



**Reston Community Center
Board of Governors Monthly Meeting
May 7, 2018
8:00 p.m.
Meeting Agenda**

8:00 – Call to Order	Beverly Cosham, Chair
8:02 – Approval of Agenda	Beverly Cosham, Chair
8:03 – Approval of Minutes and Board Actions	Beverly Cosham, Chair
• Approval of April 2, 2018 Board Minutes (As Reviewed and Approved by the Board Secretary)	
• Approval of April 2, 2018 Board Actions (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	Gerald Zavala, Chair
• May 7, 2018 Finance Committee Report	
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
Northern Virginia Fine Arts Festival	May 18-20	10:00 a.m. – 6:00 p.m.
Monthly Board Meeting	June 4	8:00 p.m.
Annual Public Hearing	June 18	6:30 p.m.



**SUMMARY OF MINUTES
RESTON COMMUNITY CENTER
BOARD OF GOVERNORS MEETING
APRIL 2, 2018**

Present:

- Beverly Cosham, Chair
- Bill Bouie
- Lisa Sechrest-Ehrhardt
- Michelle Moyer
- Bill Keefe
- Vicky Wingert
- Gerald Zavala

Absent and Excused:

- Bill Penniman
- Paul Thomas

Attending from the RCC Staff:

- Leila Gordon, Executive Director
- Karen Goff, Public Information Officer

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

MOTION #1:

Approval of the Agenda

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

MOTION #2:

Approval of the March 5, 2018 Board Minutes

Bill B. moved that the Board approve the March 5, 2018 Board Minutes. Bill K. seconded the motion. The motion passed unanimously.

MOTION #3:

Approval of the March 5, 2018 Board Actions

Bill B. moved that the Board approve the March 5, 2018 Board Actions. Bill K. seconded the motion. The motion passed unanimously.

Chair's Remarks

Bev let the Board know that Ellen Graves is in Reston Hospital.

Bev said we are coming up on the 50th anniversary of the assassination of Martin Luther King Jr. (on April 4). People talk about where they were; Bev said she remembers where she was when John F. Kennedy was killed, and she remembers where she was when Martin Luther King Jr. was killed as well. She was in a theatre in DC when management said "get out and go to your homes." Bev said before they could get out, the whole theatre had been sprayed with pepper spray. Bev was living in Reston at the time, but stayed with a friend on Rhode Island Avenue. Her mother lived on H Street, which was totally destroyed. If you see it now, you would not know it, but how many years did it take?

Bev read a quote from Dr. King:

Human progress is neither automatic nor inevitable... Every step toward the goal of justice requires sacrifice, suffering, and struggle; the tireless exertions and passionate concern of dedicated individuals.

Introduction of Visitors

RCC patron B.J. Thomas introduced himself and said he is just observing.

Citizen Input

Mr. Thomas had no comments to share. Leila noted he is a frequent visitor to RCC Hunters Woods.

Committee Reports

March 12 Community Relations and Program Policy Meeting – Chair Michelle Moyer said the key report content was the material the staff prepared to address the information from the community, and this is what was reviewed at the meeting. Michelle said there are incredible details in it, and she is impressed with the ideas from the meetings. She noted the March 12 meeting was sparsely attended. The committee reviewed the ideas, particularly the documentary film pilot efforts and pilot efforts for those with special needs. RCC is providing a documentary filmmaking camp for summer 2018, as well as a new camp for children with autism.

Michelle mentioned RestON Opportunity Neighborhood and the outreach by Matt and Scott for CPR training and drowning prevention. She said swimming continues to be an area of emphasis. RCC has always had learn-to-swim programs, but will expand safety offerings to the community, particularly when we have the new pool. Other ideas from the meetings were mainly expanding what we are already doing; staff has ideas to refresh our programming incorporating those suggestions. New ideas included a roving arts party, more technology offerings, new aquatics programs and teen employment outreach. Michelle noted RCC has to pay attention to the budget. The committee looked at the budget drivers and where RCC is in terms of the pool budget and the age of the building. RCC must be prudent with spending.

