RCC Staff Responsibilities

Under the direction of the RCC Executive Director, the staff shall maintain a comprehensive inventory of all RCC building systems and equipment that includes applicable repair and maintenance requirements, schedule of replacement, assigned staff responsibility related to building systems and equipment, and when applicable, cost information for each system and/or equipment item.

1. A staff working group chaired by the RCC Deputy Director shall meet at least quarterly to review the status of RCC building systems and equipment to accomplish the following:
 - a. Monitor current or planned capital project and/or capital equipment acquisition that have been approved by the RCC BOG and are included in the current or projected agency budgets.
 - b. Report any developments related to the building systems and/or equipment that may have fiscal implications for the agency's budget development.
 - c. Research and report on cost or calendar issues related to repair, maintenance and/or acquisition of building systems and/or equipment.
 - d. Prepare budget justification and background information related to RCC building systems and/or equipment to present to the Executive Director for consideration by the RCC BOG.
 - e. Update the agency comprehensive inventory annually to reflect any and all changes.
 - f. The RCC Facility Services Director shall maintain the agency's accountable property and asset inventory and assure that Fairfax County Government audits thereof will result in zero findings.
2. The RCC Executive Director shall review all recommendations from the staff working group for replacement, repair, maintenance projects, or possible required capital facility projects for determination of the appropriate budget cycle, further research requirements, and/or presentation needs to proceed with presentation to the RCC BOG.
3. Upon approval by the RCC BOG, any capital project or equipment shall be incorporated in the relevant RCC budget documents and provided to the Fairfax County government departments as applicable, to include, if needed, the Departments of Public Works and Environmental Services (DPWES), Management and Budget (DMB), and Finance (DOF).
4. For significant capital projects with budget impacts of more than \$250,000, RCC will work with DPWES or any other applicable County agency, to coordinate project elements (selection of architect/engineer; qualified bidding for construction; oversight of the project through a project management team) for which DPWES or the relevant agency has the resources and role applicable to County agencies.
5. The RCC Executive Director shall monitor the progress of all RCC Capital Projects and Equipment acquisitions and report on them to the RCC BOG on a regular basis. These reports may be contained in the monthly Executive Director reports or presented in separate reports as needed. At a minimum:
 - a. The agency Strategic Plan will be updated prior to the annual strategic planning meetings in January to reflect current agency capital projects and/or equipment acquisitions.
 - b. Project scope or financial considerations will be presented to the RCC BOG as soon as they are material.
 - c. Project status updates will be provided to the public if the scope of the project has substantial public impact to RCC patrons.
 - d. All required documentation is/will be appropriately obtained, stored and accessible as needed.

6. All RCC CIP/CMP projects will be established, executed and concluded within all applicable local, state, federal and Fairfax County internal requirements and provisions.

RCC OPERATING GUIDANCE MEMORANDUM NUMBER: Board Operations/No. 3	FUNCTIONAL AREA: Board of Governors SUBJECT: All Virtual Meetings
APPLIES TO: Board meetings and administrative support	AUTHORITY: RCC Executive Director STAFF COORDINATION: RCC Chief Administrative Assistant
EFFECTIVE DATE: 07/01/24	EXPIRATION DATE: 06/30/25 Must be reaffirmed annually.
SUPPORTING FAIRFAX COUNTY GOVERNMENT POLICY/PROCEDURE: Office of the County Attorney guidance regarding Virginia Code 2024 Updates	RELATED OGM: Board Operations/No. 2

1. AUTHORITY AND SCOPE

This policy is adopted pursuant to the authorization of Va. Code § 2.2-3708.3 and is to be strictly construed in conformance with the Virginia Freedom of Information Act (VFOIA), Va. Code §§ 2.2-3700—3715.

This policy shall not govern an electronic meeting conducted to address a state of emergency declared by the Governor or the Fairfax County Board of Supervisors. Any meeting conducted by electronic communication means under such circumstances shall be governed by the provisions of Va. Code § 2.2-3708.2.

This policy must be reviewed and readopted annually. Va. Code § 2.2-3708.3(D).

This policy does not prohibit or restrict any individual member of a public body who is lawfully either participating in an all-virtual meeting or who is using remote participation from voting on matters before the public body. See Va. Code § 2.2-3708.3(D).

