



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
BOARD OF GOVERNORS MEETING
February 6, 2012**

Present:

- Beverly Cosham, Chair
- Bill Bouie
- Bill Penniman
- John Gasson
- Vicky Wingert
- Carol Ann Bradley
- Bill Keefe
- Roger Lowen
- Cathy Vivona

Staff:

- Leila Gordon, Executive Director
- Kristin Terrill, Public Information Officer

The Chair called the meeting to order at 8:00 p.m.

Approval of the Agenda:

Beverly Cosham, Chair

MOTION #1:

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

Approval of the January 9, 2012 Board Minutes:

Beverly Cosham, Chair

MOTION #2:

Bill B. moved that the Board approve the January 9, 2012 Board Minutes. Carol seconded the motion. The motion passed unanimously.

Approval of the January 9, 2012 Board Actions:

Beverly Cosham, Chair

MOTION #3:

Bill B. moved that the Board approve the January 9, 2012 Board Actions. Cathy seconded the motion. The motion passed unanimously.

Chair's Remarks:

Beverly invited everyone to come to the February 13 Joint Community Relations and Program/Policy Committee meeting at 6:30 pm at RCC Hunters Woods.

Introduction of Visitors

One visitor was present. Beverly invited him to introduce himself.

Larry Butler, Reston Association

Larry thanked RCC and the Board for helping with the kids' triathlon in August 2011. It was the first partnership between RA and the YMCA, and RCC was a major sponsor. About 50 participant slots were held for scholarship kids. About 30 bikes and helmets were donated. Clinics were held throughout the summer to train the kids. It was a great event with many success stories. One participant lost 13 pounds, and one mother of a participant was inspired and went on to lose 70 pounds herself. The event is being

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planned again for August 12, 2012. More participation slots may be made available this year depending on space constraints.

Larry presented the Board with a gift of a framed medal and a souvenir towel from the event.

Board Member Input on Activities Attended:

Bill K. attended Nnenna Freelon's performance for the Reston Dr. Martin Luther King, Jr. Birthday Celebration, participated in a Reston Master Plan Task Force meeting, and attended a jazz program.

Roger attended a performance of *Lend Me a Tenor* and very much enjoyed it. He also attended a Reston Community Orchestra performance, Reston Chorale performance, and the Reston Dr. Martin Luther King, Jr. Birthday Celebration luncheon and presentation at RCC including Nnenna Freelon's keynote speech.

Cathy attended the Board Strategic Planning Session, the Reston Dr. Martin Luther King, Jr. Birthday Celebration "Voices of Inspiration" performance, played bridge, and attended Reston Interfaith's Best of Reston reception.

Bill B. attended the Board Strategic Planning Session and the Reston Dr. Martin Luther King, Jr. Birthday Celebration including Nnenna Freelon's keynote speech. He has also been busy with Park Authority events and efforts to work with South Lakes High School on their synthetic turf field initiative. He praised the Board's leadership in supporting the turf field initiative.

Bill P. attended a Reston Master Plan Task Force meeting, the Board Strategic Planning Session, and a new woodworking class.

Carol attended a Reston for a Lifetime event. The Reston for a Lifetime Transportation Committee is looking into the possibility of "cruiser" vehicles, which could provide no-cost transportation to seniors and others in the community. These vehicles are in use now in Annapolis and are popular there. They require sponsors in order to offer transportation at no cost. Carol also attended the Reston Dr. Martin Luther King, Jr. Birthday Celebration events, including the presentation by Dr. William Magee of Operation Smile at South Lakes High School. This was a great presentation and the students were very receptive and engaged. Carol also enjoyed the Commemorative March and the presentation by students from Al Fatih Academy who recited Dr. Martin Luther King, Jr.'s speech. She also attended the Reston Community Orchestra performance and Nnenna Freelon's performance. Carol also attended a senior social and the West Glade Community Meeting, where discussion focused on how police and community members can communicate effectively about community issues.

John attended the Board Strategic Planning Session, and is also helping Initiative for Public Art-Reston (IPAR) to get their fundraising committee set up for the year's goals.