March 12, 2018 Personnel Committee Report – Chair Bill B. said the committee met in a closed session to discuss a personnel matter. The committee came out of the closed session and took an action. The meeting was then adjourned.

MOTION #4:

Approval of the Committee Reports

Bill K. moved that the Board approve the March 12, 2018 Community Relations and Program/Policy Committee report and the March 12, 2018 Personnel Committee report. Bill B. seconded the motion. The motion passed unanimously.

Board Member Input on Activities Attended

Vicky enjoyed Dinosaur Zoo Live, along with most other grandmothers; her granddaughter was very enthusiastic. She also attended the Reston Historic Trust's Women Pioneers of Reston event. Vicky said she was on the west side of Chicago when Dr. King was shot. Riots immediately broke out, making for a tense situation.

Lisa attended the RHT event featuring women here in the earliest years of the development. She said Reston is a phenomenal community, and we are truly blessed to live in a place like Reston. At the event, it was nice to see people who have been here a long time and really made Reston what it is. These women didn't just plant seeds, they tended the garden. Lisa attended

an inclusion conference organized by the Association of American Colleges and Universities. It was interesting to talk about equity in education and how the college experience has changed – it is not just an 18 year old going away for four years anymore. Lisa said what we do at RCC reflects inclusion and diversity. Lisa said she was in second grade when Martin Luther King was killed. Her father was a naval officer and their experiences until then had been very traditional and conservative; they were among the very few African American people on Naval Academy grounds (now called a “base”). Dr. King’s death shifted things dramatically. Her family was not allowed to go visit her grandmother in Northeast DC; Lisa’s mom feared they could not get back.

Michelle went to the quarterly Hunters Woods Neighborhood Coalition meeting. The coalition was established by RCC, Cornerstones, Christ the Servant Church at Hunters Woods, as well as HW business owners, working with other county agencies, to assure that Hunters Woods would be a safe and welcoming neighborhood. There were no big issues or changes discussed. Michelle went to the rescheduled Lúnasa show and said the mood there reflected the hard work of PD and his team. She is working on planning the lake swim for Memorial Day weekend.

Gerald said spring break ate up most of March, and he is busy with Public Art Reston and Reston Soccer.

Bill B. went to lots of meetings, including the Fairfax County Park Authority, and the county task force exploring sports tourism. There may be an announcement in May or June concerning Reston and the tourism effort. Bill has gotten some good proffers from developers for the park authority. Bill said he was a junior in high school when Dr. King was shot. The next day, he went to school at Sacred Heart Seminary, which was an 80-acre campus in Detroit two blocks from where the riots started in 1967. Down the street was another 300 acres of Detroit Public Schools. They let all the public school kids out at 10 a.m. that morning, and they marched en masse. Bill was one of only three African American kids in his school. A teacher knew they were in danger, and he loaded the three kids in his little Oldsmobile and got them out of there. Rocks were thrown at his windshield. Bill added that four weeks later he had the opportunity to meet Bobby Kennedy at school, not long before Kennedy was shot.

Bill K. celebrated Bill B.’s birthday with him in Orlando, where he also played a lot of golf.

Bev noted the March Reston Chorale concert was postponed until October because of the RCC power outage. She attended the Best of Reston announcement at Leidos. The Reston Community Orchestra had a wonderful concert, and the teen violinist was exquisite. Bev attended Lúnasa, and noted it feels like Lúnasa is “home” when they play in Reston. She went to the early show of Dinosaur Zoo Live, and her granddaughter liked the baby dinosaurs in the lobby afterward. Bev attended Maysoon Zayid, which was a fantastic show. Bev recently had dinner with LaVerne Gill, the pastor from United Christian Parish, and others, and together they discussed the great happenings at RCC. She said it was revealing – some people still don’t know what is going on here. They also talked about how being a teacher is difficult now, how teachers can’t afford to live where they work and fewer people are choosing to be teachers. Bill B. and Leila noted what is happening in Oklahoma is reflective of trends: states that cut taxes that affected teacher pay and right-to-work states where the lack of union contracts means there are no prohibitions on striking either.

