



**Reston Community Center  
Board of Governors Monthly Meeting  
September 08, 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   |
| • Approval of July 21, 2025 Board Minutes<br>(as reviewed and approved by the Board Secretary) |   |
| • Approval of July 21, 2025 Board Actions<br>(as reviewed and approved by the Board Secretary) |   |
| 8:05 – Chair’s Remarks   | Beverly Cosham, Chair   |
| 8:08 – Introduction of Visitors  |   |
| 8:10 – Community Input   |   |
| 8:12 – Committee Reports   | Beverly Cosham, Chair   |
| • September 08, 2025 Finance Committee Meeting   | Paul Thomas, Chair  |
| 8:20 – Board Member Input on Activities Attended   |   |
| 8:25 – Executive Director’s Report   | BeBe Nguyen, Executive Director   |
| 8:30 – Old Business  | Beverly Cosham, Chair   |
| New Business   |   |
| • RCC on Wheels  | BeBe Nguyen, Executive Director<br>Maggie Parker, Offsite &<br>Collaboration Director |
| 8:40 – Adjournment   |   |

**Reminders:**

| <b>Events</b>                          | <b>Date</b>  | <b>Time</b> |
|--|--------------|-------------|
| Fab Fridays: Silent Dance Party        | September 12 | 7:00 p.m.   |
| Fab Fridays: Mamma Mania!              | September 19 | 7:00 p.m.   |
| Reston Multicultural Festival          | September 20 | 11:00 a.m.  |
| Meet the Artists: Beverly Cosham       | September 25 | 2:15 p.m.   |
| PTAS Opening: Viet Thanh Nguyen        | September 27 | 3:00 p.m.   |
| Meet the Artists: Mark Irchai          | October 02   | 2:15 p.m.   |
| Darden and Friends at Town Square Park | Fridays      | 5:30 p.m.   |



**SUMMARY OF MINUTES  
RESTON COMMUNITY CENTER  
BOARD OF GOVERNORS  
FINANCE COMMITTEE MEETING  
July 21, 2025  
6:30 p.m.**

**Present:**

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

**RCC Staff:**

- BeBe Nguyen, Executive Director
- Brianne Baglini, Deputy Director
- Kathryn Kovacs, Public Information Officer

In FY25, RCC saved \$1M+ in personnel services due to turnovers and vacancies that took time to fill. There are still positions that are being filled – we are reviewing the job descriptions, making sure they are written to ensure that the hiring will prepare us for the future.

In FY25 revenue, there was an addition of \$345,000 due to tax estimates. Performing arts overperformed in revenue by \$122,000.

In operations, there was a small increase of \$145,000 for new programs. We increased the personnel in maintenance and customer service related to the results of the Community Survey – we are offering earlier classes, so the buildings need to be staffed.

For capital projects, \$704,000 is budgeted for small projects (space utilization project, bathrooms, flooring in the aquatics office).

BeBe reported back on the revenue report for year-end. Bill B. asked if everything has been collected and reported in this report and suggested looking at the September report once everything is in. BeBe agreed that some items are still coming in and it will be in the September report when it is completed.

BeBe reported that the Finance department is currently busy loading in FY26 budget.

Bill B. said that the revenue will end up being higher than it is, and we are currently \$96,000 over projections and will be more than that once all is said and done.

This also shows the personnel savings of over \$1M. Because there was turnover, employers are also coming in lower in the pay band so there will be some cost savings. This money that was not spent will be returned to the fund balance.

In operating expenses, we saved about \$500,000. The places where you see the red, that was the increased cost of security and media sponsorships. Leila Gordon worked with Lorna Campbell Clarke last year to add new sponsorships, and some monies didn't get transferred over from the BOG – so we will be working with Lorna to align this.

July 21, 2025 RCC Board of Governors Finance Committee Meeting

In Offsite & Collaboration, they added more concerts than they originally planned on and there is some operational expense increase – but there are budget entry transfers that will cover the difference.

Paul B. asked if there is a sunk cost if performances are cancelled. Bill B. asked if it was possible for the performers to come back another time since they'd been paid. Could we extend the season? BeBe said she will investigate this. As we get into more data-driven decision making, BeBe would like to look at what kind of cancellations we have year over year.

For capital projects, there are remaining balances from completed projects that will be reallocated to close out those line items.

BeBe noted the Fund Balance in the packet.

Shane Z. had a question about Revenue Projections and Actuals. He said there was revenue shown in one of the lines and now it says \$0. BeBe said the original number was human error – it is \$0.

Shane Z. also asked about operating expenses for the Offsite & Collaboration department, how are the expenses split between us and the venue? BeBe answered that we pay for the performers, the venue provides the space. The venue also often provides the stage and RCC provides the sound equipment.

The meeting was adjourned at 7:30 p.m.



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**Lisa Sechrest-Ehrhardt**  
**Board Secretary**

**9/5/2025**

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**Date**



# RESTON COMMUNITY CENTER



**SUMMARY OF MINUTES  
RESTON COMMUNITY CENTER  
BOARD OF GOVERNORS MEETING  
July 21, 2025  
8:00 p.m.**

**Present:**

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

**Absent and Excused:**

- **Paul Thomas**
- Malka Wickramatilake

**Attending from RCC Staff:**

- BeBe Nguyen, Executive Director
- Brianne Baglini, Deputy Director
- Kathryn Kovacs, Public Information Officer

**Introduction:**

Bev called the meeting to order at 8:02 p.m.