2. DEFINITIONS

- a. "BAC" means the Reston Community Center Board of Governors (RCC BOG) or any committee, subcommittee, or other entity of the RCC BOG.
- b. "Member" means any member of the RCC BOG.
- c. "All-virtual public meeting" means a public meeting conducted by the [BAC] using electronic communication means during which all members of the public body who participate do so remotely rather than being assembled in one physical location, and to which public access is provided through electronic communication means, as defined by Va. Code § 2.2-3701.
- d. "Meeting" means a meeting as defined by Va. Code § 2.2-3701.
- e. "Notify" or "notifies," for purposes of this policy, means written notice, including, but not limited to, email or letter, but does not include text messages or messages exchanged on social media.

3. WHEN AN ALL-VIRTUAL PUBLIC MEETING MAY BE AUTHORIZED

An all-virtual public meeting may be held under the following circumstances:

- a. It is impracticable or unsafe to assemble a quorum of the [BAC] in a single location, but a state of emergency has not been declared by the Governor or Fairfax County Board of Supervisors; or
- b. Other circumstances warrant the holding of an all-virtual public meeting, including, but not limited to, the convenience of an all-virtual meeting; and

- c. The RCC BOG has not had more than two all-virtual public meetings, or more than 50 percent of its meetings rounded up to the next whole number, whichever is greater, during the calendar year; and
- d. The RCC BOG's last meeting was not an all-virtual public meeting.

4. PROCESS TO AUTHORIZE AN ALL-VIRTUAL PUBLIC MEETING

The RCC BOG may schedule its all-virtual public meetings at the same time and using the same procedures used by the RCC BOG to set its meetings calendar for the calendar year; or

If the [BAC] wishes to have an all-virtual public meeting on a date not scheduled in advance on its meetings calendar, and an all-virtual public meeting is authorized under Section 3 above, the RCC BOG Chair may schedule an all-virtual public meeting provided that any such meeting comports with VFOIA notice requirements.

5. ALL-VIRTUAL PUBLIC MEETING REQUIREMENTS

The following applies to any all-virtual public meeting of the RCC BOG that is scheduled in conformance with this Operating Guidance Memorandum:

- a. The meeting notice indicates that the public meeting will be all-virtual, and the RCC BOG will not change the method by which the RCC BOG chooses to meet without providing a new meeting notice that comports with VFOIA.
- b. Public access is provided by electronic communication means that allows the public to hear all participating members of the RCC BOG]; and,
- c. Audio-visual technology, if available, is used to allow the public to see the members of the RCC BOG.
- d. When audio-visual technology is available, a member of the RCC BOG shall, for purposes of a quorum, be considered absent from any portion of the meeting during which visual communication with the member is voluntarily disconnected or otherwise fails or during which audio communication involuntarily fails.
- e. A phone number, email address, or other live contact information is provided to the public to alert the RCC BOG if electronic transmission of the meeting fails for the public, and if such transmission fails, the RCC BOG takes a recess until public access is restored.
- f. A copy of the proposed agenda and all agenda packets (unless exempt) are made available to the public electronically at the same time such materials are provided to the RCC BOG.
- g. The public is afforded the opportunity to comment through electronic means, including written comments, at meetings where public comment is customarily received; and
- h. There are no more than two members of the RCC BOG together in one physical location.

6. RECORDING IN MINUTES:

Minutes are taken as required by VFOIA and must include the fact that the meeting was held by electronic communication means and the type of electronic communication means used.

7. CLOSED SESSION

If the [BAC] goes into closed session, transmission of the meeting will be suspended until the public body resumes to certify the closed meeting in open session.

8. STRICT AND UNIFORM APPLICATION OF THIS OPERATING GUIDANCE MEMORANDUM

This Operating Guidance Memorandum shall be applied strictly and uniformly, without exception, to the entire membership, and without regard to the matters that will be considered or voted on at the meeting.

RCC OPERATING GUIDANCE MEMORANDUM NUMBER: Board Operations/No. 4	FUNCTIONAL AREA: Board of Governors SUBJECT: Remote Participation
APPLIES TO: Board meetings and administrative support	AUTHORITY: RCC Executive Director STAFF COORDINATION: RCC Chief Administrative Assistant
EFFECTIVE DATE: 07/01/24	EXPIRATION DATE: 06/30/25 Must be reaffirmed annually.
SUPPORTING FAIRFAX COUNTY GOVERNMENT POLICY/PROCEDURE: Office of the County Attorney guidance regarding Virginia Code 2024 Updates	RELATED OGM: Board Operations/No. 3