Vicky attended the Board Strategic Planning Session, and is also working with IPAR on a fall exhibit planned for the Reston Museum at Lake Anne. She also attended the Reston Museum's meeting about Metro, and is participating in an RCC drawing class. Vicky invited everyone to a performance featuring Beverly Cosham and Menda Ahart with pianist Felicia Kessel-Crawley on Saturday, February 11 at the Reston Museum.

Beverly attended the Board Strategic Planning Session, the Reston Community Orchestra concert, and Reston Interfaith's Best of Reston reception. She is glad to see that Reston Little League is being recognized. She is busy with the orchestra and is planning a Caribbean Night fundraiser to be held here at RCC Hunters Woods.

Finance Committee Report

See attached report.

Approval of the Committee Report

Beverly Cosham, Chair

MOTION #4

February 6, 2012 Board of Governors Meeting Minutes

Bill B. moved that the Board approve the February 6, 2012 Finance Committee Report. Carol seconded the motion. The motion passed unanimously.

Executive Director's Report:

See attached report.

Old Business:

There was no old business.

New Business:

Roger asked about a message that had come into the RCC Contact email box expressing concern about the safety of holding children's dance classes in an area that is very close to the woodshop on Saturday mornings. The patron questioned whether RCC has a dust collection system to collect sawdust from the woodshop and whether RCC has considered the possibility of accidents occurring between patrons with woodworking materials and children attending dance classes. Leila stated that RCC does have a dust collection system and we will communicate with our woodshop and dance patrons about being mindful and aware of their surroundings when using our facilities. Dance classes and woodshop activities have been held in that area for some time and we have not had any accidents. There are no alternative doors for use by either group of patrons.

MOTION #5:

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

The Chair adjourned the meeting at 8:41 p.m.



William Penniman,
Board Secretary

February 21, 2012
Date

BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON NOVEMBER 7 2011

- 12-0206-1 Bd That the Board approve the agenda.**
- 12-0206-2 Bd That the Board approve the January 9, 2012 Board minutes.**
- 12-0206-3 Bd That the Board approve the January 9, 2012 Board actions.**
- 12-0206-4 Bd That the Board approve the February 6, 2012 Finance Committee Report.**
- 12-0206-5 Bd That the meeting be adjourned.**



William Penniman,
Board Secretary

February 21, 2012
Date



MEMORANDUM

DATE: February 6, 2012
TO: RCC Board of Governors
FROM: Cathy Vivona
Chair, Finance Committee
SUBJECT: February 6, 2012 Finance Committee Meeting

The Finance Committee met on Monday, February 6, 2012. Present were:

- Cathy Vivona, Committee Chair
- John Gasson, Committee Vice Chair
- Beverly Cosham, RCC Board Chair
- Bill Bouie
- Carol Bradley
- Roger Lowen

Attending from the RCC Staff:

- Leila Gordon, Executive Director
- Renata Wojcicki, Finance Director
- Kristin Terrill, Public Information Officer

The meeting was called to order at 6:33pm.

Monthly Financial Data

Monthly financial data and accompanying notes for the months of October, November, and December 2011 were handed out for committee members to review. Renata and Leila provided an overview of the reports and the impacts of the new FOCUS system.

Cathy asked about savings related to not doing a community survey. Leila said she does not expect to do a survey in FY12 or FY13, but one of the goals for the new website is to be able to get more immediate feedback on programs and services. Bigger picture issues will likely come back up and we can formulate those types of questions for the next big survey.

John G. asked when a decision will be made on the South Lakes High School turf field initiative. Bill B. said a decision will be made February 8 and will be announced February 15.

Renata said the FOCUS implementation has been very labor intensive. It is a good system but is very different from the previous system. It offers higher internal control from an audit perspective. It combines processes that used to work separately. Once everything is working, it should help us avoid duplication of effort and streamline work. But the transition has been very challenging, from the centralization of processes to different formats of reports to unexpected bugs still being worked out.

