



**Reston Community Center
Board of Governors Monthly Meeting
July 21, 2025
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 2, 2025 Board Minutes
(as reviewed and approved by the Board Treasurer for the Secretary) • Approval of June 2, 2025 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 2 Finance Committee Meeting • June 24 Annual Public Hearing (Long Range Planning Committee) • July 21 Finance Committee • July 21 Preference Poll Committee | Bill Bouie, Vice Chair
Bill Bouie, Vice Chair
Bill Bouie, Vice Chair
Bill Penniman, Vice Chair |
| 8:20 – Board Member Input on Activities Attended | |
| 8:25 – Executive Director’s Report | BeBe Nguyen, 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 2, 2025
8:00 p.m.**

Present:

- Beverly Cosham, Chair
- Bill Bouie
- Paul Thomas
- Shane Ziegler
- Paul Berry

Absent and Excused:

- Malka Wickramatilake
- Dick Stillson
- Lisa Sechrest-Ehrhardt
- Vicky Wingert
- Bill Penniman

Attending from RCC Staff:

- Brianne Baglini, Deputy Director
- Ricki Marion, Special Projects

Bev called the meeting to order at 8:01 p.m.

**MOTION # 1:
Approval of the Agenda**

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

**MOTION # 2:
Approval of the May 5, 2025 Minutes**

Bill B. moved that the Board approve the May 5, 2025 Board Minutes. Paul T. seconded the motion. The motion passed unanimously.

**MOTION # 3:
Approval of the May 5, 2025 Board Actions**

Bill B. moved that the Board approve the May 5, 2025 Board Actions. Paul T. seconded the motion. The motion passed unanimously.

Chair's Remarks

Bev mentioned what a month May was with the passings of so many friends. Bev mentioned that she loves Dimash and that she got tickets to see him at Madison Square Garden.

Early Summer
by Ellwood Roberts

June 2, 2025 Board of Governors Meeting Minutes

Full of joy is early Summer,
Growth and warmth and golden light;
Every day is crowned with beauty,
Full of loveliness the night.
Dazzling sunshine brings the roses,
Fills the whole bright world with bloom;
Day and night rejoice together,
Banished now are doubt and gloom.

Skies serene and loving woo us
To the woods and fields to-day;
Who would linger long when Nature
Calls him to her feast away?
Earth a veritable Eden
In the glowing sunlight gleams,
Life a grand and noble epic,
Viewed from such a standpoint seems.

Gladness reigns the wide world over,
Early Summer's golden light
Fills each bosom with thanksgiving
For the season's blessings bright.
Happy harvest days are coming,
Full of joy, throughout the land;
Where the fields of grain are waving,
Full-eared wheat in shocks shall stand.

Perfect days that pass too quickly,
One by one they come and go,
Each in turn reveals rare blessing,
Beauty passing all below.
Balmy air and bright green landscape,
Glowing eve and dewy dawn;
Sunlight's gold on field and forest—
We shall grieve when these are gone.

Joyous time to him that loveth
Growth and warmth and golden light;
Day is full of blessed beauty,
Full of peace the dewy night.
Early Summer! time of roses,
All the earth is filled with bloom;
Every heart in thee rejoices,
Banished now are doubt and gloom.

Visitors

N/A

Committee Report for Finance

Paul T. shared materials that included the preliminary budget. The revenue picture is consistent, there are some changes in personnel, including an upward reclassification for many employees.

On the operational side, there are added expenses related to security enhancements.

In Admin, there is an increase due to the centralization of training.

In Facilities, there is an increase in staffing and support related to increased rental demands.

Capital projects is the smallest compared to past years and include smaller efforts like tiling and replacement of dimmer lights.

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Total expenditure is slightly higher than revenue, \$313K will be covered by reserves as intended.

The financial report for the year in progress shows strong revenue and cost-savings in personnel. Increased security is hitting the admin line, but in the next year it will be moved to facilities.

Carryover is being determined, and we should have more information at the year-end meeting.

MOTION # 4:

Approval of the June 2, 2025 Finance Committee Report.

