



# RESTON COMMUNITY CENTER



## SUMMARY OF MINUTES RESTON COMMUNITY CENTER BOARD OF GOVERNORS MEETING December 6, 2010

### **Present:**

- Beverly Cosham, Chair
- Carol Ann Bradley
- John Gasson
- Roger Lowen
- Colin Mills
- Bill Penniman
- Cathy Vivona

### **Absent and Excused:**

- Bill Bouie, Vice Chair
- Bill Keefe

### **Staff:**

- Leila Gordon, Executive Director
- Janet Dopsovic, Executive Assistant

### **Visitors:**

- Alec Powell, Boy Scout Troop 20, Oak Hill, VA
- Richard Uhrig, Boy Scout Troop 20, Oak Hill, VA

The Chair called the meeting to order at 8:07 p.m.

### **Approval of the Agenda:**

Beverly Cosham, Chair

### **MOTION #1:**

Colin moved that the Board approve the agenda as written and amended. Cathy seconded the motion. The motion passed unanimously.

### **Approval of the November 1, 2010 Board Minutes:**

Beverly Cosham, Chair

### **MOTION #2:**

Colin moved that the Board approve the November 1, 2010 Board Minutes. Carol seconded the motion. The motion passed unanimously.

### **Approval of the October 4, 2010 Board Actions:**

Beverly Cosham, Chair

**MOTION #3:**

Colin moved that the Board approve the November 1, 2010 Board Actions. Carol seconded the motion. The motion passed unanimously.

**Chair's Remarks:**

Beverly said that she is looking forward to the season of renewal and rejuvenation, with its many concerts and programs. She wishes everyone happy holidays. Beverly attended Wii Fit for Seniors, Michael Emery's Farewell Celebration, which was a special and terrific event. Beverly also attended the Awards Ceremony at the County where three RCC employees were recognized. She noted that next year RCC attendees will need to bring lots of artistic work and noise makers with them to cheer on our awardees. Beverly attended the Ahn Trio performance and enjoyed it. Reston Community Orchestra had its concert. She and her grandchildren participated in the Thanksgiving Day Food Drive and said that Kevin Danaher ran a wonderful event. Beverly sang at the Reston Town Center Tree Lighting event. She attended a workshop on VFIOA at the Government Center. She also attended *Reston: The Opera* and the Reston Chorale Concert.

**Introduction of Visitors:**

The Chair introduced and welcomed two visitors, Alec Powell and Richard Uhrig, from Boy Scout Troop 20 who are working on their badges for Citizenship in the Community.

**Board Member Input on Activities Attended:**

John reported that The Nature House celebrated its one-year anniversary in November and that it received its LEED Gold Certification. The Nature House is one of 17 organizations in all of Virginia to receive certification. John also attended the 20<sup>th</sup> Anniversary of the Reston Town Center Holiday Parade and the Tree Lighting Ceremony. John announced that on Wednesday, IPAR's Appreciation Celebration will be at the Sheraton beginning at 5:30 p.m. So far there are 100 confirmed attendees.

Carol attended and enjoyed *Reston: The Opera*. She has continued to participate in the Aging in Reston initiative, having been a facilitator at October's forum where 300 people were present and she attended the follow-up event in November with another 100 attendees. The project has been divided into four working groups: Housing, Transportation, Models and Resources. Carol has joined the Resources group which is being facilitated by Pat Williams of GraceFul Care. The grassroots committee work will span three months.

Bill Penniman has attended several Reston Master Plan Task Force meetings. He also attended the Ahn Trio's show, which was amazing, and *Reston: The Opera*. Bill noted that Bill Bouie, Carol and Leila should be commended for their participation in the program. Bill has completed a sculpture class and has finished a table in his woodworking class.

Colin attended Michael Emery's Farewell event. He also attended *Reston: The Opera* and was impressed with it. Colin was able to see the last showing of *Wonderful Town*.

