



**Reston Community Center
Board of Governors Monthly Meeting
December 1, 2014
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 November 3, 2014 Board Minutes – both meetings
(As Reviewed and Approved by the Board Secretary) • Approval of November 3, 2014 Board Actions – both meetings
(As Reviewed and Approved by the Board Secretary) | |
| 8:05 – Chair’s Remarks | Beverly Cosham, Chair |
| 8:08 – Introduction of Visitors | |
| 8:10 – Citizen Input | |
| 8:15 – Committee Reports | |
| <ul style="list-style-type: none"> • November 17 Finance Committee Report • December 1 Long Range Planning Report | Gerald Zavala, Treasurer
Bill Bouie, Chair |
| 8:30 – Approval of Committee Reports | Beverly Cosham, Chair |
| 8:32 – Board Member Input on Activities Attended | |
| 8:40 – Executive Director’s Report | Leila Gordon, Executive Director |
| 8:45 – Old Business | Beverly Cosham, Chair |
| 8:50 – New Business | Beverly Cosham, Chair |
| 9:00 – Adjournment | |

Reminders:

Event	Date	Time
Monthly Board Meeting (tentative)	January 5	8:00 p.m.
Board Retreat	January 9 & 10	TBD



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
2013-2014 BOARD OF GOVERNORS MEETING
November 3, 2014**

Present:

- | | |
|--------------------------|------------------|
| ▪ Beverly Cosham, Chair | ▪ Michelle Moyer |
| ▪ Bill Bouie | ▪ Bill Penniman |
| ▪ Lisa Sechrest-Ehrhardt | ▪ Cathy Vivona |
| ▪ John Mendonça | ▪ Vicky Wingert |

Absent and Excused:

- Gerald Zavala

Attending from the RCC Staff:

- Leila Gordon, Executive Director
- Barbara Wilmer, Executive Assistant

The Chair called the meeting to order at 8:10 p.m.

MOTION #1:

Approval of the Agenda

Bill B. moved that the Agenda be approved as written. Bill P. seconded the motion. The motion passed unanimously.

MOTION #2:

Approval of the October 6, 2014 Board Minutes

Bill B. moved that the Board approve the October 6, 2014 Board Minutes. Vicky seconded the motion. The motion passed unanimously with one abstention (Bill P.).

John noted there was conversation with him and other Board members in Linda Singer's remarks for citizen input. Leila explained that the minutes are a summary document and don't always include every interchange.

MOTION #3:

Approval of the October 6, 2014 Board Actions

Cathy moved that the Board approve the October 6, 2014 Board Actions. Vicky seconded the motion. The motion passed unanimously with one abstention (Bill P.).

Discussion included clarification regarding the location and content of the Board Actions page of the Summary.

Chair's Remarks

Bev encouraged all present and viewers of the broadcast to vote tomorrow.

Introduction of Visitors

Kerrie Wilson of Cornerstones was present.

Citizen Input

Ms. Wilson's remarks were held until later in the agenda.

Committee Reports

October 6, 2014 Finance Committee Report

Cathy as Chair of the Finance Committee noted that during the October 6 Board meeting she had delivered an oral report of the Finance Committee meeting that occurred immediately preceding the Board meeting. The supplemental report included in the current Board package provides written details regarding the meeting discussions and actions taken.

2014 Preference Poll Committee Report

Lisa, as Chair of the Preference Poll Committee, read highlights of the written report. She remarked that the Forum gave the candidates' opportunities to address the community and there were opinions worth noting made by members of the public attending. Having debate about community issues is good, providing Lisa with optimism for more community involvement. Leila explained that percentages detailed in the report do not add up to 100 because residents vote for more than one candidate. Ms. Singer's suggestions for the Preference Poll procedures will be implemented for the 2015 Poll, including clarifications of the timeline, more detailed campaign guidelines, and further marketing of the Candidates Forum. Lisa also announced the site for viewing the Forum: <http://rctv28.com>.

Voting participation in this year was lower than in 2013 which was likely because of the highly contested nature of the 2013 poll, but the participation for this year was higher than 2012. Participation has increased significantly since online voting was implemented; it's an expensive feature, but provides more opportunity for community involvement.

This year was the first time that there were a few blank ballots submitted; some residents lack confidence in the confidentiality of their votes and that was the reason a patron offered for mailing in their blank ballot and encouraging others to do the same.

John questioned the validity of the report as coming from the committee since it does not represent a committee meeting. The conclusion of the ensuing discussion was to change the name of the report to signify that it comes from the committee chair.

MOTION #4:

Approval of the October 6, 2014 Finance Committee Report and the 2014 Preference Poll Committee Chair's Report

Bill P. moved that the Board approve the Finance and Preference Poll reports. Michelle seconded the motion. The motion passed unanimously.

Board Member Input on Activities Attended

Michelle helped serve a meal at Fellowship House in costume, and attended the Board Orientation where Supervisor Hudgins participated. The experience was well spent time, giving her a picture of the community as a whole and RCC's role in it.

Cathy played bridge and is looking forward to three CenterStage performances in the next month.

Bill B. said the Board Orientation was a highlight for his month; he attended another Park Authority meeting regarding the dog park; and went to other meetings including one focused on the Destination Reston marketing initiative.