Bill B. moved to approve, and Paul B. seconded.

Board Member Input on Activities Attended

Paul B. attended Reston Pride event and had a great time.

Bill B. attended lots of meetings and Gerry Connolly's memorial service.

Paul T. had lots of meetings and the Herndon/Reston FISH Fling, Fairfax County BoS meeting, TEPHRA ICA Arts Festival.

Paul B. attended Reston Pride, South Lakes HS Jazz Dessert event.

Shane attended Reston Pride TEPHRA ICA Arts Festival, and first Saturday concert "Led Zeppelin."

Bev attended Margaret Boyd's memorial service, Loving the Opera, Herndon/Reston FISH Fling, Leadership Fairfax Breakfast on Broadway with the Fairfax Board of Supervisors, TEPHRA ICA Arts Festival, Gerry Connolly's memorial service, OKCello and other performances at The Leila Gordon Theatre.

Executive Director's Report

Facilities

- Planning and procurement for Hunters Woods restrooms renovations and office redesign projects are underway. As a result of the space planning project, RCCHW will have a nursing pod available for staff and patrons located in the space behind the copy room (across from the information desk). The storage room downstairs will be repurposed into a staff breakroom.
- PayTrac implementation has been complex and slow but near completion.
- Armed security posting at RCCHW is in place. BeBe has been approached about a community camera sharing program with FCPD.

Equity

- The HW Plaza activation team discussed three key topics: safety and security, unhoused outreach, and HW activation. BeBe led the activation conversation, which will kick off with National Night Out on August 5.

Community Connections

- RCC sponsored the concerts for this year's Reston Pride.
- RCC sponsored Claire Ashley's "Radiant Spawn", an installation of inflatable sculptures at the TEPHRA ICA Arts Festival which had record-breaking attendance.
- RCC also hosted the CAPRA reaccreditation reception and re-dedication of the Leila Gordon Theatre.
- Halley Rise hosted the plant swap for the first time.
- RCC Lake Anne will host Cheryl Simon's life celebration on June 19.
- Aquatics is having its strongest season.

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Programs

- Trips have been incredibly popular and Leisure and Learning is now putting plans in place to accommodate waitlists.

Communications

- RCC won first place [2025 Blue Pencil and Gold Screen Award Winners - National Association of Government Communicators](#) Conference in the in the Digital - Electronic Publication category.
- RCC's blog is being branded as "RCC Perspectives" to shift our focus to a value-added communications approach.
- The Leila Gordon Theatre rebranding is in progress in all reference documents and will be complete with the launch of the 2025-2026 PTAS season.
- The media department has also prepared statements in response to the recent passings of several community leaders.

Stewardship and Accreditation

- Jennifer Schleining, NRPA CAPRA Accreditation Manager provided the final accreditation report. The score was 100% regarding 154 standards met.
- "RCC Celebrates" teambuilder is coming up; they are held quarterly to boost morale with new leadership and to share updates with the team.

Continuing Business

There was no old business.

New Business

BeBe asked the board to approve two Board Operations RCC Operating Guidance Memorandum Number: No. 3 (All Virtual Meetings) and No. 4 (Remote Participation).

MOTION # 5:

Approval of the Board Operations RCC Operating Guidance Memorandum Number: No. 3 (All Virtual Meetings) and No. 4 (Remote Participation).

Paul D. moved to approve the documents and Bill B. seconded. The motion passed unanimously.

Bev said she recently joined MOHOG and invited everyone to attend an upcoming performance (June 14 at 5:00 p.m.)

Paul T. asked about "Party in the Park" and "Play All Day VA." BeBe described both events.