Cathy enjoyed *Snow White and the Seven Dwarfs* and is grateful to Mark Brutsche for allowing her niece's children to go on stage to see all the props. Cathy also attended the Ahn Trio's concert, the Reston Town Center presentation by the Task Force Sub-Committee, and played Bridge. Cathy participated in the Northern Virginia Loudoun

Campus Food Drive to benefit Reston Interfaith which also involved her in RCC's Food Drive.

Roger attended committee meetings during November. He has been using the pool regularly and believes the renovations are great. Roger has had an opportunity to see the IPAR artwork on the Glade Underpass and encourages everyone to experience it. Roger also plans to begin participating in Aging in Reston efforts.

**Committee Reports:**

Beverly Cosham, Chair

**Personnel Committee – November 22, 2010**

Colin Mills, Vice Chair. See attached report. Colin reported that the Personnel Committee met on November 22<sup>nd</sup> and went into Closed Session, had a discussion and then adjourned.

**Finance Committee – November 22, 2010**

Cathy Vivona. See attached report. Cathy reported in Bill Bouie's absence that the Committee met and reviewed the monthly financials. The Committee discussed the status of capital projects, ADA improvements to be incorporated into the Lake Anne expansion, the Chiller replacement and the Spa Roof replacement. We are projecting being approximately \$40,000 under budget for the Chiller and Spa Roof projects. Cathy noted that the CenterStage floor replacement and the loading dock repair work still need to be done.

Cathy said that the Committee discussed that we are slightly over budget for the Lake Anne Expansion, but that the project estimated budget amount includes a 15% contingency.

The Committee also discussed the schedule for other capital improvements that already exist. She noted that Leila indicated that since everything will be in relatively good shape, we have no knowledge now of any other projects that will need attention in the next couple of years.

The Committee discussed the progress of the T-Mobile tower project, and is looking forward to receiving the revenue that will be generated from the tower.

The Committee went into Closed Session to discuss a personnel matter, and came out of discussion with no motion or proposals being made.

Bill B. moved that the proposed changes to RCC staffing be moved forward to the full Board. That motion was passed.

**Building Committee – December 6, 2010**

Roger reported in Bill Keefe's absence that the Committee met earlier this evening and discussed the status of the various capital projects. The Lake Anne Expansion project is on budget and progressing well. Staff has reorganized class schedules to allow for minimal disruption.

The Committee also discussed the status of the Community Room improvements, the Spa Roof replacement, and general projects for repair/enhancement to the Hunters Woods facility.

Cathy asked if the classes that are being outsourced are with some of the same partners as with *RCC On The Road*. Leila responded affirmatively but stated not as many as before. We are taking some of the fitness classes to Southgate Community Center, and most of the others we've reallocated to Hunters Woods. The Arts Education classes may have to be shifted from one space at Lake Anne to another while areas are under construction.

#### **Long Range Planning Committee – December 6, 2010**

Colin reported that the Committee met earlier this evening and set the agenda for the Board Retreat. The Committee then went into Closed Session to discuss a personnel matter. The Closed Session was convened to hold a discussion regarding a personnel matter pursuant to Virginia Code §2.2-3711 and the applicable exemption from open meeting requirements provided in subsection A. No action was taken during the Closed Session.

#### **MOTION #4:**

Colin moved that the Board support the staff recommendation to the Department of Human Resources and the Department of Management and Budget with respect to the exempt employee project. Cathy seconded the motion. The motion passed unanimously.

#### **MOTION #5:**

Roger moved to accept the committee reports. Cathy seconded the motion. The motion passed unanimously.

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

Lela Gordon, Executive Director.

The report was summarized and submitted for the record. Leila reported that there are two important meetings taking place on the Lake Anne Expansion. The first is with the Architectural Review Board (ARB) on December 9<sup>th</sup> and the second is with the Reston Association Design Review Board (DRB) on December 14<sup>th</sup>. Bill Keefe will attend the ARB meeting on the 9<sup>th</sup> with Leila.

Leila noted that the Winter/Spring class registration is ongoing. She said that we received less food for the Thanksgiving Drive but that there were many other food drives in the area this year.