Third Quarter FY12 Update

Leila stated that budget meetings were held with each administrative and program group and savings were identified from the allocation for our community survey to be redirected toward offset of the Board approved \$100,000 allocation to the South Lakes High School synthetic turf fields project. Leila will work with the Fairfax County Department of Purchasing and Supply Management, Neighborhood and Community Services, and South Lakes High School to ensure that we will be able to spend the money equally between the FY12 and FY13 budgets without requiring any adjustments to our fund balance or request for use of reserve funds.

Reston Festival

Leila presented the committee with the rationale for the RCC concurring with Reston Association and Reston Festival, Inc. to suspend the 2012 Reston Festival and reexamine our portfolio of community events. This review will include the RCC "Signature Events," Reston Multicultural Festival and the annual Dr. Martin Luther King, Jr. Celebration, as well as other community events we are significant sponsors and partners in providing, including Founders Day, Northern Virginia Fine Arts Festival, Lake Anne Jazz and Blues Festival, Festival on the Square, and the Thanksgiving Holiday Parade.

Roger suggested possibly creating an event around sustainability. This might capture more attention in the community and already has some interest. Leila said this might be possible as the Sustainable Reston effort moves forward. Bill B. said RA is having a sustainability leadership workshop this Saturday.

The meeting was adjourned at 7:46 pm.

Reston Community Center
 Budget vs Actuals Worksheet
 31-Dec-11

100%/12*6mos=50.00%								
Beginning Fund Balance	\$ 7,835,841							
Est. Y-End Fund Balance	\$ 4,485,520							
Revenue	Budget FY12	Oct	Nov	Dec	ENCUMBR.	YTD	REMAINING BALANCE	YTD % actual
1 Administration	\$ 6,106,732	\$ 37,337	\$ 1,824,645	\$ 1,074,696		\$ 6,015,575	91,157	98.51%
2 Performing Arts-Theatre Admiss.	49,500	4,125	4,095	9,396		36,401	13,099	73.54%
3 PA Theatre Rental	22,990			1,092		1,092	21,898	4.75%
4 PA Cultural Activities/ Arts Org	0	8,049	12,048	(15,589)		9,646	(9,646)	0.00%
5 Aquatics Classes/drop-in	246,000	11,492	10,395	44,281		137,104	108,897	55.73%
6 Aquatic Rental	19,000			5,990		7,940	11,060	41.79%
7 L&L Fitness	8,928					0	8,928	0.00%
8 L&L Teens	91,186	841	(720)	4,136		49,038	42,148	53.78%
9 L&L Senior	67,047	728	859	21,713		51,848	15,199	77.33%
10 L&L Youth	99,018	875	17	14,274		99,057	(39)	100.04%
11 L&L Adult	107,821	2,722	937	37,959		92,328	15,493	85.63%
12 Community Events	2,500					0	2,500	0.00%
13 Arts Education	110,216	941	985	37,191		111,268	(1,052)	100.95%
Total RCC Revenue	\$ 6,930,938	\$ 67,110	\$ 1,853,261	\$ 1,235,139	\$ -	\$ 6,611,296	\$ 319,642	95.39%

L&L - Leisure & Learning

Reston Community Center
 Budget vs Actuals Worksheet
 31-Dec-11

100%/12*6mos=50.00%	
Beginning Fund Balance	\$ 7,835,841
Est. Y-End Fund Balance	\$ 4,485,520