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



Lisa Sechrest-Ehrhardt
Board Secretary

07/21/25

Date

BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON JUNE 2, 2025

- 25-0602-1 Bd That the Board approve the Agenda.**
- 25-0602-2 Bd That the Board approve the May 5, 2025 Board Minutes.**
- 25-0602-3 Bd That the Board approve the May 5, 2025 Board Actions.**
- 25-0602-4 Bd That the Board approve the June 2, 2025 Finance Committee Report.**
- 25-0602-5 Bd That the Board approve the Board Operations RCC Operating Guidance Memorandum Number: No. 3 (All Virtual Meetings) and No. 4 (Remote Participation).**



Lisa Sechrest-Ehrhardt
Board Secretary

07/21/25

Date



RESTON COMMUNITY CENTER



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
BOARD OF GOVERNORS
FINANCE COMMITTEE MEETING
June 2, 2025
7:00 p.m.**

Present:

- Paul Thomas, Chair
- Bill Bouie, Vice Chair
- Shane Ziegler
- Bev Cosham

RCC Staff:

- BeBe Nguyen, Executive Director
- Brianne Baglini, Deputy Director
- Ricki Marion, Special Projects

Cost savings in personnel include newer staff in the Media and IT departments. More tenured employees at the top of the pay range have been replaced with newer employees starting at the lower pay range. 21 RCC employees are getting a one-class jump based on the County's benchmark study. Affected staff will learn of the good news shortly. April YTD actuals show significant cost-savings in personnel FY27 is planned to be as close to FY26 as possible. There will be increased expenditure in IT and Security due to increases in credit card processing fees and security posting changes.

Paul T. asked about some of the bigger jumps. BeBe highlighted the \$70k increase in Booking for the security posting change. Administration increased due to moving all trainings into Administration rather than spread throughout the various cost centers. This will enable Brianne and BeBe to have a holistic view of training throughout the agency.

Maintenance was highlighted as another area of budget increase, and BeBe explained that this was to right-size facility attendants/maintenance staff to adequately support large events and increased facility rental demands.

Paul T. also flagged Youth and Teens operational costs increases. Bus transportation is an area that is projected to increase significantly. The committee members asked that this area be reviewed and refined. BeBe said she would inquire with Kevin.

Brianne reviewed some of the upcoming capital projects including retiling and releveling of the Terry L. Smith Aquatics Center locker room floors. It was noted that a lot of major projects have been recently completed.

Paul T. suggested pulling the numbers together in a summary view to make the presentation easier to navigate. Add summary notes in final presentation for major budget deviations. BeBe said she would add that for the public hearing slide deck.

Paul T. noticed that there will be about \$313k shortfall that will be offset by reserves. There was a conversation about how carryovers would come into play and BeBe says that carryovers would be covered at the year-end Finance Committee meeting in July.

Finances (YTD through April)

BeBe highlighted that RCC was performing well in revenue and that tax revenue was strong. Paul T. noticed that Aquatics passes were slightly down but is more than offset by the increased pool rental revenues.

May 06, 2024, 2024 RCC Board of Governors Finance Committee Meeting

Personnel have a lot of cost-savings due to vacancies and turnover. More tenured employees at the top of the pay-range have been replaced with newer employees at the lower pay band.

Operations show about a half million in cost-savings. However, this amount will be lower at year-end due to the increase related to the enhanced security coverage. This expenditure will be reallocated to Facilities in FY26.

Media cost center is slightly over budget due to promotional items purchased for the re-accreditation efforts. The Leila Gordon Theatre sign was covered by the Building Engineer cost center.

BeBe mentions that in FY26, RCC will achieve cost savings in Utilities due to the energy efficiencies captured by the Energy Utilization Improvement project completed last summer. Upcoming capital projects, although smaller in scale compared to past years, will give RCCHW a more updated, refreshed look.

Paul T. asked about carryover estimate and BeBe said it would be available in July.

Meeting was adjourned at 7:38 p.m.



Enriching Lives. Building Community.®

Reston Community Center

Annual Public Hearing for Programs and Budget FY26 & FY27 Budgets

June 16, 2025
6:30 p.m.