We've had lots of good programs during November, Aging in Reston among them. We said good-bye to our Woodshop Supervisor, Oscar Welles, who moved to Williamsburg and who will be greatly missed. We also said good-bye to Michael Emery, our Building Engineer.

Leila attended a Silver Line Progress presentation made by the Dulles Corridor Rail Association. It was very impressive to see the plans for the massive project.

Leila has been meeting with Larry Butler of the Reston Association and Sandra Stallman, Chief Planner for the Park Authority to discuss some of the issues regarding Parks & Recreation and cultural facilities that the Task Force is looking at. We have had

good conversations about what those priorities should be. We are combining objectives that will be brought to the Task Force on those matters.

**New Business:**

Cathy inquired as to plans for Helen Bryant's retirement. Leila responded that Helen's last day will be January 18 and that her send-off event will be on January 13 from 1:00 to 3:00 p.m.

Beverly reminded the Board members that the annual retreat is scheduled for January 7 and 8, 2011.

**MOTION #6:**

Colin moved that the meeting be adjourned. Carol seconded the motion. The motion passed unanimously.

The Chair adjourned the meeting at 8:33 p.m.



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William Penniman, Board Secretary

December 7, 2010

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Date

**RESTON COMMUNITY CENTER  
BOARD ACTIONS  
TAKEN AT BOARD OF GOVERNORS MEETING ON DECEMBER 6, 2010**

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|------------------|-----------|---|
| <b>10-1206-1</b> | <b>Bd</b> | <b>That the Board approve the agenda as amended.</b>  |
| <b>10-1206-2</b> |           | <b>That the Board approve the November 1, 2010 Board minutes.</b>   |
| <b>10-1206-3</b> | <b>Bd</b> | <b>That the Board approve the November 1, 2010 Board actions.</b>   |
| <b>10-1206-4</b> | <b>Bd</b> | <b>That the Board supports the staff recommendation to the Department of Human Resources and the Department of Management and Budget with respect to the exempt employee project.</b> |
| <b>10-1206-5</b> | <b>Bd</b> | <b>That the Board approve the Committee reports.</b>  |
| <b>10-1206-6</b> | <b>Bd</b> | <b>That the meeting be adjourned.</b>   |



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William Penniman, Board Secretary

December 7, 2010

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Date



## RESTON COMMUNITY CENTER



### MEMORANDUM

**DATE:** November 29, 2010  
**TO:** RCC Board of Governors  
**FROM:** Bill Bouie  
Chair, Finance Committee  
**SUBJECT:** November 22, 2010 Finance Committee Meeting

The Finance Committee met on Monday, November 22, 2010. Present were:

- Bill Bouie, Finance Committee Chair
- Beverly Cosham, RCC Board Chair
- Cathy Vivona

Attending from the RCC staff:

- Leila Gordon, Executive Director
- Janet Dopsovic, Executive Assistant
- Renata Wojcicki, Finance Director

The Chair called the meeting to order at 7:04 p.m.

Leila asked the committee to review the monthly financials and accompanying notes and to direct any questions to Renata. See attached report.

#### **Revenue**

Cathy asked that even though General Programs Admin is not a revenue category if it was listed there because it corresponded to something else under revenue. Renata explained that it does not correspond to anything right now, but because she does not know when things may change, she listed it as a category in the event that it becomes revenue generating.

#### **Personnel Expenses**

The Committee was comfortable with the Personnel Expenses report.

### **Operating**

Cathy asked why many of the operational expenses were higher than the percentage for the year. Leila and Renata explained that it is due to reservations that we are spending down.

### **Capital Projects**

Leila noted that as a result of last month's meeting request, there is now a list of what the Hunters Woods and Lake Anne Priority 1 projects once were.