	Personnel Expenses	Budget FY12	Oct	Nov	Dec	ENCUMBR.	YTD	REMAINING BALANCE	% Budget Used Ytd
1	Administration	669,838	32,701	21,915	21,312		127,567	542,271	19.04%
2	Board OG	-					-	-	0.00%
3	Booking	179,437	17,691	13,127	12,371		74,116	105,321	41.30%
4	Comptroller	337,629	37,039	25,013	23,862		146,861	190,768	43.50%
5	Customer Service	450,935	45,141	30,325	28,727		175,926	275,009	39.01%
6	Facility Engineer	97,408	11,508	7,406	7,092		44,401	53,007	45.58%
7	Maintenance	409,400	40,197	27,300	26,247		159,628	249,772	38.99%
8	IT	106,645	11,860	7,959	7,948		47,609	59,036	44.64%
9	Media	307,257	35,450	23,674	22,739		125,137	182,120	40.73%
10	Performing Arts	486,574	53,429	34,993	39,582		209,801	276,774	43.12%
11	Aquatics	641,189	75,967	52,569	50,025		292,117	349,072	45.56%
12	Leisure & Learning (L&L) Programs	198,509	23,051	15,224	14,948		96,293	102,216	48.51%
13	L&L Fitness	87,986					0	87,986	0.00%
14	L&L Teens	123,876	7,870	8,003	6,674		54,909	68,967	44.33%
15	L&L Senior	119,174	11,229	11,781	10,044		40,732	78,442	34.18%
16	L&L Youth	191,049	14,890	12,503	8,721		113,847	77,202	59.59%
17	L&L Adult	165,197	29,759	20,048	14,615		102,984	62,213	62.34%
18	Community Events	107,279	14,061	7,632	8,125		50,754	56,525	47.31%
19	Arts Education	271,256	24,646	16,535	10,118		167,142	104,114	61.62%
	Total Personnel Expenses	\$ 4,950,638	\$ 486,488	\$ 336,007	\$ 313,150	\$ -	\$ 2,029,822	\$ 2,920,816	41.00%

Fitness Director costs included in Adult CC

Reston Community Center
 Budget vs Actuals Worksheet
 31-Dec-11

100%/12*6mos=50.00%	
Beginning Fund Balance	\$ 7,835,841
Est. Y-End Fund Balance	\$ 4,485,520

	Operational Expenses	Budget FY12	Oct	Nov	Dec	ENCUMBR.	YTD	REMAINING BALANCE	% Budget Used Ytd
1	Administration	256,304	5,029	1,486	15,781	8,631	73,144	183,160	28.54%
2	Board	59,000	17,111	1,430	3,798	1,500	34,768	24,232	58.93%
3	Booking	118,794	3,957	330	23,555	1,900	37,300	81,494	31.40%
4	Comptroller/Customer Service	538,926	39,546	12,780	4,895	2,515	351,350	187,576	65.19%
5	Facility Engineer	191,945	11,865	324	18,587	27,044	72,982	118,963	38.02%
6	Maintenance	301,274	20,240	3,315	82,025	81,752	261,386	39,888	86.76%
7	IT	144,303	22,633	0	2,926	2,129	30,819	113,484	21.36%
8	Media	445,532	37,492	15,742	3,048	540	137,300	308,232	30.82%
9	Community Partnerships	135,000	1,742		35,100	5,000	82,235	52,765	60.91%
10	Performing Arts	350,009	58,777	4,742	18,734	77,815	212,164	137,845	60.62%
11	Aquatics	94,015	6,588	3,977	5,734	6,643	42,477	51,538	45.18%
12	Leisure & Learning (L&L) Programs	6,850	370			0	1,843	5,007	26.90%
13	L&L Fitness	0				0	-	0	0.00%
14	L&L Teens	133,250	2,996	2,769	3,476	18,000	83,145	50,105	62.40%
15	L&L Senior	89,688	8,524	1,157	14,928	2,835	41,805	47,883	46.61%
16	L&L Youth	137,330	4,063	3,232	10,329	16,221	81,086	56,244	59.04%
17	L&L Adult	105,724	2,526	8,012	14,172	1,774	37,428	68,296	35.40%
18	Community Events	167,690	10,965	3,831	2,061	15,250	85,351	82,339	50.90%
19	Arts Education	75,794	1,985	1,496	4,936	14,648	35,358	40,436	46.65%
	Total Operational Expenses	\$ 3,351,428	\$ 256,411	\$ 64,623	\$ 264,085	\$ 284,197	\$ 1,701,942	\$ 1,649,486	50.78%

Reston Community Center
 Budget vs Actuals Worksheet
 31-Dec-11

100%/12*6mos=50.00%	
Beginning Fund Balance	\$ 7,835,841
Est. Y-End Fund Balance	\$ 4,485,520