OUR VISION

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

Agenda – June 16

Annual Public Hearing for Programs and Budget

- **Highlights of 2024**
 - Leadership Transition and Community Celebrations.
 - Energy Utilization Improvement Project
 - Elevator Replacement
 - UVA Community Survey
 - Renaming of CenterStage to The Leila Gordon Theatre
 - Expansion of Reston Multicultural Festival
 - Six summer concert series
 - Program participation increased by more than 20%
 - Redesigned media outputs
 - CAPRA Reaccreditation
- **Overview of Capital Planning & Budgets**
 - Capital Improvement/Maintenance Plan
 - Budget Performance and Projections
- **Public Input**
- **Board of Governors:**
 - Direction to staff for budget development

Highlights

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

- **46 Partnerships; 17 Sponsorships**

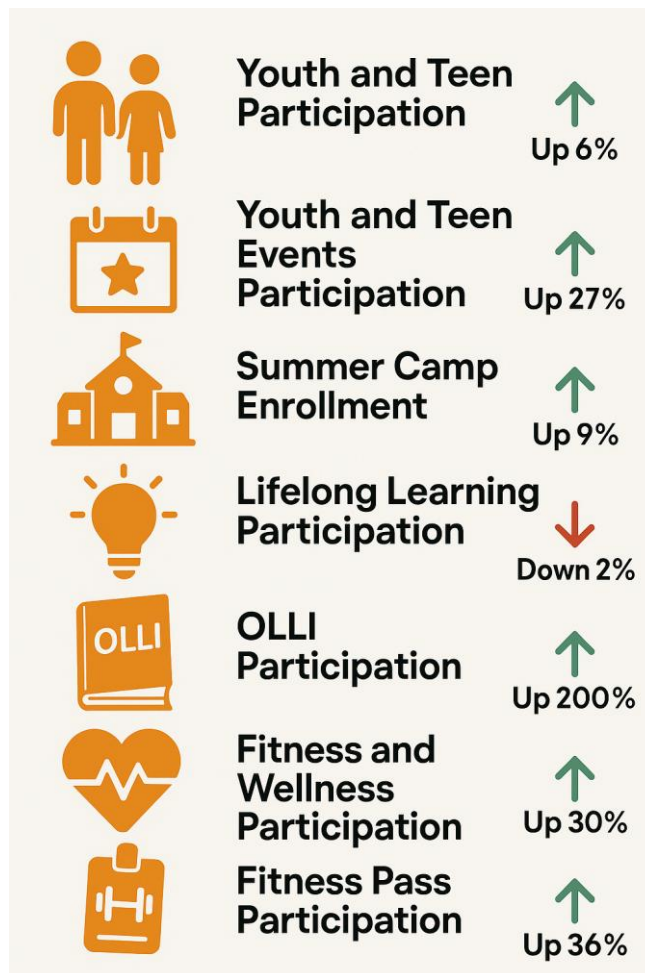
Highlights:

- Leadership Transition and Celebrating Leila Gordon's 41-year Career
- Continuing collaboration with Reston Opportunity Neighborhood
- Engaging with HWNC to address security concerns and expanded support for our unhoused.
- Five Outstanding Performance Awards – Staff Achievements

RCC Strategic Plan

Strategic Plan Pillars:

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



Looking Ahead

- RCC Strategic Planning (Strategic Plan 2027 – 2031 public engagement starting in 2026.)
- This year, RCC Hunters Woods is on target to reduce its energy consumption by 38%. RCCHW is one of the most efficient county buildings with a Natatorium, with only 2-3 buildings out of the 12 more efficient (one of them being a geothermal renovation at Spring Hill that was built by CMTA). (Facilities)
- RCC on Wheels – Expected Delivery August/September (Community Connections)
- Complete HW & LA Lobby Redesign, Office Space Redesign (new office furnishings) project, Bathroom Renovations (Facilities)
- Continue RestON efforts; Implementation of Cornerstones/RCC pilot RestON Member Card (Equity)
- Evaluate, refresh and expand RCC's leisure-time menu of offerings based on Community Survey Results (Programs and Services)
- Expand marketing tools and staffing support for media outreach and community awareness (Communications)
- Reaccreditation (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.
 - Ensure 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 – Facility projects for both buildings	Prior Years Complete Y/N	FY25 & Carryover Adjustments	FY26 Current and via Carryover	FY27
HW AQ – Locker Rooms ERU Unit (obsolete freon)			\$275,000	
HW Building Exterior Main Switchboard Rplcmnt.			\$185,000	
Community Room Flooring				\$85,000
Option 2: Energy Utilization Improvement		\$1.492M. Completed.		.
Elevator Replacement		\$304K. Completed.		
New Lobby Display System – HW			\$100,000 (FY25 Carryover)	
CenterStage Lobby Exhibit			\$100,000 (FY25 Carryover)	
Systems Furniture (all staff workstations)			\$500,000 (FY25 Carryover)	