Bill B. asked for a status report on improvements. Leila stated that the ADA doors' improvements will be incorporated in the LA Expansion process; that the purchase order for the Chiller was issued in November and does not show on the report; and that both the CenterStage floor and the loading dock replacement projects are currently being reviewed. At this point we don't know what costs will be associated for those two items. The cost for the new Chiller was about \$37,000 under budget. Leila stated that we have received estimates for the LA Expansion, which are higher than anticipated. We are negotiating with the general contractor and the sub-contractor to see where there may be over-estimates or where justified changes can be made. Bill B. asked whether the higher estimate was due to the change in the economy or a change in the scope. Leila explained that some of it may be due to errors, or a function of not having loaded the design process into the original budgets, and that some of it is due to quality. She provided the example that we have asked for adjustable lighting in the Design Studio, which will result in significantly higher costs. Leila said that we will review these issues during the Building Committee meeting in December.

Bill B. asked how close we are to finalizing the plans, and Leila stated that we are far along in the process. She further stated that with reallocation of locker replacements funds (\$220,000) we are currently approximately \$100,000 over our original budget, which includes the 15% contingency fee. Leila cautioned that we will need to work more closely with the general and sub-contractors and SWSG before we can definitively reach a figure and that the Board would have an opportunity to review plans at the next Building Committee meeting.

Cathy inquired as to whether other budgeted expenses were on hold until we see what's going on with Lake Anne, and Leila replied that the Chiller is on schedule, the Spa roof replacement logistics are in progress, and the Community Room work will be done during the summer; and as noted earlier, the CenterStage floor needs to be replaced and the loading dock project needs to be done as well. We will only be taking the budgeted funds for the locker replacement out of the existing repair budget.

Leila reported that we are approximately \$40,000 under budget for the Chiller and the Spa roof replacement costs combined.

Cathy asked Leila to discuss with the Committee any anticipated capital expenses over the next couple of years. Leila said that we are hoping that the County will complete its approval process for the T-Mobile tower in mid-December and installation should occur in mid-January. We should then start receiving revenue from the tower (\$2,000 per month) around the start of FY12. Conversion of the roof to a "white roof" is budgeted for and would not be done until after the Board approves the project, and the T-Mobile related construction is entirely completed.



Cathy moved that the Committee go into closed session to discuss a personnel matter. Beverly seconded the motion. The motion passed unanimously.

The Closed Session was convened at 8:24 p.m. to hold a discussion regarding a personnel matter pursuant to Virginia Code §2.2-3711 and the applicable exemption from open meeting requirements provided in subsection A.

Bill B. moved to certify that no resolution, rule, contract, regulation, or motion was adopted, passed, or agreed to in the Closed Session as confirmed by unanimous vote of those present at the conclusion of the Closed Session at 7:35 p.m. Beverly seconded the motion. The motion passed unanimously.

Bill B. moved that proposed changes to RCC staffing, related to merit and exempt positions, as recommended by the staff during the Closed Session, should be moved forward to the Board. Cathy seconded the motion. The motion passed unanimously.

Cathy thanked Renata for her efforts in streamlining and presenting the information for the Committee.

There being no further business to discuss, the Chair adjourned the meeting at 7:37 p.m.

Reston Community Center  
 Budget vs Actuals Worksheet  
 31-Oct-10

<b>100%/12*4mos=33.32%</b>	
<b>Beginning Fund Balance</b>	\$ 8,746,168
<b>Est. Y-End Fund Balance</b>	\$ 6,551,648

	Budget FY11	Sept	Oct	ENCUMBR.	YTD	REMAINING BALANCE	YTD % actual
1 Administration	\$ 6,860,569	31,591	\$ 34,303		\$ 3,079,813	3,780,756	44.89%
2 Performing Arts-Theatre Admiss.	49,500	10,840	2,950		23,570	25,930	47.62%
3 PA Theatre Rental	22,990	985	218		2,387	20,603	10.38%
4 PA Cultural Activities/ Arts Org	0	426	10,368		10,794	(10,794)	0.00%
5 Aquatics Classes/drop-in	270,000	11,699	12,060		83,070	186,930	30.77%
6 Aquatic Rental	18,000	6,550	3,975		10,750	7,250	59.72%
7 General Programs Admin	0				0	0	0.00%
8 Teens	65,288	329	1,154		38,127	27,162	58.40%
9 Senior	54,200	2,547	1,551		32,251	21,950	59.50%
10 Youth	86,464	1,315	24		65,184	21,280	75.39%
11 Adult	122,968	7,419	(438)		48,150	74,818	39.16%
12 Community Events	0				1,500	(1,500)	0.00%
13 Arts Education	105,608	2,473	907		72,274	33,334	68.44%
<b>Total RCC Revenue</b>	<b>\$ 7,655,587</b>	<b>\$ 76,176</b>	<b>\$ 67,071</b>	<b>\$ -</b>	<b>\$ 3,467,869</b>	<b>\$ 4,187,718</b>	<b>45.30%</b>