1. AUTHORITY AND SCOPE

- a. This guidance is adopted pursuant to the authorization of Va. Code § 2.2-3708.3 and is to be strictly construed in conformance with the Virginia Freedom of Information Act (VFOIA), Va. Code §§ 2.2-3700—3715.
- b. This guidance shall not govern an electronic meeting conducted to address a state of emergency declared by the Governor or the Fairfax County Board of Supervisors. Any meeting conducted by electronic communication means under such circumstances shall be governed by the provisions of Va. Code § 2.2-3708.2. This policy also does not apply to an all-virtual public meeting.
- c. This guidance must be reviewed and readopted annually. Va. Code § 2.2-3708.3(D).
- d. This guidance does not prohibit or restrict any individual member of a public body who is lawfully either participating in an all-virtual meeting or who is using remote participation from voting on matters before the public body. See Va. Code § 2.2-3708.3(D).

2. DEFINITIONS

- a. "BAC" means the Reston Community Center Board of Governors (RCC BOG), or any committee, subcommittee, or other entity of the RCC BOG.
- b. "Member" means any member of the RCC BOG.
- c. "Remote participation" means participation by an individual member of the RCC BOG by electronic communication means in a public meeting where a quorum of the RCC BOG is physically assembled, as defined by Va. Code § 2.2-3701.
- d. "Meeting" means a meeting as defined by Va. Code § 2.2-3701.
- e. "Notify" or "notifies" for purposes of this policy, means written notice, such as email or letter. Notice does not include text messages or communications via social media.
- f. "Person with a disability" means a person who has a physical or mental impairment that substantially limits one or more of his major life activities or who has a record of such impairment.
- g. "Caregiver" means an adult related by blood, marriage, or adoption or the legally appointed guardian of the person with a disability for whom he is caring.

3. MANDATORY REQUIREMENTS

Regardless of the reasons why the member is participating in a meeting from a remote location by electronic communication means, the following conditions must be met for the member to participate remotely:

- a. A quorum of the RCC BOG must be physically assembled at the primary or central meeting location.
- b. For purposes of determining whether a quorum is physically assembled, an individual member of a public body who is either a person with a disability or who must act as a caregiver at the time of the meeting for a person with a disability and is thus prevented from physically attending the meeting and who thus uses remote participation, will count toward the quorum as if the individual was physically present.
- c. Arrangements have been made for the voice of the remotely participating member to be heard by all people at the primary or central meeting location. If at any point during the meeting the voice of the remotely participating member is no longer able to be heard by all persons at the meeting location, the remotely participating member shall no longer be permitted to participate remotely; and
- d. A statutorily conforming Operating Guidance Memorandum must be adopted by the RCC BOG at least once annually.

4. PROCESS TO REQUEST REMOTE PARTICIPATION

- a. On or before the day of the meeting, and at any point before the meeting begins, the requesting member must notify the RCC BOG Chair (or the Vice-Chair if the requesting member is the Chair) that they are unable to physically attend a meeting due to:
 - (i) a temporary or permanent disability or other medical condition that prevents the member's physical attendance,
 - (ii) a family member's medical condition that requires the member to provide care for such family member, thereby preventing the member's physical attendance,
 - (iii) their principal residence location more than 60 miles from the meeting location, or
 - (iv) a personal matter and identifies with specificity the nature of the personal matter.
- b. The requesting member shall also notify the RCC BOG staff liaison of their request, but their failure to do so shall not affect their ability to remotely participate.
- c. If the requesting member is unable to physically attend the meeting due to a personal matter, the requesting member must state with specificity the nature of the personal matter. Remote participation due to a personal matter is limited each calendar year to two meetings or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater. There is no limit to the number of times that a member may participate remotely for the other authorized purposes listed in 4(a)(i)—(iii) above.
- d. The requesting member is not obligated to provide independent verification regarding the reason for their nonattendance, including the temporary or permanent disability or other medical condition or the family member's disability or medical condition that prevents their physical attendance at the meeting.
- e. For purposes of establishing a quorum of the BAC, the requesting member shall verify whether the requesting member is requesting remote participation due to his disability or need to act as caregiver for a person with a disability, pursuant to 3(b) above; and
- f. The Chair (or the Vice-Chair if the requesting member is the Chair) shall promptly notify the requesting member whether their request is in conformance with this policy, and therefore approved or disapproved.