Capital Improvement Projects/Capital Maintenance Projects/Capital Equipment

Projects: Facility projects for both buildings	Prior Years Complete (Y/N)	FY25 Budget & Carryover Adjustments	FY26 Budget (Current and via Carryover Request)	FY27 Budget
Genie Lift Rplcmnt.	N - pending \$18,000			
Restrooms Reno (HW)			\$100,000 (FY25 Carryover)	
Choral Risers equipment system		Completed. \$40,0000 (From project savings)		
LA – Display Systems			\$30,000 (FY25 Carryover)	
Upgrade Lighting Dimmer Racks (HW)				\$20,000
Replace Concrete Patio with Paver Stones				\$135,000
Level & Replace TLS Locker Rooms Flooring				\$75,000
Retiling of Spa in Natatorium				\$50,000

FY26 estimates for the displays, exhibit, and systems furniture are based on preliminary research and will be refined. FY25 Risers purchase was accomplished using savings in RCC on Wheels project. FY27 project estimates will be refined.

RCC Actual Revenue/Expense History

Reston Community Center

Actual Revenue & Expense History

	FY2022	FY2023	FY2024
<u>Opening Fund Balance</u>	\$ 7,472,208	\$ 9,095,686	\$ 10,658,955
<u>Revenue</u>			
Revenue	\$ 9,995,890	\$ 10,966,633	\$ 11,675,280
<u>Expenditures</u>			
Personnel	\$ 5,540,791	\$ 5,760,095	\$ 6,236,808
Operating	\$ 2,630,241	\$ 3,039,863	\$ 3,084,783
Sub-Total Expenditures	\$ 8,171,032	\$ 8,799,958	\$ 9,321,591
Sub-Total Rev. less Non-Cap Exp.	\$ 1,824,858	\$ 2,166,675	\$ 2,353,689
Capital equipment & Projects	\$ 201,380	\$ 603,406	\$ 742,487
<u>Total Expenditures</u>	\$ 8,372,412	\$ 9,403,364	\$ 10,064,078
Revenue less Expenditures	\$ 1,623,478	\$ 1,563,269	\$ 1,611,202
<u>Ending Fund Balance</u>	\$ 9,095,686	\$ 10,658,955	\$ 12,270,157
<u>Reserves</u>			
Capital Project Reserve	\$ 3,500,000	\$ 7,000,000	\$ 7,000,000
Maintenance Reserve (12% of # Est. Revenue)	\$ 1,199,507	\$ 1,315,996	\$ 1,401,034
Feasibility Study (2% of # Est. Revenue)	\$ 199,918	\$ 219,333	\$ 233,506
Economic and Program Contingency	\$ 4,196,261	\$ 2,123,626	\$ 3,635,618

FY25-FY27 Budget Approach

FY25/FY27 Budgets

	FY 25 Adopted	FY25 Revised	FY26 Adopted	FY27 Proposed
<u>Revenue</u>				
Revenue	11,569,278	11,830,136	11,840,665	12,216,769
<u>Expenditures</u>				
Personnel	7,639,348	7,852,457	7,901,545	8,085,100
Operating	3,810,206	4,100,754	4,107,075	4,708,289
Sub-Total Non-Capital Exp	11,449,554	11,953,211	12,008,620	12,793,389
Revenue less Expenditures	119,724	-123,075	-167,955	-576,620
Capital Projects & Equipment				
Non-Aquatics	1,946,220	3,262,190	185,000	365,000
Aquatics			275,000	0
Total Capital Projects	1,946,220	3,262,190	460,000	365,000
<u>Reserves</u>				
Maintenance Reserve (12% of Est. Revenue)	1,388,313	1,419,616	1,406,265	1,466,012
Feasibility Study (2% of Est. Revenue)	231,386	236,603	234,825	244,335
Capital Projects Reserve (up to the \$7M ceiling)	5,340,726	7,000,000	6,432,825	4,358,457
Economic and Program Contingency (Remaining Balance)	0	166,997		