Tax revenue collection is very strong in the first months of the fiscal year; half usually is collected in July.

Road Ruiz summer camp revenue

YAT summer revenue

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	<b>Personnel Expenses</b>	<b>Budget FY11</b>	<b>Sept</b>	<b>Oct</b>	<b>ENCUMBR.</b>	<b>YTD</b>	<b>REMAINING BALANCE</b>	<b>% Budget Used Ytd</b>
1	Administration	653,628	22,266	27,050		86,663	566,965	13.26%
2	Board OG	-				-	-	0.00%
3	Booking	139,025	11,464	11,852		41,344	97,681	29.74%
4	Comptroller	318,244	25,938	22,622		78,134	240,110	24.55%
5	Customer Service	321,988	24,214	23,864		85,571	236,417	26.58%
6	Facility Engineer	144,151	10,797	7,291		38,128	106,023	26.45%
7	Maintenance	305,254	25,458	26,328		92,772	212,482	30.39%
8	IT	106,322	7,647	7,647		27,589	78,733	25.95%
9	Media	247,398	18,250	18,540		57,565	189,833	23.27%
10	Performing Arts	429,530	31,166	33,128		112,938	316,592	26.29%
11	Aquatics	623,516	37,680	49,701		171,670	451,846	27.53%
12	General Programs Admin	85,924	7,347	7,347		25,983	59,941	30.24%
13	Teens	126,585	6,974	7,639		43,927	82,658	34.70%
14	Senior	133,258	7,739	11,810		34,105	99,153	25.59%
15	Youth	184,655	20,961	10,652		86,495	98,160	46.84%
16	Adult	178,248	7,928	17,544		53,703	124,545	30.13%
17	Community Events	103,965	7,554	9,144		31,847	72,118	30.63%
18	Arts Education	278,205	14,406	17,904		122,386	155,819	43.99%
	<b>Total Personnel Expenses</b>	<b>\$ 4,379,896</b>	<b>\$ 287,789</b>	<b>\$ 310,064</b>	<b>\$ -</b>	<b>\$ 1,190,820</b>	<b>\$ 3,189,076</b>	<b>27.19%</b>

Reston Community Center  
 Budget vs Actuals Worksheet  
 31-Oct-10

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	Budget FY11	Sept	Oct	ENCUMBR.	YTD	REMAINING BALANCE	% Budget Used Ytd
<b>Operational Expenses</b>							
1 Administration	158,921	8,324	10,428	15,968	39,979	118,943	25.16%
2 Board	59,000	476	23,369	2,983	27,050	31,950	45.85%
3 Booking	103,294	3,519	8,695	61,025	82,025	21,269	79.41%
4 Comptroller/Customer Service	421,616	14,169	16,291	131,810	208,723	212,893	49.51%
5 Facility Engineer	169,729	5,616	1,587	33,403	60,606	109,123	35.71%
6 Maintenance	314,475	15,833	33,316	106,445	183,652	130,823	58.40%
7 IT	163,905	19,258	20,908	4,026	46,368	117,537	28.29%
8 Media	294,833	20,339	34,295	29,851	149,730	145,103	50.78%
9 Community Partnerships	135,000	13,350	6,569	47,500	107,593	27,407	79.70%
10 Performing Arts	295,876	32,331	33,104	84,745	205,754	90,122	69.54%
11 Aquatics	81,245	14,379	3,538	13,404	43,825	37,420	53.94%
12 General Programs Admin	6,850	1,201	317	0	2,653	4,197	38.73%
13 Teens	123,660	2,618	21,698	37,826	85,405	38,255	69.06%
14 Senior	86,450	5,425	11,217	15,610	37,394	49,056	43.25%
15 Youth	110,130	2,120	19,016	12,790	51,789	58,341	47.03%
16 Adult	107,663	6,179	2,624	48,126	69,073	38,590	64.16%
17 Community Events	163,200	14,091	23,650	916	85,281	77,919	52.26%
18 Arts Education	86,919	3,261	5,467	15,248	35,554	51,365	40.90%
<b>Total Operational Expenses</b>	<b>\$ 2,882,766</b>	<b>\$ 182,489</b>	<b>\$ 276,090</b>	<b>\$ 661,677</b>	<b>\$ 1,522,452</b>	<b>\$ 1,360,314</b>	<b>52.81%</b>