	Capital Proj. Expenses/ Capital Equipment	Budget FY12	Oct	Nov	Dec	ENCUMBR.	YTD	REMAINING BALANCE	% Budget Used Ytd
1	RCC Improvements 003716	\$ 494,064	\$ 123,179		\$ 12,565	\$ 23,593	193,026	301,037	39.07%
2	Facility Enhancement LA 003717.11	765,087			294,032	435	396,888	368,199	51.87%
3	Comm. Room HW Enhcmnts. 003717.12/3718.12	634,810	240,522			264,447	509,567	125,243	80.27%
4	HW White Roof 003717.13/3719	98,000					0	98,000	0.00%
							0	0	0.00%
							0	0	0.00%
							0	0	0.00%
	Total Capital Expenses	\$ 1,991,960	\$ 363,701	\$ -	\$ 294,032	\$ 288,475	\$ 1,099,481	\$ 892,479	55.20%
	Total RCC Expenditures	\$10,294,026	\$ 1,106,600	\$ 400,630	\$ 871,267	\$ 572,672	\$ 4,831,245	\$ 5,462,781	46.93%

003716 include:
 ADA Door Enhancements
 Center Stage Floor
 HW Loading Dock

Reston Community Center
 Budget vs Actuals Worksheet
 31-Dec-11

100%/12*6mos=50.00%	
Beginning Fund Balance	\$ 7,835,841
Est. Y-End Fund Balance	\$ 4,485,520

	Budget					YTD	Remaining Balance
Revenue	6,930,938	67,110	1,853,261	1,235,139	0	6,611,296	319,642
Personnel	4,950,638	486,488	336,007	313,150	0	2,029,822	2,920,816
Operating	3,351,428	256,411	64,623	264,085	284,197	1,701,942	1,649,486
Capital Projects	1,991,960	363,701	0	294,032	288,475	1,099,481	892,479
Total Expenses	10,294,026	1,106,600	400,630	871,267	572,672	4,831,245	5,462,781
Revenue less Total Expenses	-3,363,088	-1,039,491	1,452,631	363,872	-572,672	1,780,051	-5,143,139

Revenue

General Note: Registration for Winter / Spring activity registration started December 1st.

1. **Administration:** The Administration revenue budget shows combined tax, interest and facility rental revenues. The estimated revenue from taxes was revised downward for FY12 to \$5.9M with the BOS FY11 Carryover approval in September; revenue is tracking to the lowered estimate. Facility rental revenue includes T-Mobile antenna and room rental revenue. We have collected 110% of estimated Facility Rental revenue (which also includes 10K year-to-date collected T-Mobile antenna revenue) and 27% of the projected interest revenue. The interest revenue projection was revised down to \$47.7K with BOS FY11 Carryover approval in September.
2. **Performing Arts:** Revenue collection is very uneven depending on scheduled shows and their related box office revenue.
3. **Performing Arts Theatre Rental:** 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:** The community arts box office receipts and payments clearing line.
5. **Aquatics Classes/drop-in:** Year-to-date revenue is for summer, fall and initial winter/spring program registration.
6. **Aquatics Rental:** Year-to-date revenue represents a natatorium rental fee.
7. **L&L Fitness:** Revenue tracked for FY12 in Adult Department until 3rd Quarter Review.
8. **L&L Teens:** Year-to-date amount includes summer, fall and initial winter/spring program registration revenue.
9. **L&L Seniors:** Year-to-date amount includes summer, fall and initial winter/spring program registration revenue.
10. **L&L Youth:** Year-to-date amount includes summer, fall and initial winter/spring program registration revenue.
11. **L&L Adults:** Year-to-date amount includes summer, fall and initial winter/spring program registration revenue.
12. **Community Events:** No revenue collection to date.
13. **Arts Education:** Year-to-date amount includes summer, fall and initial winter/spring program registration revenue.

L&L - Leisure & Learning

Personnel Expenses:

General Note: Personnel budget reallocation has been processed for October 2011 after BOS approval of FY11 Carryover which provided additional funding for the 9 new merit positions requested for FY12.