Bill P. attended a Phase 2 Master Plan public meeting; the Orientation; a Planning and Zoning Committee meeting; and spent a day in the RCC wood shop.

Vicky worked with the Reston Historic Trust and attended an RA meeting about plans for the Pony Barn. She also enjoyed the Orientation.

Lisa is using the Silver Line to get to work and remarked on being able to get a seat right away and how efficient the experience is. She also attended the 3rd annual Arts Awards luncheon, which was a great experience and she hopes it draws more and more attendees. She remarked that the RCC memorial service for Ralph Cosham was very well done: a true celebration of a life.

John also attended the Fairfax Arts Council awards event, and has two more weeks of soccer coaching ahead. Injuries marred last weekend's games.

Bev agreed with other attendees that the Board Orientation was a fantastic experience. She also attended the Arts Award luncheon. The Mark Fenton lecture at RA on how to build a healthy community was also very good. Bev thanked everyone involved for her husband's memorial service at RCC.

Old Business

The new Board Orientation meeting took place this past Saturday. Bill B. offered a report for the record, as he is the chair of the Long Range Planning Committee. Supervisor Hudgins discussed the County's strategies for supporting minority youth, whose outcomes are disproportionately negative. She discussed how Human Services, FCPS, and RCC could aid in the success of these strategies. She also voiced concern regarding the preservation and expansion of affordable housing in Reston; she will continue to lead this effort at the Board of Supervisors. Regarding questions about the future of an indoor recreation facility, she said it is possible a Reston Town Center North RFP will be available in January and address constituents' needs for development of that parcel. During the meeting Leila also noted the robust nature of tax revenue projections for Reston.

MOTION #5:

Approval of the Long Range Planning Committee New Board Orientation Report

Bill P. made a motion for the Board to accept the report. Vicky seconded the motion. The motion passed unanimously with three abstentions (John, Lisa and Cathy).

Executive Director's Report

Leila said the new RCC website launched within the past month. RCC is currently revising the program guide structure; input will include comments from a focus group of community members in January. Our Halloween Family Fun Day had record-breaking attendance and staff thinks the earlier date worked in our favor and plans to do the same next fall. Film screenings included the Nepalese submission for an Academy Award in Foreign Films, *Jhola*. The writer was available afterward for discussion. Joe Leary went to a conference and has ideas for pool enhancements, including a climbing wall instead of a slide. Leila also went to a number of meetings in October in addition to taking a brief vacation in Guatemala.

Recognition of Cathy Vivona's Service

Recognition of Cathy Vivona's 13 years of service on the RCC Board of Governors included presentation of a desk plaque/clock and a color design draft of the soon-to-come RCC Policy and User Manual (proving that persistence does pay off). Leila explained the tradition for donating funds in the departing Board member's name and announced that \$1,000 has been contributed in Cathy's name to Cornerstones. Kerri Wilson, CEO, gave remarks about Cathy's dedication and loyalty to the mission and activities of Cornerstones. She voiced gratitude for the collaboration of RCC and its leadership, particularly noting that RCC is a major contributor to efforts like the Hunters Woods Neighborhood Coalition. Bev commented that Cathy was the reason Bev came to the RCC Board and fully expects her to return.

MOTION #6:

To Adjourn the Meeting

Bill B. moved that the Board adjourn the meeting. Vicky seconded the motion. The motion passed unanimously.

The chair adjourned the meeting at 8:58 p.m.



William Penniman,
Board Secretary

11/20/14
Date

**BOARD ACTIONS TAKEN AT 2013-2014 BOARD OF GOVERNORS MEETING
ON NOVEMBER 3, 2014**

- 14-1103-1a Bd That the Board approve the Agenda**
- 14-1103-2a Bd That the Board approve the October 6, 2014 Board Minutes**
- 14-1103-3a Bd That the Board approve the October 6, 2014 Board Actions**
- 14-1103-4a Bd That the Board approve the Finance Committee and 2014 Preference Poll reports**
- 14-1103-5a Bd That the Board accept the Long Range Planning Committee New Board Orientation Report**
- 14-1103-6a Bd That the meeting be adjourned.**



William Penniman,
Board Secretary

____ 11/20/14 _____

Date



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
2014-2015 BOARD OF GOVERNORS MEETING
November 3, 2014**

Present:

- | | |
|--------------------------------|------------------|
| ▪ Beverly Cosham, Acting Chair | ▪ John Mendonça |
| ▪ Bill Bouie | ▪ Michelle Moyer |
| ▪ Lisa Sechrest-Ehrhardt | ▪ Bill Penniman |
| ▪ Bill Keefe | ▪ Vicky Wingert |

Absent and Excused:

- Gerald Zavala

Attending from the RCC Staff:

- Leila Gordon, Executive Director
- Barbara Wilmer, Executive Assistant

The Acting Chair called the meeting to order at 8:59 p.m.

On behalf of the Nominating Committee, Vicky announced the proposed officer slate for the 2014-2015 RCC Board of Governors:

For Chair, Bev Cosham; for Vice Chair, Bill Bouie; for Secretary, Bill Penniman; for Treasurer, Gerald Zavala.