Reston Community Center  
 Budget vs Actuals Worksheet  
 31-Oct-10

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<b>Capital Proj. Expenses/ Capital Equipment</b>	<b>Budget FY11</b>	<b>Sept</b>	<b>Oct</b>	<b>ENCUMBR.</b>	<b>YTD</b>	<b>REMAINING BALANCE</b>	<b>% Budget Used Ytd</b>
1 RCC Improvements 003716	\$ 541,656			\$ -	0	541,656	
2 HW LA Priority 1 003717.5	235,032	214		30,203	30,417	204,616	12.94%
3 Nat. Spa Roof 003717.10	42,000				0	42,000	0.00%
4 Facility Enhancement LA 003717.11	1,259,756	2,102		49,223	51,325	1,208,431	4.07%
5 Comm. Room HW Enhancements 003717.12	500,000				0	500,000	0.00%
6 Aquatics-Slide	9,000				0	9,000	0.00%
					0	0	0.00%
					0	0	0.00%
					0	0	0.00%
					0	0	0.00%
<b>Total Capital Expenses</b>	<b>\$ 2,587,444</b>	<b>\$ 2,316</b>	<b>\$ -</b>	<b>\$ 79,426</b>	<b>\$ 81,742</b>	<b>\$ 2,505,703</b>	<b>3.16%</b>

<b>Total RCC Expenditures</b>	<b>\$ 9,850,107</b>	<b>\$ 472,594</b>	<b>\$ 586,154</b>	<b>\$ 741,103</b>	<b>\$ 2,795,014</b>	<b>\$ 7,055,093</b>	<b>28.38%</b>
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109K ADA Door Enhancement, 350K Chiller, 40K Center Stage Floor, 50K HW Loading Dock.

939K LA expansion, 305K Art Studio, 15.7K Gallery Acoustics

**Reston Community Center  
HW and LA capital projects priority 1 and 2 only**

Priority #		Public Hearing \$\$	FY2009 Revised \$\$	FY2010	FY2011	Status
	Replace Asbestos Floors	30,000				Cancelled
	Replace Popcorn Ceiling	10,000	10,000			Completed
	Replace Drywall Kitchen Area	2,000	2,000			Completed
	Enhance CR Acoustics	42,000	60,000			Approved BOG
	Upgrade CR Sound System	68,000				Defer
	Staging/Seating Equipment	24,000				Defer
	Performance Lighting	45,000				Defer
	Blackout Curtains	10,000				Defer
	Replace Exterior Skylights	15,000				Defer
	Replace Back Dock	15,000	15,000			Awaiting BOG
	LA Wood Storefront replacement	6,000	6,000			Awaiting BOG
	LA ADA compliant doors	5,000	5,000			Awaiting BOG
	LA Front Desk Re-Design	10,000				Defer
	<b>Total HW and LA Priority 1 and 2</b>	<b>282,000</b>	<b>98,000</b>			