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

Bill B. moved that the agenda be approved as written, Lisa S. seconded. The motion was approved unanimously.

**MOTION #2: Approval of the June 02, 2025 Board Meeting Minutes**

Bill B. moved that the agenda be approved as written, Shane Z. seconded. The motion was approved unanimously.

**Chair's Remarks**

Bev commented on the weather. She was unable to read her poem for the month so promised to read two next meeting.

**Visitors**

N/A

**Committee Report: June 2 Finance Committee Meeting**

Bill B. reported that the minutes were approved at the June meeting.

## July 21, 2025 RCC Board of Governors Meeting

### **Committee Report: June 16 Annual Public Hearing (Long Range Planning Committee)**

Bill B. reported on the Public Hearing on June 16, which was very successful. Paul T. did an outstanding job presenting the financial picture and those that attended were impressed. We received a few accolades and no complaints.

### **Committee Report: July 21 Finance Committee**

Bill B. presented the finance committee meeting report from July 21. BeBe presented what she could from the year-end financials, and we were able to return money to the budget from funds not used (in capital projects and personnel). We'll get the final picture in September, after everything comes in, but we are ahead of budget and the financial picture looks strong.

### **Committee Report: July 21 Preference Poll Committee**

Bill P. reminded the Board that the Preference Poll process begins very soon. Candidates can file August 1 – 15, with the orientation on the 15<sup>th</sup>. The Candidates Forum is on September 2, with voting September 5 – 26. The Preference Poll Handbook is in good condition. After last year, we discussed that the mode of conducting the Preference Poll was in good shape and no major changes are required this year.

### **MOTION #3: Approval of Committee Reports**

Bev called for approval of the committee reports. Bill B. so moved, Bill P. seconded. The motion was approved unanimously.

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

Paul B. reported that he has been going to Halley Rise on Thursdays and Reston Station on Fridays and Family Fun on Saturdays. He's been enjoying lots of music.

Bill P. saw Judy Collins, attended several concerts at Reston Town Center and noted that Robert Goudie expresses his gratitude to RCC each time.

Vicky W. is active with Reston Hoops and Volleyball.

Lisa S. volunteered for the Sprint triathlon and also won a triathlon and qualified for nationals! Lisa also attended the Judy Collins concert on Saturday and came back to meet her on Sunday. Kudos to RCC for bringing phenomenal people here. Lisa loved seeing Linda Ifert recognized by Judy Collins and the installation of the commemorative plaque in the theatre booth .

Bill B. has attended lots of meetings, as well as Judy Collins (and he noted that tickets to see Judy Collins are very reasonable at RCC compared to her other shows in the area). Bill is looking forward to her coming back next year.

Shane Z. has attended lots of summer concerts. He also attended Paul Berry's Leadership Fairfax graduation.

Bev C. attended the service for Cathy Hudgins and Cheryl Terio-Simon, the Budget Public Hearing, Judy Collins and the Leadership Fairfax graduation, where BeBe was the keynote speaker.

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

#### **Facilities:**

- Procurement for projects slated for this summer are in progress and we've reviewed energy requirements with the County to ensure all is in order.
- There has been a complete evaluation of RCC's digital displays to consider holistically what needs to be updated to better serve the staff and community.

#### **Equity:**

- The Hunters Woods Neighborhood Coalition has been meeting monthly. There will be a kick-off event for National Night Out with full participation from HWNC partners (Cornerstones, the church, HOAs). RCC is leading the marketing – the flier is being updated. There will be a survey to find the preferences of the community.

## July 21, 2025 RCC Board of Governors Meeting

### **Community Connection:**

- The concerts are in full swing. About 20% of concerts have been rained out. We are working closely with partners to ensure that our weather calls are in sync.
- Through our marketing efforts, there has been great attendance this year.
- Katie Johnson from Meyers PR joined the O&C team to work on the Reston Multicultural Festival.
- Recruitment for the Community Events Assistant is in progress.
- On June 20, we held a successful Play All Day event – the highlight was the Mamma Mia Sing Along.
- The Party in the Park was also very successful.
- Reston Multicultural Festival planning is underway. 80% of performances are confirmed.

### **Programs & Services:**

- Summer camp is in session! It's been heartwarming to see the kids having fun.

### **Communications:**

- Fall Guide will arrive in Reston mailboxes in advance of August 1 registration.
- There is a fresher look for the Reston Multicultural Festival.
- Preparations are underway for Fall programs and the Preference Poll.
- Summer concerts have been benefiting from extra promotion.
- Please vote for our galleries at FFXnow.

### **Stewardship & Accreditation:**

- Chris Higgins is rolling out Windows 10 and we are ahead in terms of doing our technology updates. We are in compliance with the County's tech protocols.
- RCC staff has been receiving de-escalation and active assailant training. There will be a First Aid Mental Health training next month, which has been opened up to HWNC partners. If anyone here would like to attend, we can register you.
- We are looking into Implicit Bias training and introducing that for summer camp counselors.
- BeBe attended the services for Cathy Hudgins and Cheryl Terio-Simon, as well as the Leadership Fairfax graduation. She was appointed last week to the ArtsFairfax Board.
- BeBe is working on meeting with key partners to establish standards for the partnership relationships.
- The South Lakes Principal, Carlos Seward, invited BeBe to deliver remarks to the South Lakes leadership team at their upcoming retreat and she is excited to reconnect with the schools.
- BeBe attended the Linda Ifert dedication and noted that there's a page in the fall guide devoted to the renaming of The Leila Gordon Theatre.
- BeBe has been doing performance evaluations and hiring for the Chief Executive Assistant, and an offer is in progress.
- BeBe sat in on the filming of the documentary of the Cole family on Reston in Sports. They filmed it in the gym at SLHS and did an interview with Coach Burg.