1. **Administration:** Administration's allocated budget is typically under-spent; funding provides for OPEB costs and contingencies such as increases in fringe benefit costs.
3. **Booking:** Personnel costs are at the expected level and include costs of 1 additional merit status position (conversion).
4. **Comptroller:** Personnel costs are at the expected level.
5. **Customer Service:** Personnel costs are at the expected level and include costs of 3 additional merit status positions (conversion).
6. **Facility Engineer:** Personnel costs are at expected level.
7. **Maintenance:** Personnel costs are at expected level and include costs of 1 additional merit status position (conversion).
8. **Information Technology:** Personnel costs are at expected levels.
9. **Media:** Personnel costs are at expected levels and include costs of 1 additional merit status position (conversion).
10. **Performing Arts:** Personnel costs are at expected levels and include costs of 1 additional converted to merit status position. This position is shared with the Aquatics department.
11. **Aquatics:** Personnel costs are at expected levels.
12. **Leisure and Learning Administration:** Personnel costs are at expected levels and include costs of 2 additional merit status positions (one of which is shared with the Arts Education Dept.; positions from conversion process.) Additional funding reallocation was completed for October 2011.
13. **L&L Fitness:** Budget reallocation completed for October 2011. Fitness Director's position remains vacant. Instructors' labor costs are temporarily tracked within Adult Cost Center.
14. **L&L Teens:** Personnel costs include summer camp labor costs which occurred in July/August 2011.
15. **L&L Senior:** Personnel costs are at a lower than normal level due to the position vacancy of the Senior Program Director.
16. **L&L Youth:** Personnel costs are higher than the benchmark and include Camp Goodtimes labor costs which occurred in July/August 2011.
17. **L&L Adult/Fitness:** Personnel expenditures are at expected levels and include Fitness classes' instructors' costs.
18. **Community Events:** Personnel expenditures are at expected levels.
19. **Arts Education:** Personnel expenditures are higher than the benchmark and include LARK/YAT summer labor costs which occurred in July/August 2011.

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

1. **Administration:** Current month expenses include equipment/fixtures costs and other operating costs. Reservations are for SWSG consulting services.
2. **Board:** Current month expenses include Preference Poll League of Women Voters fee, Strategic Planning session facility reservation deposit, and hospitality. Reservation is for Strategic Planning meeting facilitation.
3. **Booking:** Current month expenses are for supply costs, piano tunings, security monitoring, transportation, and storage rental. Reservation is for piano tuning.
4. **Comptroller:** Current month expenditures include office supplies, DIT copying charges, and utilities costs. Reservation is for office supply costs.
5. **Facility Engineering:** Current month expenses include repair and maintenance costs. Reservation is for repair and maintenance.
6. **Maintenance:** Current month expenditures include supplies, heating fuel, custodial services, and repair and maintenance costs. Reservations are for custodial services, and repair and maintenance.
7. **IT:** Current month expenses are for equipment. Reservation is for equipment.
8. **Media:** Current month expenses include office supplies, printing, media, and operational travel costs. Reservation is for printing services.
9. **Community Partnerships:** Current month expenses include IPAR and RHT payments. Reservation is for RHT (community history celebrations/exhibit events, speaker series, Founders Day 2012, artist showcases.)
10. **Performing Arts:** Current month expenses include lighting equipment, hospitality, maintenance/repair, contractors' payments, conference travel costs. Reservations are for contractor advance payments and repair and maintenance.
11. **Aquatics:** Current month expenditures are for pool supplies and repair and maintenance. Reservations are for pool operating supplies and repair and maintenance.
12. **Leisure and Learning Administration:** No current month expense.
13. **L&L Fitness:** Operating Program costs currently are tracked in Adult cost center. Will review at Third Quarter.
14. **L&L Teens:** Current month expenditures include program supply and transportation costs. Reservation is for program instruction.
15. **L&L Senior:** Current month expenditures are for program supply costs, transportation, recreational activities, and contractor payments. Reservation is for transportation.
16. **L&L Youth:** Current month expenditures are for program instruction, program supplies, and transportation and recreation activities. Reservations are for program instruction.
17. **L&L Adult/Fitness:** Current month expenditures include program instruction payments, transportation, and program supplies costs. Reservations are for program instruction and transportation.
18. **Community Events:** Current month expenditures are for program supply costs and transportation. Reservation is for contractor costs.
19. **Arts Ed:** Current month expenditures are for program contract payments. Reservation is for program instruction contract costs.