## Revenue

1. **Administration:** The Administration revenue budget shows combined tax, interest and facility rental revenues. To date, RCC has collected 45.00% of the estimated tax revenue, 91.70% of estimated Facility Rental revenue and 14.20% of the estimated interest revenue. Interest revenue is significantly lower than collections for this same period in the previous fiscal year due to lower investment performance and a smaller fund balance earning interest income.
2. **Performing Arts:** Revenue collection is very uneven depending on scheduled shows and their related box office revenue. The beginning of the year revenue results from ticket sales for the season as a whole. Given lowering of prices for SD 5, it is likely that revenue will underperform for the year as a whole. Revenue targets have been adjusted for the FY12 budget accordingly.
3. **Performing Arts Theatre Rental:** Revenue recorded in August-October relates to rent due from a significant Historical User for the previous fiscal year they were unable to pay on time. Theatre rental payments are typically made at the end of the fiscal year; revenue targets in future years will be adjusted for new rates, policies, and activity levels.
4. **Performing Arts Cultural Activities/Arts Organizations:** This is the revenue clearing line for the community arts box office receipts and payments.
5. **Aquatics Classes/drop-in:** Year-to-date revenue represents registration for fall programming.
6. **Aquatics Rental:** Year-to-date revenue represents natatorium rental fee for the fall (Masters).
7. **General Programs Administration:** This is not a revenue earning category.
8. **Teens:** Year-to-date amount includes summer (post July 1) and fall program revenue.
9. **Seniors:** Year-to-date amount includes summer (post July 1) and fall program revenue.
10. **Youth:** Year-to-date amount includes summer (post July 1) and fall program revenue, and Camp Goodtimes 2010 summer revenue.
11. **Adults:** Year-to-date amount includes summer (post July 1) and fall program revenue.
12. **Community Events:** Collected revenue represents vendor fees for the Reston Multicultural Festival.
13. **Arts Education:** Year-to-date amount includes summer (post July 1) and fall program revenue.

## Personnel Expenses:

1. **Administration:** Administration's allocated budget is typically under-spent; funding provides for contingencies.
3. **Booking:** Personnel costs are in an appropriate range for the period of the year.
4. **Comptroller:** Personnel costs are lower due to a merit position vacancy.
5. **Customer Service:** Personnel costs are at expected levels.
6. **Facility Engineer:** Personnel costs reflect additional costs for an exempt position (July only) and one merit ( end of October hire ) utilized to prepare for our Building Engineer's retirement in the fall of 2010.
7. **Maintenance:** Personnel costs are at expected levels.
8. **Information Technology:** Personnel costs are at expected levels.
9. **Media:** Personnel costs are somewhat behind the calendar as expenditures will fluctuate based on workflow.
10. **Performing Arts:** Personnel costs are at expected levels.
11. **Aquatics:** Personnel costs are at expected levels. Aquatics exempt staff hourly rates were evaluated and increased in FY10 to match industry standards.
12. **General Programs Administration:** Personnel costs are at expected levels.
13. **Teens:** Personnel costs appear higher than the benchmark as they reflect Road Rulz summer labor costs which occurred in July/August 2010. Road Rultz offerings increased in FY11.
14. **Senior:** Personnel costs are at expected levels.
15. **Youth:** Personnel costs appear higher than the benchmark and include Camp Goodtimes labor costs which occurred in July/August 2010.
16. **Adult:** Personnel expenditures are at expected levels.
17. **Community Events:** Personnel expenditures are at expected levels.
18. **Arts Education:** Personnel expenditures appear higher than the benchmark and include LARK/YAT summer labor costs which occurred in July/August 2010.