Vicky had a question about the status of RCC On Wheels. BeBe has a meeting on the books with Maggie Parker to provide an in-depth update on RCC On Wheels in September. For now, it has been out at community events, and we've piloted a few programs. The van is on track to be delivered in the end of July – there will be a full-day training.

### **Continuing Business**

There was no continuing business.

### **New Business**

Lisa S. recommended attending Reston Museum's Lake Anne Cardboard Boat Regatta on Saturday, August 9, 1:00 p.m. – 5:00 p.m.

July 21, 2025 RCC Board of Governors Meeting

Bill P. asked about upgrading the display technology: what will happen to display technology that we don't need? Can we give it to an organization that could use it but couldn't buy new? BeBe said it will be put on the County surplus website, and we recoup some cost when it sells. BeBe mentioned that we donate art supplies to Reston Remakery. We can expand this model to other things.

Bill P. also suggested thinking about what happens when the economy goes down. We have our reserve funds to help carry us through, but it would be good if the BOG/Staff could start planning how we could expand services to those who will need it. Lisa S. mentioned that the laid off federal workers qualify for the Fee Waiver Program.

BeBe mentioned that the summer school after-school program did happen. The program is called the Reston Roadsters, and there are families benefiting from this program.

BeBe has three items of new business:

1. At the last Board of Supervisors meeting, the County transferred the Crescent Apartments to Fairfax County Redevelopment and Housing Authority (FCRHA). BeBe has a meeting to re-engage with the redevelopment. When they go to draft the RFP, BeBe is asking for a 30,000 sq. ft shell so that RCC could do the build-out for an additional community center space.
2. BeBe met with Pete Otteni at BXP so he could introduce her to the Reston West updates and the new site for the Reston Arts Center. The space and plans are very exciting.
3. Please add to your calendar: on Monday, July 28, the Reston Citizens Association will hold a District 11 Candidates Forum in the RCC Community Room. BeBe will be alerting Police Chief Oluwa . It will be broadcast live. There were kudos about the professionalism of the first debate. It is a registered event – so she can register for everyone if Board members would let her know. Paul B. asked if there was a need for an overflow room in Rooms 1 – 4 with TVs. BeBe answered that the capacity of the Community Room should be sufficient. BeBe noted that RCC is waiving the fee for this event.

Bev asked everyone to note all the events at the bottom of the agenda.

Bev thanked everyone for attending and adjourned the meeting at 8:47 p.m.



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**Lisa Sechrest-Ehrhardt**  
**Board Secretary**

**9/5/2025**

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**Date**

July 21, 2025 RCC Board of Governors Meeting

**BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON JULY 21, 2025**

**25-0721-1 Bd That the Board approve the Agenda.**

**25-0721-2 Bd That the Board approve the June 02, 2025 Board Minutes.**

**25-0721-3 Bd That the Board approve the June 16, 2025 Annual Public Hearing (Long Range Planning Committee) Report, July 21, 2025 Finance Committee Report and July 21, 2025 Preference Poll Committee Report.**



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**Lisa Sechrest-Ehrhardt  
Board Secretary**

**9/5/2025**

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**Date**

**Finance Committee**

**08 SEP 2025**

**JULY 2025**

**Financial Report**

**FY26**

**Revenue  
comment**

**General Notes:** Revenues totaling \$417,551.10 collected prior to July 1 in 2025 were reversed and recorded as FY26 program revenue as those activities occurred after July 1, 2025 (the beginning of FY26). \$344,810 in additional tax revenue was requested at FY25 Carryover; it will be recorded after BOS approval in October 2025. Performing Arts revenue of \$121,794 was also requested as it was not loaded in the system.

1. **Administration:** The Administration revenue includes tax, interest and facility rental revenues. Facility rental revenue is from the room rentals. We collected 50.03% of tax revenue, 18.29% of estimated Facility Rental revenue and 34.38% of estimated interest (returns on investments) revenue. Collection of interest is dependent on Investment Procedures approved by the Investment Committee. The investment income is commensurate with the current rates of return including repurchase agreements, commercial paper, short term bills and notes.
2. **Performing Arts Theatre Admissions:** Theatre admission sales for Professional Touring Artist Series (PTAS) performances; tickets go on sale August 1.
3. **Performing Arts Theatre Rental:** Theatre rental payments are made on an irregular schedule depending on when performances occur.
4. **Performing Arts Misc. Revenue- eTix:** Revenue from processing fees for online ticketing by eTix, Inc. the new provider.
5. **Performing Arts Equipment Sale:** Auctioned equipment sale proceeds; no revenue is predicted for this category as we can't be sure that surplus equipment will sell.
6. **Performing Arts Cultural Activities/Arts Organizations:** The community arts box office receipts and payments clearing line.
7. **PTSA Merchandise Sale:** PTSA related book sales at the Box Office.
8. **Arts Education:** Year-to-date amount includes summer 2025 program revenue. .
9. **Aquatics Enrollment-Passes:** Year-to-date revenue represents summer program registration revenue. "Drop-in" swimming now requires pass purchases and lane or zone reservations for participation.
10. **Aquatics Rental:** Represents natatorium rental payments. The rentals are billed quarterly. Month-to-date amount is FY2025 rental payment received after FY2025 closing.
11. **Fitness:** Year-to-date amount includes summer program revenue.
12. **Youth/Teen:** Year-to-date reflects the summer youth camp programming. Most of this cost center's revenue is realized during the summer. Fee waiver program participation in this cost center is significant.
13. **Lifelong Learning:** Year-to-date amount includes summer program revenue.
14. **Offsite & Collab. Community Events:** The revenue is collected from organization booth fees associated with the Reston Multicultural Festival and from MLK luncheon ticket sales.
15. **Offsite & Collab. Equity Partnerships:** The focus for this cost center has been changed to awareness and resourcing goals. Little or no revenue is projected or anticipated.