Beverly then asked for discussion regarding the proposed slate under consideration. There was no discussion.

MOTION #1:

Vicky moved to accept the Proposed Officer Slate. Michelle seconded the motion.

Bev called for any nominations from the floor. None were given.

Bev called for discussion. There was no discussion.

Vicky called for the vote for officers; the proposed officers' slate was passed unanimously.

New Board Officers were seated at 9:09 p.m.

New Chair's Remarks

Bev reiterated that she joined the Board as the result of Cathy going off the Board, and it was with Cathy's support that she was able to be on the Board. Then a few years later, Cathy came back. Bev stated that the Board is letting her go now, and that the Board expects her to return. Bev then invited Cathy to visit, come back and sit with the Board, from time to time because, "We don't want to miss you."

Cathy responded that during her various tenures there have been ups and downs, and many major decisions made. She has learned a lot and RCC kept her aware of the state of the community and made her a better citizen as a result. And now the TV audience will increase by one.

New Business

November 3, 2014 Board of Governors Meeting Minutes

Leila reminded Board members to file their disclosure forms during the month of December for 2015; Bill K., who filed earlier for 2014, will have to file again for 2015.

Any Board member who has committee or organization liaison preferences should contact Bev.

Bill P. will be out of town, overseas, and so will not be able to attend the Board Retreat. The Retreat's content will be the subject of a Long Range Planning Committee meeting prior to the December 1 meeting.

John will not be able to attend the December 1 BOG meeting.

MOTION #2:

To Adjourn the Meeting

Bill B. moved that the Board adjourn the meeting. Bill P. seconded the motion. The motion passed unanimously.

The meeting was adjourned at 9:19 p.m.



William Penniman,
Board Secretary

____ 11/20/14 _____

Date

**BOARD ACTIONS TAKEN AT 2014-2015 BOARD OF GOVERNORS MEETING
ON NOVEMBER 3, 2014**

**14-1103-1b Bd That the Board accept the proposed officer slate as presented by
the Nominating Committee.**

14-1103-2b Bd That the meeting be adjourned.



William Penniman,
Board Secretary

____ 11/20/14 _____

Date



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
BOARD OF GOVERNORS FINANCE COMMITTEE MEETING
November 17, 2014**

The Finance Committee met on November 17, 2014.

Present were:

- Beverly Cosham, Chair
- Gerald Zavala, Committee Chair
- Michelle Moyer, Committee Vice Chair
- Bill Bouie
- Bill Keefe

Absent and Excused:

- John Mendonça

Attending from the RCC Staff:

- Leila Gordon, Executive Director
- Barbara Wilmer, Executive Assistant

Gerald called the meeting to order at 6:02 p.m.

Leila said she hoped committee members had had a chance to look over the materials which were distributed before the meeting. In the financial Excel sheets, all entries in the FY15 Budget Changes column are adjustments resulting from differences between our requested budget allocations and figures the County entered; the net effect is zero, however the cost center allocations were incorrectly assigned.

Revenue

Revenue is tracking much as expected. Staff is looking into the projection methodology for interest revenue, for which estimates provided by DMB have been significantly different from actuals.

Performing Arts is way up in income but that is because the PTA Series events were frontloaded heavily and in the season calendar with the Reduced Shakespeare Company festival. Advertising on NPR also helped (as evidenced by bumps in ticket sales right afterward), but it is expensive. Media will carefully analyze how to get the most value from this outlet.

Theatre rental used to be collected event by event or for Founding Partner organizations at the end of their season. In the future (as much as is feasible), we will be billing quarterly – this is a big change for the Community Players. We are starting to align billing procedures across the agency.

Programming revenue is lean in Adult programs, but programmers are still figuring out the normative baseline in this area since the reconfiguration of departments in Leisure and Learning.

We expect to hit our overall targets for earned and tax revenue.

Personnel

We have some savings from unfilled positions. The fitness director will not actually be a position until FY16 – and we might not need to fill it then. Regarding the open position in Finance/HR, we are waiting until some of the features of the new hiring procedures on the County level are updated to allow for more agency review of applicants. Agency hiring managers are concerned about the level of automation currently in place, which seems somewhat arbitrary. The finance position at RCC functions in many

November 17, 2014 Finance Committee Meeting Report

different ways from other organizations. Other entries in the Personnel sheet are normal for this time of year; as with other expenditures, programming timing influences the fluctuations here.

Operational

Notes for where tax receipts come in and the LA lease expense have been added to the line item/cost center nomenclature.

On this sheet, many line items appear to be fully expended; this is a factor of beginning year encumbrances for items such as fuel delivery, security, and so on. As invoices are received and paid these encumbrances decrease.

There will likely be Third Quarter changes in the IT line: this expense may wind up higher than we anticipated, but it will normalize over the next couple of fiscal years. DIT has made changes to billing formulas for the computer replacement program.

Capital Projects

These expenses occur primarily when our facilities are closed; the figures here will likely be carried over into FY16.

The T-Mobile income is increasing. When we do our roof replacement, we might want to consider installing more cell towers.

Projects include funds for pressing projects that we continue to pursue, in particular a replacement scheme for our Community Room chandeliers, and our loading dock replacement.