Executive Director’s Report

Leila said the Deputy Director position description is being finalized, and the pay plan request has been approved by the county. The position will be advertised soon. RCC had two recent departures – Mia Arguinzoni in payroll and Gilberto Guardado in facilities. Both had been here more than 10 years and moved to other positions in the county.

Leila has received the 50 percent drawings for the aquatics renovation. She invited the Board to take a look in her office whenever they wish. She is eagerly awaiting the cost estimate. She anticipates it will be higher than estimated in January 2017; we have previously talked about the impact of floods, fires and hurricanes on the labor and materials market. She said she is still comfortable with the expectation that the money RCC saved in this fiscal year and the anticipated increase in the tax base revenue will cover rising costs. There will be an April 16 Finance Committee meeting with more information available. The CenterStage floor replacement is also moving forward. Leila said this is a busy time as RCC is trying to close out Fiscal Year 2018, pre-pay items for FY2019 and put together an outline for FY2020.

March activities included Lúnasa, Dinosaur Zoo Live and Mayssoon Zayid, and RCC has received great publicity. The Eggnormous Egg Hunt drew 500-plus egg hunters, and nearly 100 teens came to Diva Central even though it was at the same time as March for Our Lives downtown.

AARP Tax-Aide has been going strong and will see more patrons as we near April 17. Osher Lifelong Learning Institute offered programs this month, and RCC Lifelong Learning offered trips to the Philadelphia Flower Show and *In the Heights* at the Kennedy Center. The Professional Touring Artists Series and fitness programs have both met budget revenue targets for the year.

Leila went to Los Angeles to see the twins, and she took them to the Universal Studios theme park, which was amazing.

Some reminders – Leadership Fairfax’s Board of Supervisors’ breakfast is this Friday, Best of Reston is April 12, and *I Am Not Your Negro*, a brilliant film, is being screened at Hunters Woods April 3. Author E. Ethelbert Miller will do a guided discussion afterward.

Old Business

There was no old business.

New Business

MOTION #5

To Enter Into Closed Session to Discuss a Personnel Matter

Bill B. moved to enter into closed session pursuant to the Virginia Freedom of Information Act, Chapter 2.2-3705, Section 1, to discuss a personnel matter. Vicky seconded the motion. The motion passed unanimously. The Board entered into closed session. Leila Gordon, Karen Goff and RCTV 28 left the meeting at 8:47 p.m.

MOTION #6

To Reconvene in Open Session

Bill K. moved to reconvene in open session. Vicky seconded the motion. The motion passed unanimously.

Leila Gordon returned to the meeting at 8:53 p.m.

All Board members certified that to the best of each member’s knowledge (i) only public business matters lawfully exempted from open meeting requirements under the aforementioned chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body.

MOTION #7

To Request Leila Gordon Provide Fairfax County Human Resources with Executed Executive Director Contract

Bill B. moved to request that Leila Gordon provide the Fairfax County Director of Human Resources, Catherine Spage, with the Board's approved personnel action and fully executed Executive Director Contract of Employment for implementation. Vicky seconded the motion. The motion passed unanimously.

MOTION #8

To Adjourn

Bill B. moved to adjourn the meeting. Gerald seconded the motion. The motion passed unanimously.

The meeting adjourned at 8:56 p.m.



Lisa Sechrest-Ehrhardt
Board Secretary

4-9-2018

Date

BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON APRIL 2, 2018

- 18-0402-1 Bd That the Board approve the Agenda**
- 18-0402-2 Bd That the Board approve the March 5, 2018 Board Minutes**
- 18-0402-3 Bd That the Board approve the March 5, 2018 Board Actions**
- 18-0402-4 Bd That the Board approve the March committee reports**
- 18-0402-5 Bd That the Board enter into closed session to discuss a personnel matter**
- 18-0402-6 Bd That the Board reconvene in Open Session**
- 18-0402-7 Bd That Leila Gordon provide the Fairfax County Director of Human Resources with the Board's personnel action and fully executed executive director contract for employment**
- 18-0402-8 Bd That the meeting be adjourned**