5. PROCESS TO CONFIRM APPROVAL OR DISAPPROVAL OF PARTICIPATION FROM A REMOTE LOCATION

When a quorum of the RCC BOG has assembled for the meeting, the RCC BOG shall vote to determine whether:

- a. The Chair's decision to approve or disapprove the requesting member's request to participate from a remote location was in conformance with this policy; and
- b. The voice of the remotely participating member can be heard by all persons at the primary or central meeting location.

6. RECORDING IN MINUTES:

- a. If the member is allowed to participate remotely due to a temporary or permanent disability or other medical condition, a family member's medical condition that requires the member to provide care to the family member, or because their principal residence is located more than 60 miles from the meeting location, the RCC BOG shall record in its minutes
 - (i) the [BAC]'s approval of the member's remote participation; and
 - (ii) a general description of the remote location from which the member participated.
- b. If the member is allowed to participate remotely due to a personal matter, such matter shall be cited in the minutes with specificity, as well as how many times the member has attended remotely due to a personal matter, and a general description of the remote location from which the member participated.
- c. If a member's request to participate remotely is disapproved, the disapproval, including the grounds upon which the requested participation violates this operating guidance or VFOIA, shall be recorded in the minutes with specificity.

7. CLOSED SESSION

If the RCC BOG goes into closed session, the member participating remotely shall ensure that no third party is able to hear or otherwise observe the closed meeting.

8. STRICT AND UNIFORM APPLICATION OF THIS OPERATING GUIDANCE MEMORANDUM

- a. This Operating Guidance Memorandum shall be applied strictly and uniformly, without exception, to the entire membership, and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.
- b. The Chair (or Vice-Chair) shall maintain the member's written request to participate remotely and the written response for a period of one year, or other such time required by records retention laws, regulations, and policies.



Annual Public Hearing of Reston Community Center Board of Governors
June 24, 2024, at 6:30 p.m.



SIGN-IN SHEET

The public may address the Board on matters regarding Reston's cultural, recreational, and leisure time amenities needs. Speakers will be called in the order that they signed in. Comments are limited to three (3) minutes for individuals and five (5) minutes for organizations. If you have materials for the Board, please give them to the Public Information Officer before you begin speaking. Thank you.

Wish to speak?

	Last Name	First Name	Email Address	Street Address	Town	ZIP	No	Yes
1	Aghajani	Shahnaz	shahnazaghajani@gmail.com	11218 Fairway Drive	Reston	20190		
2	Anders	Sheila	sheilajanders@gmail.com	11930 Fieldthorn Court	Reston	20194		
3	Antipova	Ekaterina	sgkaterina@gmail.com	1837 Horseback Trail	Vienna	22182		
4	Aviles	Jim	cjareston5@aol.com>	11702 Blue Smoke Trail	Reston	20191		
5	Chow	Jean	movewithjean@gmail.com	2284 Marginella Drive	Reston	20191	<i>Yes</i>	
6	Clay	Austin	movewithjean@gmail.com	2284 Marginella Drive	Reston	20191		
7	Clay	Daniel	movewithjean@gmail.com	2284 Marginella Drive	Reston	20191		
8	Keene	Renee	reenekeene@hotmail.com	11256 Silentwood Lane	Reston	20191		
9	Keiper	Shannon	movewithjean@gmail.com	11621 Vantage Hill Road, 11B	Reston	20190	<i>SK</i>	
10	Liu	Hanping	gaohp2000@yahoo.com	2231 Colts Neck Road, #315	Reston	20191		
11	Meeks-Versteeg	Susan	manager@restonchorale.org	Reston Chorale				<i>Yes</i>
12	Mickler	Bart	Bart.Mickler@fairfaxcounty.gov	12004 Greywing Square, Unit B4	Reston	20191		
13	Pemberton	Niels	npjmu1@gmail.com	11538 Links Drive	Reston	20190		
14	Strother	Judith	strotherjj123@comcast.net	1202 Woodbrook Ct.	Reston	20194		
15	Villabol	Sheila	annvillabol@gmail.com	1533 Cameron Crescent Drive, Apt 2	Reston	20190		



Annual Public Hearing of Reston Community Center Board of Governors
June 24, 2024, at 6:30 p.m.



16	Welch	Rosemary	noharmdogood@gmail.com	1991 Lakerport Way	Reston	20191		
17	Williams	Levon	williamstevon@gmail.com	2156 Whisperwood Glen Lane	Reston	20191	<i>LW</i>	
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