A short discussion followed regarding why the chandelier replacement is such a sticking point (centering on the tubes/wiring replacement redesign for LED spotlights), as well as an acceptable LED replacement for the glitter bars.

Public Comment (must state name and address):

None present.

Gerald adjourned the meeting at 6:24 p.m.

Reston Community Center
 Budget vs Actuals Worksheet
 31-Oct-14

100%/12*4mo=33%	
Revised Beginning Fund Balance	\$ 5,387,178
Y-End Estimated Fund Balance	\$ 4,243,330

Revenue	Adopted Budget FY15	FY14 Carryforward	FY15 Budget Changes	Revised Budget FY15	Sept	Oct		YTD	REMAINING BALANCE	YTD % actual	YTD_Fee Waiver as part of YTD column
Administration (incl. taxes)	6,734,189			6,734,189	26,065	29,613		3,523,039	3,211,150	52.32%	
Performing Arts-Theatre Admiss.	48,720			48,720	23,925	3,285		55,540	(6,820)	114.00%	130
PA Theatre Rental	31,640			31,640	390			515	31,125	1.63%	
PA Cultural Activities/ Arts Org	0			0	(5,056)	8,740		11,219	(11,219)	0.00%	
Aquatics Classes/drop-in	343,406			343,406	13,844	16,649		103,980	239,426	30.28%	8,599
Aquatics Rental	16,000			16,000	7,549	6,460		14,044	1,956	87.78%	
L&L Fitness	116,098			116,098	7,908	5,326		52,623	63,475	45.33%	2,085
L&L Teens/Family	74,000		56,685	130,685	1,178	1,061		41,100	89,585	55.54%	4,034
L&L Senior	62,000			62,000	2,594	1,040		42,790	19,210	69.02%	7,542
L&L Youth	125,000			125,000	9	182		99,686	25,314	79.75%	6,374
L&L Adult	125,486		(68,785)	56,701	2,982	1,419		20,357	36,344	16.22%	6,967
Community Events	3,956			3,956	1,500			2,735	1,221	69.14%	0
Arts Education	139,215		12,100	151,315	3,247	556		96,107	55,208	69.03%	134
Total RCC Revenue	7,819,710		0	7,819,710	86,135	74,331	0	4,063,735	3,755,975	51.97%	35,865

L&L = Leisure & Learning

Reston Community Center
 Budget vs Actuals Worksheet
 31-Oct-14

100%/12*4mo=33%	
Revised Beginning Fund Balance	\$ 5,387,178
Y-End Estimated Fund Balance	\$ 4,243,330

	Adopted Budget FY15	FY14 Carryforward	FY15 Budget Changes	Revised Budget FY15	Sept	Oct	ENCUMBR.	YTD	REMAINING BALANCE	% Budget Used Ytd
Personnel Expenses										
Administration	536,276		78,397	614,673	31,546	47,025		124,029	490,644	23.13%
Booking	232,084		(38,022)	194,062	10,648	21,825		50,513	143,549	21.76%
Comptroller	364,787			364,787	21,802	32,703		86,481	278,306	23.71%
Customer Service	537,313		(5,901)	531,412	37,208	51,592		143,737	387,675	26.75%
Facility Engineer	106,668			106,668	7,909	11,809		31,363	75,305	29.40%
Maintenance	436,832		(2,541)	434,291	28,747	45,340		116,121	318,170	26.58%
IT	125,618			125,618	10,119	15,178		39,892	85,726	31.76%
Media	402,966		(18,642)	384,324	27,110	41,705		107,851	276,473	26.76%
Community Partnerships	-				352			1,739	(1,739)	0.00%
Performing Arts	485,415			485,415	32,827	57,368		133,829	351,586	27.57%
Aquatics	683,402			683,402	39,175	73,330		182,683	500,719	26.73%
Leisure & Learning (L&L) Admin	216,801			216,801	16,820	25,230		66,465	150,336	30.66%
L&L Fitness	195,088			195,088	4,078	14,136		27,771	167,317	14.24%
L&L Teens/Family	128,871		15,097	143,968	12,044	16,302		61,778	82,190	47.94%
L&L Senior	115,163			115,163	6,378	14,291		30,926	84,237	26.85%
L&L Youth	193,180			193,180	25,458	13,277		117,042	76,138	60.59%
L&L Adult	157,024		(39,074)	117,950	10,117	15,505		40,258	77,692	25.64%
Community Events	131,109			131,109	8,682	16,857		37,630	93,479	28.70%
Arts Education	310,497		10,686	321,183	15,440	26,125		144,788	176,395	46.63%
Total Personnel Expenses	5,359,094		0	5,359,094	346,460	539,598	0	1,544,896	3,814,198	28.83%

Reston Community Center
 Budget vs Actuals Worksheet
 31-Oct-14

100%/12*4mo=33%	
Revised Beginning Fund Balance	\$ 5,387,178
Y-End Estimated Fund Balance	\$ 4,243,330