Lisa Sechrest-Ehrhardt
Board Secretary

4-9-2018
Date

Reston Community Center
 Revised Budget vs Actuals Worksheet
 31-Mar-18

100%/12*9mos=74.97%

Revenue	FY18 Funding Changes	Revised FY18 Budget	March	YTD (does not incl. Fee Waiver amounts)	REMAINING BALANCE	YTD % actual	YTD Fee Waiver (unrealized revenue)
1 Administration:							
Taxes	353,601	7,551,975	2,441	7,476,466	75,509	99.00%	
Interest		10,914	8,261	64,016	(53,102)	586.55%	
Vending		1,616	98	956	660	59.17%	
Facility Rental	19,019	181,951	23,042	217,519	(35,568)	119.55%	
Misc. Revenue/Equipment Sale				487	(487)	0.00%	
2 Performing Arts-Theatre Admiss.		55,854	5,790	58,255	(2,401)	104.30%	115
3 PA Theatre Rental		44,213	0	12,963	31,251	29.32%	
4 PA Misc Revenue (mechandise sale/tickets fees)			282	2,646	(2,646)	0.00%	
5 PA Equip. Sale Revenue				0	(0)	0.00%	
6 PA Cultural Activities/ Arts Org			(264)	11,939	(11,939)	0.00%	
7 Aquatics Classes/drop-in	(58,388)	258,370	14,198	179,174	79,196	69.35%	26,996
8 Aquatics Rental		19,630		27,735	(8,105)	141.29%	
9 L&L Fitness		120,000	8,394	124,837	(4,837)	104.03%	3,505
10 L&L Youth/Teen	(52,388)	178,859	3,831	266,978	(88,119)	149.27%	116,987
11 L&L Lifelong Learning		85,000	4,415	74,075	10,925	87.15%	19,990
12 L&L Collab & Outreach			53	1,163	(1,163)	0.00%	18
13 Community Events		3,150		4,285	(1,135)	136.03%	
14 Arts Education		226,631	12,514	283,718	(57,087)	125.19%	7,624
Total RCC Revenue	261,844	8,738,163	83,054	8,807,211	(69,048)	100.79%	175,236

Reston Community Center
 Revised Budget vs Actuals Worksheet
 31-Mar-18

100%/12*9mos=74.97%

	FY18 Funding Changes	Revised FY18 Budget	March	YTD	REMAINING BALANCE	% Budget Used Ytd
1 Administration		567,969	34,282	366,172	201,797	64.47%
2 Booking		209,381	21,400	124,920	84,461	59.66%
3 Comptroller		417,127	47,353	291,425	125,702	69.86%
4 Customer Service		526,147	59,365	351,284	174,863	66.77%
5 Facility Engineer		183,376	21,592	132,652	50,724	72.34%
6 Maintenance		418,638	38,732	248,727	169,911	59.41%
7 IT		142,142	15,198	93,504	48,638	65.78%
8 Media/Sponsorships		419,093	43,257	234,078	185,015	55.85%
9 Community Partnerships				0	0	0.00%
10 Performing Arts		539,980	61,533	373,517	166,463	69.17%
11 Aquatics		693,993	72,189	414,043	279,950	59.66%
12 L&L Fitness		183,952	25,020	145,130	38,822	78.90%
13 L&L Admin		256,082	30,439	178,677	77,405	69.77%
14 L&L Youth/Teen		233,416	18,041	178,181	55,235	76.34%
15 L&L Lifelong Learning		170,487	17,506	107,752	62,735	63.20%
16 L&L Collab & Outreach		99,301	10,183	60,511	38,790	60.94%
17 Community Events		142,111	13,247	91,346	50,765	64.28%
18 Arts Education		333,593	32,218	254,033	79,560	76.15%
Total Personnel Expenses	0	5,536,788	561,554	3,645,953	1,890,835	65.85%