Reston Community Center

Revised Budget vs Actuals Worksheet

July 31, 2025

100%/12\* 1mos=8.33%

|   |                |                      |                     |                  | YTD (does not incl. Fee Waiver amounts) | REMAINING BALANCE | YTD % actual  | YTD Fee waiver (unrealized revenue) |
|---|----------------|----------------------|---------------------|------------------|---|-------------------|---------------|-------------------------------------|
| Revenue                                   | FY25 Carryover | FY26 Adopted Funding | Revised FY26 Budget | July             |   |                   |               |                                     |
| 1 Administration:                         |                |                      |                     |                  |   |                   |               |                                     |
| Taxes                                     |                | 10,359,113           | 10,359,113          | 5,182,676        | 5,182,676                               | 5,176,437         | 50.03%        |                                     |
| Interest                                  |                | 75,000               | 75,000              | 25,783           | 25,783                                  | 49,217            | 34.38%        |                                     |
| Vending                                   |                |                      | 0                   |                  | 0                                       | 0                 | 0.00%         |                                     |
| Facility Rental                           |                | 181,000              | 181,000             | 33,113           | 33,113                                  | 147,887           | 18.29%        |                                     |
| Equipment Sale                            |                |                      | 0                   |                  | 0                                       | 0                 | 0.00%         |                                     |
| 2 Performing Arts - PTAS Tkts             |                |                      | 0                   | 614              | 614                                     | (614)             | 0.00%         |                                     |
| 3 PA Theatre Rental                       |                |                      | 0                   |                  | 0                                       | 0                 | 0.00%         |                                     |
| 4 PA Misc Revenue - Etix                  |                |                      | 0                   | 23               | 23                                      | (23)              | 0.00%         |                                     |
| 5 PA Equip. Sales                         |                |                      | 0                   |                  | 0                                       | 0                 | 0.00%         |                                     |
| 6 PA Arts Org Tkts                        |                |                      | 0                   | 360              | 360                                     | (360)             | 0.00%         |                                     |
| 7 PTAS Merch. Sales                       |                |                      | 0                   |                  | 0                                       | 0                 | 0.00%         |                                     |
| 8 Arts Ed - Enrollment - Passes           |                | 189,795              | 189,795             | 68,623           | 68,623                                  | 121,172           | 36.16%        | 5,871                               |
| 9 Aquatics - Enrollment - Passes          |                | 360,000              | 360,000             | 21,277           | 21,277                                  | 338,723           | 5.91%         | 7,854                               |
| 10 Aquatics Rental                        |                | 72,000               | 72,000              | 408              | 408                                     | 71,593            | 0.57%         |                                     |
| 11 L&L Fitness - Enrollment - Passes      |                | 122,494              | 122,494             | 517              | 517                                     | 121,977           | 0.42%         | 986                                 |
| 12 L&L Youth/Teen Enrollment              |                | 297,424              | 297,424             | 197,470          | 197,470                                 | 99,954            | 66.39%        | 106,425                             |
| 13 L&L Lifelong Learning - Enroll. Passes |                | 59,045               | 59,045              | 18,314           | 18,314                                  | 40,731            | 31.02%        | -537                                |
| 14 Offsite & Collab. Community Events     |                | 3,000                | 3,000               | 100              | 100                                     | 2,900             | 3.33%         |                                     |
| 15 Offsite & Collab. Equity Partnerships  |                |                      | 0                   |                  | 0                                       | 0                 | 0.00%         |                                     |
| <b>Total RCC Revenue</b>                  | <b>0</b>       | <b>11,718,871</b>    | <b>11,718,871</b>   | <b>5,549,277</b> | <b>5,549,277</b>                        | <b>6,169,594</b>  | <b>47.35%</b> | <b>120,599</b>                      |

**Personnel Expenses:**

**General Notes:** Payroll posting lags two weeks behind the calendar; therefore, the percent of the year elapsed, and the percent of the budget expended, will not align. Summer personnel costs also reflect the fact that there is a split typically for pay period 14 that requires accounting for personnel costs that belong in the prior fiscal year and those that belong in the current fiscal year. Typically – because of our programming calendar – we get a fairly true picture of the personnel costs related to summer and fall programming cycles by the end of December. Staff monitor summer camp personnel expenditures against projected expenditures on a pay period by pay period basis for Youth/Teen and Arts Education cost centers because of the larger percentage of personnel funds that will be spent in the summer for those cost centers. \$59,194 in additional funding was requested at FY25 carryover to cover personnel costs and will be recorded after BOS approval in October 2025. Other changes to personnel allocations may be made by DMB to accommodate adjustments from application of a market rate increase and other personnel changes implemented by DHR.