Operational Expenses	Adopted Budget FY15	FY14 Carryforward	FY15 Budget Changes	Revised Budget FY15	Sept	Oct	ENCUMBR.	YTD	REMAINING BALANCE	% Budget Used Ytd
Administration	119,823	57,211	78,047	255,081	1,240	8,554	45,613	63,023	192,058	52.60%
Board	109,000			109,000	210	2,265	383	26,029	82,971	23.88%
Booking	114,769	646		115,415	8,098	8,867	51,739	79,802	35,613	69.53%
Comptroller/CSR/LA Lease/Admin	383,644			383,644	12,038	5,307	90	269,729	113,915	70.31%
Facility Engineer	193,894	22,846		216,740	27,409	14,763	31,759	78,963	137,777	40.72%
Maintenance	466,405	6		466,411	30,633	36,743	285,035	395,119	71,292	84.72%
IT	90,802	500		91,302	1,903	39,556	5,775	64,264	27,038	70.77%
Media	378,443			378,443	74,071	44,266	52,483	234,913	143,530	62.07%
Community Partnerships	175,000		(50,000)	125,000	15,000	3,854	42,500	108,071	16,929	61.75%
Performing Arts	313,655	2,266	50,000	365,921	45,330	11,819	53,387	257,756	108,165	82.18%
Aquatics	84,015			84,015	6,018	4,076	15,216	36,518	47,497	43.47%
Leisure & Learning (L&L) Admin	6,800			6,800	468	524		1,283	5,517	18.87%
L&L Fitness	16,068			16,068	1,543	64	8,976	11,108	4,960	69.13%
L&L Teens/Family	133,780		2,095	135,875	38,755	16,803	13,455	120,908	14,967	90.38%
L&L Senior	86,390			86,390	3,076	8,466	6,700	37,098	49,292	42.94%
L&L Youth	136,012			136,012	42,011	5,974	27,274	108,983	27,029	80.13%
L&L Adult	98,097		(85,142)	12,955	2,189	(4,919)	2,385	6,013	6,942	6.13%
Community Events	145,757			145,757	8,006	30,646	566	63,976	81,781	43.89%
Arts Education	92,497		5,000	97,497	4,238	6,841	19,160	34,358	63,139	37.14%
Total Operational Expenses	3,144,851	83,475	0	3,228,326	322,236	244,469	662,496	1,997,914	1,230,412	63.53%

Reston Community Center
 Budget vs Actuals Worksheet
 31-Oct-14

100%/12*4mo=33%	
Revised Beginning Fund Balance	\$ 5,387,178
Y-End Estimated Fund Balance	\$ 4,243,330

Capital Proj. Desc. & Number/Cap Equip.	Adopted Budget FY15	FY14 Carryforward	FY15 Budget Changes	Revised Budget FY15	Sept	Oct	ENCUMBR.	YTD	REMAINING BALANCE	% Budget Used Ytd
RCC Improvements C-000001		174,353	0	174,353			3,337	4,991	169,362	0.00%
C. R. HW Enhcmnts. C-000003		130,795		130,795				0	130,795	0.00%
Theatre Enhancements C-000008	130,000	68,000		198,000				0	198,000	0.00%
Server/Capital Equipment		13,587		13,587		13,587		13,587	0	0.00%
Total Capital Expenses	130,000	386,735	0	516,735	0	13,587	3,337	18,578	498,157	14.29%
Total RCC Expenditures	8,633,945	470,210	0	9,104,155	668,696	797,654	665,833	3,561,388	5,542,767	41.25%

Reston Community Center
 Budget vs Actuals Worksheet
 31-Oct-14

100%/12*4mo=33%	
Revised Beginning Fund Balance	\$ 5,387,178
Y-End Estimated Fund Balance	\$ 4,243,330

	Adopted Budget FY15	FY14 Carryforward	FY15 Budget Changes	Revised Budget FY15	Sept		Encumbr.	YTD	Remaining Balance
Revenue	7,819,710	0	0	7,819,710	86,135	74,331	0	4,063,735	3,755,975
Personnel	5,359,094	0	0	5,359,094	346,460	539,598	0	1,544,896	3,814,198
Operating	3,144,851	83,475	0	3,228,326	322,236	244,469	662,496	1,997,914	1,230,412
Capital Projects	130,000	386,735	0	516,735	0	13,587	3,337	18,578	498,157
Total Expenses	8,633,945	470,210	0	9,104,155	668,696	797,654	665,833	3,561,388	5,542,767
Revenue less Total Expenses	-814,235	-470,210	0	-1,284,445	-582,561	-723,323	-665,833	502,347	-1,786,792

Revenue

General Note: Fall 2014 activity registration started August 1. Summer 2014 (after July 1, 2014) related revenue was reversed for FY14 year-end-close and recorded as FY15 revenue.