**Operating Expenses:**

**General Note: Reservations at the beginning of the year are higher; funds are spent down from them.**

1. **Administration:** Current month expenditures reflect costs for consulting expenses (SWSG) related to capital projects and preventive maintenance roof warranty payment. Reservations are for SWSG consulting services, professional training, and fabrication and installation of RCC signage.
2. **Board:** Current month expenses include postage costs for Preference Pol, Votenet payments and deposit for BOG retreat reservation. Reservation is for BOG retreat.
3. **Booking:** Current month expenditures are for security monitoring, supplies, fixtures, and storage facility rental. Reservations are for security monitoring and storage facility rental.
4. **Comptroller:** Current month expenditures include office supplies, water, electricity, and copying. Reservations are for electricity, gas, and water.
5. **Facility Engineering:** Current month expenditures are for repair and maintenance. Reservations are for repair and maintenance and for grounds maintenance.
6. **Maintenance:** Current month expenditures include custodial service payment, fuel costs, and repair and maintenance. Reservations are for custodial service, equipment, fuel, and repair and maintenance.
7. **IT:** Current month expenditures include miscellaneous supplies, DIT communications charges, and purchase of computers. Reservation is for cellular phone billing.
8. **Media:** Current month expenditures are for advertising and printing materials. Reservations are for advertising and professional training/conference.
9. **Community Partnerships:** Current month expenditures include other operating supplies. Reservations are for IPAR and RHT.
10. **Performing Arts:** Current month expenditures include advance contractor fees and miscellaneous operating costs, and hospitality costs. Reservations are for advance contractor fees and other operating expenses.
11. **Aquatics:** Current month expenditures are for various pool supply costs, conference fee and license fee. Reservations are for supplies, and repair and maintenance.
12. **General Programs Admin:** Current month expenditures include conference travel expenditures.
13. **Teens:** Current month expenditures are for program transportation and miscellaneous program operating costs. Reservations are for program instruction, program transportation, and recreational activities.
14. **Senior:** Current month expenditures are for contact payments, transportation, supplies, recreational activities, and conference travel costs. Reservations are for program instruction, recreational activities, and program transportation.
15. **Youth:** Current month expenditures are for program supplies and recreational activities. Reservations are for program instruction.
16. **Adult:** Current month expenditures are contractor fees and supply costs. Reservations are for program instruction and program transportation.
17. **Community Events:** Current month expenditures are contractor fees, recreational equipment rental fee, and program and operating supplies' costs. Reservations are for event contracts.
18. **Arts Ed:** Current month expenditures are contract advance payment and program related supplies and conference travel costs. Reservations are for program instruction and contractor payments.

**Capital Project Expense**

1. **RCC Improvements / 003716:** Includes ADA Doors, Chiller, CenterStage Floor, and HW Loading Dock projects.
2. **Hunters Woods and Lake Anne Priority 1 / 003717.5:** Remaining funding for several capital projects not pursued by the BOG.
3. **Natatorium Spa Roof / 003717.10:** No activity.
4. **Facility Enhancement Lake Anne / 003717.11:** Includes Art Studio, LA Expansion, LA Hallway Acoustics projects. Reservation is for LA expansion design service. Expansion funding allocation has been added by DMB staff (\$939,000).
5. **Community Room Hunters Woods Enhancements / 003717.12:** No activity.
6. **Aquatics Slide:** No activity.





# RESTON COMMUNITY CENTER



## MEMORANDUM

**DATE:** November 29, 2010  
**TO:** RCC Board of Governors  
**FROM:** Colin Mills  
Vice Chair, Personnel Committee  
**SUBJECT:** November 22, 2010 Personnel Committee Meeting

The Personnel Committee met on Monday, November 22, 2010. Present were:

- Colin Mills, Personnel Committee Vice Chair
- Beverly Cosham, RCC Board Chair
- Bill Bouie
- Cathy Vivona, attending as a Board member, not on Committee

Attending from the RCC staff:

- Leila Gordon, Executive Director
- Janet Dopsovic, Executive Assistant
- Renata Wojcicki, Finance Director

The Vice Chair called the meeting to order at 6:04 p.m.

Beverly moved that the Committee go into closed session to discuss a personnel matter. Bill B. seconded the motion. The motion passed unanimously.

The Closed Session was convened at 6:08 p.m. to hold a discussion regarding a personnel matter pursuant to Virginia Code §2.2-3711 and the applicable exemption from open meeting requirements provided in subsection A.

Bill B. moved to certify that no resolution, rule, contract, regulation, or motion was adopted, passed, or agreed to in the Closed Session as confirmed by unanimous vote of those present at the conclusion of the Closed Session at 7:00 p.m. Beverly seconded the motion. The motion passed unanimously.

The Vice Chair adjourned the meeting at 7:01 p.m.