1. **Administration:** Administration's allocated budget is typically under-spent; funding provides for Other Post-Employment Benefits (OPEB) costs.
2. **Facility Services (Booking):** Personnel costs are at the expected level.
3. **Comptroller:** Personnel costs are at the expected level.
4. **Customer Service:** Personnel costs are at the expected level.
5. **Facility Engineer:** Personnel costs are at the expected level.
6. **Maintenance:** Personnel costs are at the expected level.
7. **Information Technology:** Personnel costs are at the expected level.
8. **Media/Sponsorships:** Personnel costs are at the expected level.
9. **Community Partnerships:** No personnel costs are anticipated in FY24.
10. **Performing Arts:** Personnel costs are at the expected level.
11. **Arts Education:** Personnel costs are at the expected level.
12. **Aquatics:** Personnel costs are at the expected level.
13. **Fitness:** Personnel costs are at the expected level.
14. **Leisure and Learning Admin:** Personnel costs are at the expected level.
15. **Youth/Teen:** Personnel costs are at the expected level.
16. **Lifelong Learning:** Personnel costs are at the expected level.
17. **Offsite & Collab. Community Events:** Personnel costs are at the expected level.
18. **Offsite & Collab. Equity Partnerships:** Personnel costs are at the expected level.

Reston Community Center

Revised Budget vs Actuals Worksheet

July 31, 2025

**100%/12\* 1mos=8.33%**

|    | <b>Personnel Expenses</b>             | <b>FY25<br/>Carryover</b> | <b>FY26<br/>Adopted<br/>Funding</b> | <b>Revised<br/>FY26<br/>Budget</b> | <b>July</b>    | <b>YTD</b>     | <b>REMAINING<br/>BALANCE</b> | <b>% Budget<br/>Used Ytd</b> |
|----|---------------------------------------|---------------------------|-------------------------------------|------------------------------------|----------------|----------------|------------------------------|------------------------------|
| 1  | Administration                        |                           | 708,921                             | 708,921                            | 19,689         | 19,689         | 689,232                      | 2.78%                        |
| 2  | Facility Services (Booking)           |                           | 322,486                             | 322,486                            | 1,258          | 1,258          | 321,228                      | 0.39%                        |
| 3  | Comptroller                           |                           | 518,175                             | 518,175                            | 15,630         | 15,630         | 502,545                      | 3.02%                        |
| 4  | Customer Service                      |                           | 743,338                             | 743,338                            | 23,047         | 23,047         | 720,291                      | 3.10%                        |
| 5  | Facility Engineering                  |                           | 174,340                             | 174,340                            | 5,991          | 5,991          | 168,349                      | 3.44%                        |
| 6  | Maintenance                           |                           | 516,560                             | 516,560                            | 19,163         | 19,163         | 497,397                      | 3.71%                        |
| 7  | IT                                    |                           | 171,268                             | 171,268                            | 3,801          | 3,801          | 167,467                      | 2.22%                        |
| 8  | Media/Sponsorships                    |                           | 530,908                             | 530,908                            | 17,232         | 17,232         | 513,676                      | 3.25%                        |
| 9  | Community Partnerships                |                           |                                     | 0                                  |                | 0              | 0                            | 0.00%                        |
| 10 | Performing Arts                       |                           | 724,615                             | 724,615                            | 21,998         | 21,998         | 702,617                      | 3.04%                        |
| 11 | Arts Education                        |                           | 406,983                             | 406,983                            | 52,141         | 52,141         | 354,842                      | 12.81%                       |
| 12 | Aquatics                              |                           | 1,183,049                           | 1,183,049                          | 41,250         | 41,250         | 1,141,799                    | 3.49%                        |
| 13 | L&L Fitness                           |                           | 274,736                             | 274,736                            | 7,465          | 7,465          | 267,271                      | 2.72%                        |
| 14 | L&L Admin                             |                           | 395,115                             | 395,115                            | 12,618         | 12,618         | 382,497                      | 3.19%                        |
| 15 | L&L Youth/Teen                        |                           | 411,399                             | 411,399                            | 40,892         | 40,892         | 370,507                      | 9.94%                        |
| 16 | L&L Lifelong Learning                 |                           | 200,449                             | 200,449                            | 5,540          | 5,540          | 194,909                      | 2.76%                        |
| 17 | Offsite & Collab. Community Events    |                           | 484,203                             | 484,203                            | 11,512         | 11,512         | 472,691                      | 2.38%                        |
| 18 | Offsite & Collab. Equity Partnerships |                           | 135,000                             | 135,000                            | 6,886          | 6,886          | 128,114                      | 5.10%                        |
|    | <b>Total Personnel Expenses</b>       | <b>0</b>                  | <b>7,901,545</b>                    | <b>7,901,545</b>                   | <b>306,113</b> | <b>306,113</b> | <b>7,595,432</b>             | <b>3.87%</b>                 |

**Operating Expenses:**

**General Notes:** Reservations for ongoing (multiple months) expenses are made at the beginning of the year; funds are spent down from them. The net effect of either stand-alone expenses or spending down of reserved amounts is shown in the column marked "YTD." As we get closer to the end of the year, unspent balances of program contracts will be restored to the cost center balances. RCC's FY25 Carryover Package included \$14,672.66K for incomplete delivery of FY25 operating and \$704,546.27 capital projects procurements; these amount will be added to the FY26 budget amounts. That package also included additional \$145,660K to allow for added security, ground maintenance and RecTrac VSI upgrades. Carryover will be reflected in the Finance Committee report delivered in November for the month of October closing.