1. **Administration:** The Administration revenue budget shows combined tax, interest and facility rental revenues. Facility rental revenue is combined T-Mobile antenna and room rental revenue. We have collected 53% of tax revenue, 47% of estimated Facility Rental revenue (which also includes T-Mobile antenna revenue) and 7% of the projected interest revenue. Interest revenue projections are provided by DMB; staff is researching that methodology to determine if closer estimates can be provided.
2. **Performing Arts:** Revenue collection for the current season is very robust; the target has already been met and exceeded for FY15.
3. **Performing Arts Theatre Rental:** Theatre rental payments are billed quarterly for year-round users such as RCP, or by event for others.
4. **Performing Arts Cultural Activities/Arts Organizations:** The community arts box office receipts and payments clearing line.
5. **Aquatics Classes/drop-in:** Year-to-date revenue represents daily gate fees, summer and fall program registration revenue.
6. **Aquatics Rental:** Year-to-date revenue represents natatorium rental payments.
7. **Fitness:** Year-to-date amount includes summer and fall program registration revenue.
8. **Teen/Family:** Year-to-date amount includes summer and fall program registration revenue. Most of this cost center's revenue is realized during the summer.
9. **55+:** Year-to-date amount includes summer and fall program registration revenue. This program is outpacing the revenue projections for FY15.
10. **Youth:** Year-to-date amount includes summer and fall program registration revenue. Most of this cost center's revenue is realized during the summer.
11. **Adult:** Year-to-date amount includes summer and fall program registration revenue. Leisure and Learning cost centers continue to be reorganized to establish better workload distribution and more focus to offerings and related revenue; revenue in Adult offerings continues as an area of concern.
12. **Community Events:** Year-to-date amount includes Multicultural Festival vendors' booth payments.
13. **Arts Education:** Year-to-date amount includes summer and fall program registration revenue. Summer revenues from LARK and YAT contribute significantly to this cost center's revenue.

Personnel Expenses:

General Note: Labor costs for Teen, Arts Education and Youth are higher due to summer camps' labor costs occurring in July and August. Budget reallocation due to DMB's loading of incorrect budget values was completed in October (FY15 Budget Changes column).

1. **Administration:** Administration's allocated budget is typically under-spent; funding provides for OPEB ("other post-employment benefits") costs.
3. **Booking:** Personnel costs are at the expected level.
4. **Comptroller:** Personnel costs are at the expected level.
5. **Customer Service:** Personnel costs are at the expected level.
7. **Facility Engineer:** Personnel costs are at the expected level.
8. **Maintenance:** Personnel costs are at the expected level.
9. **Information Technology:** Personnel costs are at the expected level.
9. **Media:** Personnel costs are at the expected level; there should be savings overall in this cost center due to reorganization of its positions.
10. **Community Partnerships:** Expense reflects one-time support costs to Anniversary Celebration activities; no further expenditures anticipated.
11. **Performing Arts:** Personnel costs are at the expected level.
11. **Aquatics:** Personnel costs are at the expected level.
12. **Leisure and Learning Administration:** Personnel costs are at the expected level.
13. **Fitness:** Personnel costs are at the expected level; continuing to adjust Fitness/Adult program cost assignments.
14. **Teen/Family:** Personnel costs include summer camps' labor costs which occurred in July and August.
15. **55+:** Personnel costs are at the expected levels.
16. **Youth:** Personnel costs include summer camps' labor costs which occurred in July and August.
17. **Adult:** Personnel expenditures are being examined to determine appropriate allocations to Fitness/Adult categories.
18. **Community Events:** Personnel expenditures are at the expected levels.
19. **Arts Education:** Personnel expenditures include LARK/YAT summer labor costs which occurred in July and August.

Operating Expenses:

General Note: Reservations for multiple months' expenses are made at the beginning of the year; funds are spent down from them. Budget reallocations due to DMB's loading of incorrect budget values were completed in October (FY15 Budget Changes column).

1. **Administration:** Current month expenses include membership, training, design consulting services, and supplies. Reservations are for design consulting services.
2. **Board:** Current month expenses are for hospitality, preference poll, and contribution to Cornerstones. Reservation is for preference poll postage.
3. **Booking:** Current month expenses are for storage facility rental, security, and supplies. Reservations are for security monitoring, piano tuning, and storage facility rental.
4. **Comptroller:** Current month expenses include bank fees, postage, and supply costs. Reservation is for supplies.
5. **Facility Engineering:** Current month expenses include repair and maintenance costs. Reservations are for repair and maintenance.
6. **Maintenance:** Current month expenses include utility costs, maintenance, and supplies. Reservations are for repair and maintenance costs and utilities.
7. **IT:** Current month expenses include IT supplies, DIT billing, and communication costs. Reservations are for communication and software costs. DIT changes to billing formulas for computer replacement program will affect IT budget and may require reallocation.
8. **Media:** Current month expenses include sponsorships, printing, advertisement, and supply costs. Reservations are for sponsorships and advertisement costs.
10. **Community Partnerships:** Current month expense is for hospitality and membership costs. Reservations are for RHT and IPAR. October adjustment reflects reallocation to Arts and Events to fund RSC costs (presented as part of community anniversary calendar.)
11. **Performing Arts:** Current month expenses include theatre operating costs and performer contract advance payments. Reservations are for contractor advance payments.
11. **Aquatics:** Current month expenses are for conference, pool maintenance supplies. Reservations are for pool maintenance supplies.
12. **Leisure and Learning Admin:** Current month expense is for conference costs. There are no open reservations.
13. **Fitness:** Current month expenses include supplies. Reservations are for program delivery contract costs.
14. **Teen/Family:** Current month expenses are for program delivery costs, transportation, recreational activities, program supplies, and costs reallocated from Adult cost center for programs transferred to Teen/Family. Reservations are for transportation and program delivery costs. A large part of the operating budget is expended to support summer program activities.
15. **55+:** Current month expenditures include transportation, recreational activities, program supplies, and conference costs. Reservation is for transportation.
16. **Youth:** Current month expenditures are for recreational equipment rental, program delivery contract costs, Bridge to Learning FCPS sponsorship, and program supplies. Reservations are for program delivery contract costs and transportation. A large part of the operating budget is expended to support summer program activities.
17. **Adult:** Current month expenditures negative amount is due to costs reallocation for programs transferred to Teen/Family. Reservation is for program delivery contract costs.
18. **Community Events:** Current month expenditures are for program supply costs, recreational equipment rental, and program delivery contract costs. Reservations are for program delivery contract costs, facility rental, and recreation equipment rental.
19. **Arts Ed:** Current month expenditures are for program supply costs, conference costs, and contract delivery costs. Reservations are for program delivery contract costs. Costs related to summer programs are higher than for other seasons.