Reston Community Center
 Revised Budget vs Actuals Worksheet
 31-Mar-18

100%/12*9mos=74.97%

	FY18 Funding Changes	Revised FY18 Budget	March	YTD	REMAINING BALANCE	% Budget Used Ytd
Operational Expenses						
1 Administration		63,543	1,161	12,753	50,790	20.07%
2 Board		57,820	1,916	38,532	19,288	66.64%
3 Booking		91,720	171	75,656	16,064	82.49%
4 Comptroller//LA Lease/Admin		361,312	4,387	316,873	44,439	87.70%
5 Customer Service		1,000		464	536	46.42%
6 Facility Engineer		172,665	4,088	94,603	78,062	54.79%
7 Maintenance		418,394	992	357,315	61,079	85.40%
8 IT		102,715		60,515	42,200	58.92%
9 Media/Sponsorships		394,853	39,603	350,641	44,212	88.80%
10 Community Partnerships		135,000		120,291	14,709	89.10%
11 Performing Arts		303,855	6,268	250,278	53,577	82.37%
12 Aquatics		69,804	2,200	35,499	34,305	50.86%
13 L&L Fitness		19,886		15,330	4,556	77.09%
14 L&L Admin		6,100		3,789	2,311	62.12%
15 L&L Youth/Teen		206,012	2,819	158,271	47,741	76.83%
16 L&L Lifelong Learning		119,098	4,527	70,441	48,657	59.15%
17 L&L Collab & Outreach		17,865	923	10,958	6,907	61.34%
18 Community Events		174,337	7,687	121,652	52,685	69.78%
19 Arts Education		83,353	1,556	47,309	36,044	56.76%
Total Operational Expenses	0	2,799,332	78,297	2,141,173	658,159	76.49%

Reston Community Center
 Revised Budget vs Actuals Worksheet
 31-Mar-18

100%/12*9mos=74.97%

	FY18 Funding Changes	Revised FY18 Budget	March	YTD	REMAINING BALANCE	% Budget Used Ytd
1 RCC Improvements CC-000001		405,899		61,893	344,006	15.25%
2 RCC Facility Enhancements CC-000002		30,000		0	30,000	0.00%
3 Theatre Enhancements CC-000008		321,198	20,186	56,060	265,138	17.45%
4 RCC Natatorium Renovation CC-000009	3,353,326	5,497,364	1,079	575,255	4,922,109	10.46%
Total Capital Expenses	3,353,326	6,254,461	21,265	693,208	5,561,253	11.08%
Total RCC Expenditures	3,353,326	14,590,581	661,116	6,480,333	8,110,248	44.41%

**Revenue
comment**

General Notes: Revenues totaling \$264,132 collected prior to July 1 in 2017 were reversed and recorded as FY18 program revenue as those activities occur after July 1, 2017 (the beginning of FY18.) The following changes to original FY18 revenue estimates have been made: \$353,601 increase in tax revenue, \$19,019 increase in facility rental revenue, \$58,388 Aquatics and \$52,388 L&L revenue decreases to reflect anticipated lower enrollments more aligned with registration trends of the past two years. The L&L reorganization is in effect for FY18: Youth and Teen cost centers merged and formed the Youth/Teen cost center. Adult and 55+ merged and formed the Lifelong Learning Cost Center. L&L Collaboration and Outreach cost center is new for FY18. Summer 2018, FY19, camp registration started February 1st, 2018 therefore FY18 Arts Education and Youth/Teen cost centers revenue will appear higher than expected and will be reversed in June 2018 and recorded as FY19 revenue. Similarly, Facility Rentals opened their upcoming calendar (September 1, 2018 to August 31, 2019) for booking in March. Revenue for rental activity occurring after June 30, 2018 will be reversed and recorded in FY19. The increase in demand for Fitness programming has led to increased programming options; the related revenue will therefore be an increase over projected revenue for FY18.