1. **Administration:** Current month expenses recorded are conference attendance costs for the VRPS and NRPA conferences and others.
2. **Board:** Current month expenses are BOG meetings operating expenses.
3. **Facility Services (Booking):** Current month expenses and reservations are for facility security, storage rental and supplies.
4. **Comptroller/LA Lease/Admin:** Current month expenses are for bank fees and office supplies.
5. **Customer Service:** Current month expenses are for translation services and office supplies.
6. **Facility Engineering:** Current month expenses include facility repair and maintenance costs for RCC HW and RCC LA buildings.
7. **Maintenance:** Current month expenses, payments and reservations are for utilities, maintenance costs, custodial services and supplies.
8. **IT:** Current month expenses and reservations/payments are for DIT charges and monthly cell phone billing.
9. **Media:** Current month expenses and reservations include program printing costs, sponsorships and other operating costs.
10. **Community Partnerships:** No current month costs recorded.
11. **Performing Arts:** Current month reservations and expenses are for theatre operating costs.
12. **Arts Ed:** Current month expenses or reservations and payments are for program operating costs.
13. **Aquatics:** Current month reservations and expenses are for pool operating costs and conference attendance costs.
14. **Fitness:** No current month costs recorded.
15. **Leisure and Learning Admin:** Current month expenses are for conference attendance costs.
16. **Youth/Teen:** Current month reservations and expenses are for program operating costs.
17. **Lifelong Learning:** Current month reservations and expenses are for program operating costs.
18. **Offsite & Collab. Community Events:** Current month reservations and expenses are for program operating costs. Summer is extremely busy for this cost center and advance payments or reservations for the September Multicultural Festival start occurring in July and August.
19. **Offsite & Collab. Equity Partnerships:** Current month reservations and expenses are for program operating costs.

Reston Community Center

Revised Budget vs Actuals Worksheet

July 31, 2025

**100%/12\* 1mos=8.33%**

|    | <b>Operational Expenses</b>           | <b>FY25 Carryover</b> | <b>FY26 Adopted Funding</b> | <b>Revised FY26 Budget</b> | <b>July</b>      | <b>YTD</b>       | <b>REMAINING BALANCE</b> | <b>% Budget Used Ytd</b> |
|----|---------------------------------------|-----------------------|-----------------------------|----------------------------|------------------|------------------|--------------------------|--------------------------|
| 1  | Administration                        |                       | 51,400                      | 51,400                     | 14,002           | 14,002           | 37,398                   | 27.24%                   |
| 2  | Board                                 |                       | 84,200                      | 84,200                     | 178              | 178              | 84,022                   | 0.21%                    |
| 3  | Facility Services (Booking)           |                       | 198,350                     | 198,350                    | 180,731          | 180,731          | 17,619                   | 91.12%                   |
| 4  | Comptroller/LA Lease/Admin            |                       | 382,733                     | 382,733                    | 1,529            | 1,529            | 381,204                  | 0.40%                    |
| 5  | Customer Service                      |                       | 16,000                      | 16,000                     | 10,162           | 10,162           | 5,838                    | 63.51%                   |
| 6  | Facility Engineering                  | 14,520                | 150,064                     | 164,584                    | 40,810           | 40,810           | 123,774                  | 24.80%                   |
| 7  | Maintenance                           | 90                    | 549,345                     | 549,435                    | 401,975          | 401,975          | 147,460                  | 73.16%                   |
| 8  | IT                                    |                       | 148,970                     | 148,970                    | 86,232           | 86,232           | 62,738                   | 57.89%                   |
| 9  | Media/Sponsorships                    | 63                    | 909,893                     | 909,956                    | 42,950           | 42,950           | 867,006                  | 4.72%                    |
| 10 | Community Partnerships                |                       | 165,000                     | 165,000                    |                  | 0                | 165,000                  | 0.00%                    |
| 11 | Performing Arts                       |                       | 366,722                     | 366,722                    | 93,745           | 93,745           | 272,977                  | 25.56%                   |
| 12 | Arts Education                        |                       | 106,610                     | 106,610                    | 15,905           | 15,905           | 90,705                   | 14.92%                   |
| 13 | Aquatics                              |                       | 115,800                     | 115,800                    | 13,735           | 13,735           | 102,065                  | 11.86%                   |
| 14 | L&L Fitness                           |                       | 11,600                      | 11,600                     |                  | 0                | 11,600                   | 0.00%                    |
| 15 | L&L Admin                             |                       | 6,800                       | 6,800                      | 235              | 235              | 6,565                    | 3.46%                    |
| 16 | L&L Youth/Teen                        |                       | 305,659                     | 305,659                    | 65,252           | 65,252           | 240,407                  | 21.35%                   |
| 17 | L&L Lifelong Learning                 |                       | 100,354                     | 100,354                    | 11,923           | 11,923           | 88,431                   | 11.88%                   |
| 18 | Offsite & Collab. Community Events    |                       | 415,250                     | 415,250                    | 116,458          | 116,458          | 298,792                  | 28.05%                   |
| 19 | Offsite & Collab. Equity Partnerships |                       | 22,325                      | 22,325                     | 2,503            | 2,503            | 19,822                   | 11.21%                   |
|    | <b>Total Operational Expenses</b>     | <b>14,673</b>         | <b>4,107,075</b>            | <b>4,121,748</b>           | <b>1,098,325</b> | <b>1,098,325</b> | <b>3,023,422</b>         | <b>26.65%</b>            |

**Capital  
Projects**

**General Notes:** Because of scheduling, RCC Capital Improvement Projects frequently carry over from one fiscal year to the next. Hidden columns each month include activity (plus or minus) that has already occurred; the net in the remaining balance column includes prior months' transactions. The Capital Projects Team will determine the "completed project" status and reallocate remaining funding to either existing projects (if needed) or to the Fund Balance. The FY23 Capital Projects Carryover amount is \$1,201,221.