Planning Calendar and Public Input

- June 16, 2025: BOG guidance on FY27 Budget
- July 21, 2025: BOG review of FY25 actuals
- August: Staff prepares draft outline of FY27 Budget
- September 8, 2025: Full BOG Approval of FY27 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!



Meeting of Reston Community Center Board of Governors
June 16, 2025



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.

Name	Organizational Affiliation (if any)	Address	Phone	Email Address	Wish To Speak	
					Yes	No
1. Julie Bitzer		2020 Peppermint Court Reston, VA 20191		jb2020,tra@gmail.com		X
2. Karen Cleveland		1474 Waterfront Road Reston, VA 20194				
3. Emilio Cortes		1390 Park Garden Lane Reston, VA 20194				
4. Charles Evans						
5. Robert Goudie	RTCA		703-435-6600	RGoudie@RestonTC.org	✓	
6. Steve Hanft						
7. Angela Harpalani		11581 Southington Lane Herndon, VA 20170				
8. Ja Hassan			703-829-7467			✓
9. M Justet						



Meeting of Reston Community Center Board of Governors
June 16, 2025



Name	Organizational Affiliation (if any)	Address	Phone	Email Address	Wish To Speak	
					Yes	No
10. Lee Lipset						X
11. Bart Mickler	RCC-CSR	1546 Northgate Sq Reston				
12. Edgar Nobles		2209 Southgate Square Reston, VA 20191				
13. Bob Noteboom		11233 Hunting Horn Lane Reston, VA 20191				
14. Mehrnush Shokouhi		1209 Wild Hawthorn Way Reston, VA 20194			✓	
15. Glenn Simonelli ✓		2042 Royal Fern Court Unit 1B Reston, VA 20191				
16. Ben Skinner		1760 Wainwright Drive Reston, VA 20191				
17. Shelley Skinner		1760 Wainwright Drive Reston, VA 20191				
18. Michele Stone ✓		2042 Royal Fern Court Unit 1B Reston, VA 20191				
19. Shyamala Sundaesan	RCC	13141 New Parkland Drive Herndon, VA 20171			✓	
20. Z Thomas						



Meeting of Reston Community Center Board of Governors
June 16, 2025



Name	Organizational Affiliation (if any)	Address	Phone	Email Address	Wish To Speak	
					Yes	No
21. Carlotta Tribble						
22. Ming Xun Huang		12521 Fox View Way Reston VA 20191				
23. PAUL LOEFFELMAN		2040 DORRIS DR RESTON	614 657 6001	LOEFFELMANPAUL@GMAIL.COM		X
24. Bob Petrine		2103 Foxcroft Way RESTON		RPetrine@gmail.com		X
25. Phoebe Avery	Tephra ICA			pavery@tephra.ica		
26. Charlotte Skinner		1740 Wainwright Dr. Reston VA 20190		clernst109@gmail.com	X	X
27.						
28.						
29.						
30.						
31.						

RCC OPERATING GUIDANCE MEMORANDA:

- BOG/3 - Virtual Meetings
- BOG/4 - Remote Participation

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 Executive Assistant
EFFECTIVE DATE: 07/01/25	EXPIRATION DATE: 06/30/26 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.

Re-affirmed by RCC Board of Governors 6/2/25

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 Executive Assistant
EFFECTIVE DATE: 07/01/25	EXPIRATION DATE: 06/30/26 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.

Re-affirmed by RCC Board of Governors 6/2/25