Capital Project Expense

General Note: Reservations for multiple months' expenses are made at the beginning of the year; funds are spent down from them.

1. **RCC Improvements /C-000001:** Includes motor control panel replacement, and HW Loading Dock projects.
2. **Community Room Hunters Woods Enhancements /C-000003:** Community room lighting and sound upgrades (chandelier fixtures design and replacement pending.)
3. **RCC Center Stage Enhancements /C-000008:** Allocated in previous years funding for Center Stage floor budget of 40K transferred from RCC Improvements project (#1) for ease of costs tracking. New cabling, sound and lighting upgrades will now be done at the same time and so that project budget allocation increased by \$100,000 for FY15.



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
BOARD OF GOVERNORS LONG RANGE PLANNING COMMITTEE REPORT
December 1, 2014**

The Long Range Planning Committee met on December 1, 2014.

Present were:

- Beverly Cosham, Chair
- Bill Bouie, Committee Chair
- Bill Penniman
- Vicky Wingert
- Gerald Zavala
- Michelle Moyer

Absent and Excused:

- John Mendonça
- Lisa Ehrhardt
- Bill Keefe

Attending from the RCC Staff:

- Leila Gordon, Executive Director
- Tom Ward, Deputy Director
- Barbara Wilmer, Executive Assistant

Copies of the Proposed Agenda for the Strategic Planning session in January were distributed. Bill B. called the meeting to order at 7:05 p.m.

Robert Goudie, citizen attendee and representative of the Greater Reston Arts Center, attended to thank RCC for being a consistently reliable and significant community partner, saying that GRACE could not do what it does without Reston Community Center. He distributed the fortieth anniversary book, *40 for 40: Celebrating Four Decades of the Greater Reston Arts Center*, to all members of the Board of Governors. Bill Penniman and Bill Bouie are grateful for their memberships and have already started accruing savings as a result. Robert said the book includes the first-ever history of GRACE, compiled by GRACE Executive Director Holly McCullough. There were many substantial contributors (including Leila Gordon) and testimonials (including Jim Cleveland and Joe Ritchey). Mr. Goudie left following his remarks.

Leila said we need to conclude where we are with the current Five Year Strategic Plan 2011-2016 and begin homework for the upcoming 2017-2022 plan. A critical component of the preparation will be data. She said that the agenda as presented is a proposal, and should not be considered "set in stone." The proposed Friday session is a typical review of goals achieved to date.

Bill P. will be in the Galapagos Islands in early January, but stated that the next five year plan should include ways to build up reserves. Leila said staff is already focused on revenue performance and cost recovery to get to a balance-plus financial standing in order to add back to reserve funds. There are significant upcoming facility challenges with this building, including roof replacement. Staff will bring information to the session, including provision of a rough order of magnitude regarding this (and other) capital projects. The first phase is slated for FY17 because the HVAC unit over the theatre has to be replaced, providing a prime window for starting the roof replacement in that area. Bill P. mentioned that there might be an option to lease the space to a solar energy provider, or to consider installing solar panels directly providing energy savings specifically to the Hunters Woods facility. Leila reminded the Board that we have also talked about more cell capability/towers to generate revenue.

December 1, 2014 Long Range Planning Committee Meeting Report

We should have a sense of the development plans of Reston Town Center North by January as well. In any case, new facilities are a minimum of five to eight years out in a time horizon of being accomplished. Within that period, we need to consider current and nearer term needs. Regarding our aquatics environment: a study of direction and options will be necessary, given a new aquatics facility coming on line. The Goldfish School (25 meter, warmer-temperature pool specifically designed for instruction) is almost entirely subscribed with a price point at least twice that of RCC. The facility provides no competitive pressure, but information about it should be available. We also need information from Lifetime Fitness on their sense of their future market position. Michelle said a therapeutic pool here would be great and would fill an available niche.

Leila said that there are common themes among facility outlooks gathered for the Master Arts Plan Task Force effort. Among them is the acknowledgement that obtaining private entity funding for new facilities will be required as it is unlikely there will be substantial public dollars in the near term for new arts venues. Our last community survey was over three years ago, so we will need an update on how the community views recreation, leisure-time and cultural pursuits from community institutions like us, Reston Association (RA) and the Park Authority. With respect to private residential development projects along the Silver Line corridor, one currently established reality is that they include robust amenities, including plans for rooftop and interior pools.