Capital Project Expense

All capital projects have been completed or are in the punch list stage of completion, except the White Roof, Stage Floor replacement, and the restroom and elevator ADA DOJ projects.

1. **RCC Improvements / 003716:** Includes ADA Enhancements, CenterStage Floor, and HW Loading Dock projects.
2. **Facility Enhancement Lake Anne / 003717.11:** Includes Art Studio, LA Expansion, LA Hallway Acoustics projects. Current month expenditures are for SG services. Reservation is for SWSG service. Two change orders in the amount of \$8,715 are in review and approval process. FY11 Audit Adjustment for June 2011 invoice (368K) and paid in July 2011 was recorded for FY11. This will reverse FY11 carryover beginning project balance from \$765,087 to \$396,415. Project will show cost overrun in the amount of \$9,187.
3. **Community Room Hunters Woods Enhancements / 003717.12/3718.12:** No current month expenditures recorded. Reservations are for SWSG service and SG Construction Services Inc. Estimate of remaining balance/savings of 125K.
4. **HW White Roof 003717.13/3719:** Deferred.



Executive Director's Report
January, 2012

Administration

A very successful Board and staff Planning Session in January was followed by preparations for the public input session the Board is hosting in February to solicit feedback from our partners and patrons. All of RCC's program partners have been alerted to this meeting and many plan to attend. We have also sent out alerts to RCC patrons and advertised the meeting.

The efforts we discussed related to the preparations needed to shift our registration process to a system that will include online registration for Reston patrons are underway. There is a new "splash page" for our online registration program, "Web Trac," on the current web site and we have begun batch household creation.

The personnel component of the new county business software is in the preparation for launch phase; it is called "HCM" which stands for Human Capital Management. Payroll processing is the first layer of this activity. The various managers for RCC staff groups are going to be working with our "super-human capital" team in Finance/HR to accomplish the transition effectively.

Programs

Our winter programs begin in January; all classes and workshops are off to a strong start. The "main event" of the month was the annual Dr. Martin Luther King, Jr. Celebration. In addition to the many inspirational layers of the weekend's activities, the Celebration is notable for the number and variety of community partners that we work with to make it successful. Our partners included Supervisor Hudgins, School Board member Pat Hynes, Fairfax County Police, Al Fatih Academy, Southgate Community Center, Reston Interfaith, The Closet, Alpha Kappa Alpha Sorority (Lambda Kappa Omega chapter), Hunters Woods Elementary School, Reston Association, South Lakes High School, Langston Hughes Middle School, and many volunteers. Planning for the 2013 Celebration will get underway with an invitation to community members to join our staff in February to analyze the event successes and to brainstorm ways to continue to make this Reston tradition reflect the community's commitment to Dr. King's life and values.

As is typical of our planning time horizons, thoughts in January turn to summer. The Leisure and Learning team will be working with Dogwood Elementary School this summer to implement the enrichment program discussed last year. Planned is a two-week session at Dogwood and extended student participation from Dogwood Elementary school in JASON Project programming. Further discussion will occur with Bruce Butler of South Lakes on how their students can participate as mentors/tutors to support the programming.

Executive Director

Meetings attended in January included: IPAR and Reston Town Center public art project meetings, meetings with Reston Association and Reston Festival, Inc. to discuss the Festival, a briefing with the County Executive and Human Services agency heads, County Arts Committee and Master Arts Plan Task Force meetings, planning session on the "Reston Story" (50/25 Committee), the West Glade Corridor meeting on issues affecting that neighborhood, and the farewell luncheon for former Arts and Events Director, Damian Sinclair.