1. **RCC Improvements/CC-000001:** Funding for Hunters Woods facility projects.
2. **RCC Facility Enhancements/CC-000002:** Funding for Lake Anne facility projects.
3. **RCC performing Arts Enhancements/CC-000008.**
4. **Reston Arts Venue/CC-000024:** Reston Arts Venue. This will be closed out and funding reallocated.

Reston Community Center

Revised Budget vs Actuals Worksheet

July 31, 2025

100%/12\* 1mos=8.33%

|                                       | <b>FY25<br/>Carryover</b> | <b>FY26<br/>Adopted<br/>Funding</b> | <b>Revised<br/>FY26<br/>Budget</b> | <b>July</b>      | <b>YTD</b>       | <b>REMAINING<br/>BALANCE</b> | <b>% Budget<br/>Used Ytd</b> |
|---------------------------------------|---------------------------|-------------------------------------|------------------------------------|------------------|------------------|------------------------------|------------------------------|
| <b>Capital Proj. &amp; Cap Equip.</b> |                           |                                     |                                    |                  |                  |                              |                              |
| 1 RCC Improvements CC-000001          | 1,622,425                 | 460,000                             | 2,082,425                          | 1,009,641        | 1,009,641        | 1,072,784                    | 48.48%                       |
| 2 RCC Facility Enhcmnts. CC-000002    |                           | 17,413                              | 17,413                             |                  | 0                | 17,413                       | 0.00%                        |
| 3 Theatre Enhancements CC-000008      |                           | 145,442                             | 145,442                            |                  | 0                | 145,442                      | 0.00%                        |
| 4 RCC Natatorium Reno CC-000009       |                           |                                     | 0                                  |                  | 0                | 0                            | 0.00%                        |
| Reston Arts Venue CC-000024           |                           | 17,514                              | 17,514                             |                  | 0                | 17,514                       | 0.00%                        |
| RCC On Wheels Funding                 |                           |                                     | 0                                  |                  | 0                | 0                            | 0.00%                        |
| RCC Art Wall Design                   |                           |                                     | 0                                  |                  | 0                | 0                            | 0.00%                        |
| RCC Wenger Risers                     |                           |                                     | 0                                  |                  | 0                | 0                            | 0.00%                        |
| <b>Total Capital Expenses</b>         | <b>1,622,425</b>          | <b>640,370</b>                      | <b>2,262,794</b>                   | <b>1,009,641</b> | <b>1,009,641</b> | <b>1,253,153</b>             | <b>44.62%</b>                |
| <b>Total RCC Expenditures</b>         | <b>1,637,097</b>          | <b>12,648,990</b>                   | <b>14,286,087</b>                  | <b>2,414,079</b> | <b>2,414,079</b> | <b>11,872,008</b>            | <b>16.90%</b>                |

# **RCC On Wheels**

## **Statement of Work & Project Plan**

# RCC on Wheels

## Statement of Work (SOW) & Project Plan

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### Statement of Work (SOW)

#### Project: RCC On Wheels – Mobile Neighborhood Engagement Program

##### Purpose

Deliver inclusive, high-quality Reston Community Center (RCC) programming directly to neighborhoods, expanding access, strengthening community ties, and fostering awareness and encouraging participation among all constituents including property owners, employees and residents, and the underserved and underrepresented residents.

This vehicle is a catalyst for increased awareness and excitement about the treasures of RCC. The the van and the programs will generate increased social media traffic. The branded vehicle is a mobile advertisement around Reston inviting curiosity. The Wheels may be en route to deliver content within an off-site location, to have fun and games outside and inside the vehicle. RCC on Wheels will provide pop-up events around Reston – unadvertised bits of fun.

##### Scope of Work

- Plan and deliver mobile RCC programs in selected neighborhoods.
- Provide family, youth, adult, and older adult engagement opportunities.
- Partner with schools, apartments,
- Measure participation, collect feedback, and adjust programming as needed.

##### Goals

1. Remove barriers to participation (transportation, awareness, time).
2. Increase RCC visibility and trust in key neighborhoods.
3. Increase registration numbers of the general population and the fee waiver programs.
4. Offer diverse cultural, recreational, and educational programs.
5. Encourage multigenerational participation.

##### Deliverables

- A schedule of mobile events (weekdays and weekends).
- Age-appropriate activities: early childhood, school age, teens, adults, seniors.
- Resource and information pop-ups (RCC classes, health, voter registration).
- Data reports on participation and feedback.

### **Assumptions & Constraints**

- Programming is free or low-cost.
- Requires community partnerships, collaboration and cooperation and access to facilities to the private facilities and limited public facilities.
- Dependent on staffing, budget, and seasonal weather.

### **Success Measures**

- Increased awareness of RCC programs.
- Participation numbers by neighborhood and demographic.
- Positive community feedback.