Another reality is that we lease the RCC Lake Anne space, but in 15 years or so we have the option to buy it for a dollar. A requirement of the lease was to add a clause for a non-profit to purchase it on our behalf to avoid a County agency being subject to the condo association covenants. The Friends of RCC is the 501c3 that would pay for the building; a Memorandum of Understanding for RCC to operate the facility on their behalf would be necessary. The first phase of Lake Anne development concentrates on residences, but the next phases will focus more on mixed use which may offer us opportunities for expansion of our programming. Our visual arts programs are starting to develop wait lists, so we might suggest ceramics studio expansion. Another option might be that we could repurpose our fitness studios if a new recreation center is built that fulfills those needs.

RCC needs data on our utilization patterns, which means gathering data from staff and the community. One possibility for community input is to use Mind Mixer, which rec departments use to get shorter, big picture feedback. Many partners, including the Park Authority and RA, are looking for ways to gather data; we may look for ways to partner in order to consolidate these efforts. We need to know what we should be asking to determine our future footprints for current and projected RCC facilities, our future focus areas for programming, and so we don't leave any opportunity behind. Options and opportunities will exist for RCC to maintain its presence, and we need to decide on strategies in the coming year to get answers about what the community is seeking from us. The upcoming new strategic plan years of 2017-2022 will be cusp years – new facilities could be part of the community's conversation during those years as development occurs both in and beyond the Silver Line corridor.

Vicky hopes for significant coverage of the succession planning agenda item. Discussions should include how we involve the next generation, both internally and externally. The concern is evident in community leadership across the board. Karen said there are next-generation people who are ready to be asked – but they do want different processes. Bill P. mentioned targeting second generation Restonians and developing ways to connect them to us and each other.

Locations for the Strategic Planning session were discussed; the preference of the BOG members between the two options discussed was Reston Association.

Karen stated that we should take a second look during the session at the prioritization we created at the outset of our discussions about new facilities. Each year we revisit the current RCC strategic plan and update as necessary. In January, we should do a check to assess whether achieving RCC target goals has resulted in big picture changes.

We need to explore collectively what questions we want to answer in 2015 that will help us create the next strategic plan. We will look at the current plan, available data, and then discuss what data we will need to determine the 2017-2022 plan elements. Staff will gather information to inform the conversation; BOG members will work on what they feel we need to know from beyond our current data and resources.

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The members' consensus was that the agenda as outlined will address these issues and include the matters covered in the discussion.

The meeting was adjourned by the Chair at 7:49 p.m.

Public Comment (must state name and address):

Comments from Robert Goudie (from GRACE) and Karen Cleveland (Reston resident) are included in the summary notes.



Executive Director Report November 2014

Administration

As some may have noticed, the loading dock area at the Hunters Woods RCC facility is in dire need of repair. We are presently working with our neighbors at Fellowship House to modify the existing easement language to allow for the ADA ramp construction changes we will need to make when we embark on the loading dock replacement project. Our current projection for this construction is in late June. Until then, arrangements are being made with each user who needs the loading dock access area to use the particular types of vehicles and equipment needed to assure load-ins are accomplished safely.

Our new website is functioning well. It sure was appreciated during the Verizon outage as the new Content Management System allowed us to update the website remotely. Had the old website been in place, we would not have been able to use the website to inform patrons of the issue.

A new server has been installed at RCC and all basic programs and functions have been successfully migrated to it.

Programs

November was a terrific month for RCC programs and events. The Children's Flea Market had record attendance of 700 shoppers and a full house of vendors. Having President Obama's 2013 Inaugural Poet Richard Blanco give us his perspective on his unusually moving and humorous memoir was – well – memorable. The CenterStage performances by Dakha Brakha and Cashore Marionettes were very enthusiastically received; Dakha Brakha needed security to exit the house to the CenterStage lobby. The annual RCC-sponsored Ethics Day that the Greater Reston Chamber of Commerce presents for South Lakes High School students was another success that reached approximately 600 seniors. The event included RCC staff team members Kenny Burrowes, Karen Brutsche, Ali Clements, and Joe Brown as table leaders. Our annual Thanksgiving Food Drive was a stupendous success and once again demonstrated the generosity of our special community.

Our lifeguard, Jimmy Shada, and Aquatics Director, Joe Leary, both performed with utmost professionalism and skill during a swimmer's emergency event in the pool on November 29. Unfortunately our friend David Vurdelja, a member of the Reston Masters Swim Team and long-time supporter of RCC, subsequently passed away in the hospital. He will be greatly missed.

Executive Director

November meetings/activities: Human Services agency head meetings; Greater Reston Arts Center 40 Forward Dinner; Reston Marketing Initiative; Outstanding Performance Award Ceremony; Hunters Woods Neighborhood Coalition meeting; IPAR Annual Reception; Patrick Dougherty project meeting; Arts Council Master Arts Plan – Tysons Public Art project meeting; Grants Committee meeting.