1. **Administration:** The Administration revenue includes tax, interest and facility rental revenues and equipment sale proceeds. No revenue is predicted for equipment sales as we can't be sure that surplus items will sell. Facility rental revenue is combined T-Mobile antenna and room rental revenue. We have collected against our budget targets: 99% of tax revenue, 119.55% of estimated facility rental revenue, 59.17% of vending revenue and 510.86% of interest revenue.
2. **Performing Arts Theatre Admission:** Theatre admission ticket sales from Professional Touring Artist Series shows that went on sale August 1st; there are six performances through 2017 and 14 in 2018.
3. **Performing Arts Theatre Rental:** Theatre rental payments are made either prior to the event or quarterly (RCP).
4. **Performing Arts Misc. Revenue:** Revenue from processing fees for online ticketing; new terms negotiated with Tickets.com returns a small amount to RCC. Revenue from this stream was not projected for FY18 as there was little predictive data upon which to base the estimate.
5. **Performing Arts Equipment Sale:** Auctioned equipment sale proceeds; no revenue is predicted for this category as we can't be sure that surplus equipment will sell.
6. **Performing Arts Cultural Activities/Arts Organizations:** The community arts box office receipts and payments clearing line.
7. **Aquatics Classes/drop-in:** Year-to-date revenue represents daily gate fees, summer, fall and initial winter/spring program registration revenue.
8. **Aquatics Rental:** Year-to-date revenue represents natatorium rental payments.
9. **Fitness:** Year-to-date amount includes summer, fall and initial winter/spring program registration revenue.
10. **Youth/Teen:** Year-to-date amount includes summer, fall, winter/spring program, and initial summer camps registration revenue. Most of this cost center's revenue is realized during the summer. Fee waiver program participation in this cost center is significant.
11. **Lifelong Learning:** Year-to-date amount includes summer, fall and initial winter/spring program registration revenue. Fee waiver participation is most significant in offered trips and tours.
12. **Collaboration & Outreach:** Director Position was filled at the end of FY17 and employee is in the process of establishing FY18 programming. No revenue is projected until we see how the community responds to the offerings.
13. **Community Events:** Revenue is collected from booth fees associated with the Reston Multicultural Festival and MLK luncheon ticket sales.
14. **Arts Education:** Year-to-date amount includes summer, fall, winter/spring program, and initial summer camps registration revenue. Summer revenues from LARK and YAT camps contribute significantly to this cost center's revenue.

Personnel Expenses:

General Notes: Payroll posting lags two weeks behind the calendar; therefore the percent of the year elapsed and the percent of the budget expended will not align. Summer personnel costs also reflect the fact that there is a split typically for pay period 14 that requires accounting for the amount of personnel costs that belong in the prior fiscal year and those that belong in the current fiscal year. Typically – because of our programming calendar – we get a fairly true picture of the personnel costs related to summer and fall programming cycles by the end of December. Staff monitor summer camp personnel expenditures against projected expenditures on a pay period by pay period basis for Youth/Teen and Arts Education cost centers because of the larger percentage of personnel funds that will be spent in the summer for those cost centers. Some savings are anticipated as a consequence of the position vacancy (Director) in the Aquatics cost center that was in effect for a period of roughly two months; the position has been filled at a level just slightly higher the anticipated salary level that was projected for FY18 and into FY19's budget. Personnel and operating costs in Fitness will be higher than budgeted and those amounts will be offset by savings from other cost centers in Leisure & Learning. Savings from vacancies this year will likely be offset to a great extent by retirement payouts. Additional savings will be recorded due to Deputy Director's vacancy and recent H/R Payroll Specialist and Engineering Assistant vacancies. Maintenance cost center positions' vacancies savings will be offset by part time employment labor costs.