## **Project Plan (Outline)**

### **Phase 1 – Planning (Aug–Sept 2025)**

- Finalize target neighborhoods
- Develop programming schedule (weekdays 10 AM–12 PM & 4–7 PM; weekends Sat 11–2, Sun 1–4).
- Secure equipment (complete internal outfitting of the van; complete the wrap of van; stock with supplies and collateral).

### **Phase 2 – Program Development (Sept–Oct 2025)**

1. Design program categories:
  - Family & Children (storytime, crafts, games)
  - Youth & Teen (STEAM, open mic, sports)
  - Adults (arts, wellness, tech help)
  - Older Adults (fitness, social connection, technology support)
2. Design Multigenerational activities
3. Design 'pop-up' events
4. Coordinate staff/volunteers.
5. Prepare administrative documents and procedures for van operations.

### **Phase 3 – Launch & Delivery (Oct 2025 onward)**

- Roll out mobile programs in priority neighborhoods.
- Ultimate goal is to host 2–3 events per week throughout Reston.
- Adjust based on attendance and feedback.

### **Phase 4 – Evaluation & Reporting (Ongoing)**

- Track participation numbers per site.
- Collect surveys/feedback.
- Assess awareness of RCC services.
- Provide quarterly reports with recommendations.

## Target Neighborhoods

### Prioritizing Program Delivery

1. Crescent Apartments/Lake Anne Area
2. Southgate Neighborhood
3. Shadowood Community
4. Hunters Woods Fellowship House
5. Hunters Woods Plaza, One Hunters Woods
6. RestON Neighborhoods
7. 55 and Over Communities
8. New residential areas, hi-rise and TSA regions

### Community Events

1. Celebrations
2. Parades
3. Homecomings
4. Sports Opening Days
5. National Night Out
6. Festivals

## NEXT STEPS

- Finalize procedures  
(There is an OGM in draft form, 11/01/04.)
- Manage process for driver's license checks – (Employee Driving Record Transcript Form)
- Establish procurement process – gasoline, oil changes, etc.
- Determine responsibility for maintenance
- Establish a communications protocol with County Vehicle Services and RCC
- Establish a procedure for monitoring and charging the vehicle
- Train programmers and other users of the van, especially with requesting the van (email), the scheduling (Outlook calendar), the logging tool (manual spreadsheet) and key location.
- Other notes:
- Expectation of Wheels condition outbound and inbound
- Cleanliness
- Nothing to be 'stored' on van unless it is an RCC Programmer resource

Calendar of Activities – ensure that all target audiences are being touched

Regular review by team of successes; things to repeat and hazards to look out for. Make sure adequate collaboration is happening within RCC and throughout the community.



## **Executive Director's Report - July & August 2025**

### **Pillar I – Facilities**

The TLS warm water pool/spa drained, cleaned, and serviced; locker rooms deep cleaned. Capital projects are in progress. Technology refresh/upgrades include new VoIP phone system, networking switches, cabling, TV monitors, and a Logitech teleconferencing system. Restroom renovation revealed some unanticipated structural issues which added a little more time to the project timeline; new office furniture installation is underway. Theatre curtains flame-proofed; lighting plot adjusted.

### **Pillar II – Equity**

One Hunters Woods (Hunters Woods Plaza activation) continues with a mindfulness program designed specifically for our unhoused neighbors will be begin in mid-September. This program meets weekly at the Christ the Lutheran church with lunch provided by RestonStrong. Summer swim programs saw strong participation with fee waivers accounting for 20% of the learn-to-swim registrations; fee waiver access remains a barrier due to in-person registration requirements. Monthly women-only swim continued throughout the summer.

### **Pillar III – Community Connections**

25 summer concerts held across multiple venues with increased attendance; weather posed challenges. Virginia Play All Day and Party in the Park were well-received. Arts & Culture supported 19 outdoor events. MCF Opening Ceremony lineup is being finalized with VIPs.

### **Pillar IV – Programs & Services**

Fitness & Wellness maintained strong participation (98% positive survey results). Lifelong Learning trips are consistently sold out with long waitlists. L&L added new sections to boost participation and generated additional revenue. Summer camps enrollment up 22% from 2024; waitlists for summer camp programs include cooking, Pawtopia Pet and Road Rulz travel camps. New Youth & Teen Director Dwight Godwin inaugural camp season has garnered positive feedback for his exceptional interpersonal and conflict resolution skills. Successful fall registration opened on 8/1; high demand for ceramics and YAT programs. Brianne hired Wilfredo Lebron for the Facility Operations Manager position.

### **Pillar V – Communications**

RCC to feature MCF in September on the County's newly launched Spanish monthly newsletter with plans to regularly highlight Spanish-language programming. 2024 Annual Report is being finalized for print this week. Google analytics show that Loudoun County ranks third among website visitors.

### **Pillar VI – Stewardship & Accreditation**

RCC leadership will be recognized at NRPA's Best of the Best Reception on 9/17 for the successful reaccreditation efforts RCC undertook this spring. New CAPRA standards are coming. Monthly program data reports now include trend analysis to help programmers make data-informed decisions about their offerings. RCC on Wheels vehicle delivery is scheduled for 9/25 with 4-hour virtual training.

### **Executive Director's Activity**

BeBe attended the SLHS Leadership Retreat, the BoS Proclamation presentation of Fairfax County National Parks & Rec Month, CD11 Public Forum debate and toured the newly opened Ashburn Rec & Community Center.