1. **Administration:** Administration's allocated budget is typically underspent; funding provides for OPEB costs to be recorded sometime in March/April 2018.
2. **Booking:** Personnel costs are at the expected level; a merit vacancy is being filled by part-time staffing.
3. **Comptroller:** Personnel costs are at the expected level and some savings may materialize due to HR Payroll Assistant recent vacancy.
4. **Customer Service:** Personnel costs are at the expected level. CRS cost center positions' vacancies savings will be offset by part time employment labor costs. One position will be reclassified to accommodate Billing & Reconciliation Specialist requirement to assure adequate internal control.
5. **Facility Engineer:** Personnel costs are at the expected level. Savings are expected due to recent Engineering cost center assistant vacancy.
6. **Maintenance:** Personnel costs are at the expected level. Maintenance cost center positions' vacancies savings will be offset by part time employment labor costs.
7. **Information Technology:** Personnel costs are at the expected level.
8. **Media/Sponsorships:** Personnel costs are at the expected level. Some savings occurred as a result of the PIO I position vacancy. The position was filled as of October 23rd.
9. **Community Partnerships:** No personnel costs are anticipated in FY18.
10. **Performing Arts:** Personnel costs are at the expected level.
11. **Aquatics:** Personnel costs are at the expected level. One full time position is remaining vacant and on loan to DPWES to provide for the Aquatics renovation project management. The vacant Aquatics Director position was filled and the new employee started on November 27th.
12. **Fitness:** Personnel costs are higher than the expected level; they will be offset by savings in other LL cost centers.
13. **Leisure & Learning Admin:** Personnel costs are at the expected level.
14. **Youth/Teen:** Personnel costs are at the expected level. Personnel costs typically include summer camps labor costs which occur in July and August.
15. **Lifelong Learning:** Personnel costs are at the expected level.
16. **Collaboration & Outreach:** Personnel expenditures are at the expected levels.
17. **Community Events:** Personnel expenditures are at the expected level.
18. **Arts Education:** Personnel costs are at the expected level. Personnel costs include summer camps labor costs which occur in July and August.

Operating Expenses:

General Notes: Reservations for multiple months of expenses are made at the beginning of the year; funds are spent down from them. The net effect of either stand-alone expenses or spending down reserved amounts is shown in the column marked "YTD." As we get closer to the end of the year, unspent balances of program contracts will be restored to the cost center balances.

1. **Administration:** Current month expenses are for training costs.
2. **Board:** Current month expenses are for hospitality.
3. **Booking:** Current month net of reservations and new procurement include storage rental, security and supplies costs.
4. **Comptroller/LA Lease/Admin:** Current month net of new procurement and reservations include bank fees and office supplies costs.
5. **Customer Service:** No new current month expenses were recorded.
6. **Facility Engineering:** Current month net of new procurement and reservations' payments include facilities repair and maintenance costs.
7. **Maintenance:** Current month net of new procurement and reservations' payments include facilities maintenance, utilities and supplies costs.
8. **IT:** No new current month expenses were recorded.
9. **Media:** Current month net of new procurement and reservations' payments include printing, advertisement and postage costs.
10. **Community Partnerships:** No new current month expenses were recorded.
11. **Performing Arts:** Current month net of new procurement and reservations' payments include program operating costs and theatre maintenance expenses.
12. **Aquatics:** Current month expenses and reservations' payments include pool maintenance and supplies.
13. **Fitness:** No new current month expenses were recorded.
14. **Leisure and Learning Admin:** No new current month expenses were recorded.
15. **Youth/Teen:** Current month net of new procurement and reservations' payments are for program delivery costs, transportation and program supply costs.
16. **Lifelong Learning:** Current month expenses and reservations' payments are for program recreational activities, transportation and program delivery and operating costs.
17. **Collaboration & Outreach:** Current month expenses are for program delivery costs, operational travel and program recreational activities.
18. **Community Events:** Current month expenses include program supplies.
19. **Arts Ed:** Current month expenses are for program supply costs.

**Capital
Projects**

General Notes: Because of scheduling, RCC Capital Improvement Projects frequently carry over from one fiscal year to the next. Hidden columns each month include activity (plus or minus) that has already occurred; the net in the remaining balance column includes prior months' transactions.

1. **RCC Improvements/CC-000001:** Backstage RTU (Roof Top air-conditioning Unit) replacement, Hot Water Tank, Roof Solar Panels, HW Carpet Replacement Phase I (completed), HW A/V Upgrade (completed). Expenses to date reflect carpet replacement in both facilities.
2. **RCC Facility Enhancements/CC-000002:** LA customer service counter redesign.
3. **RCC CenterStage Enhancements/CC-000008:** This project includes funding for the CenterStage floor replacement; related funding will be carried forward. Other efforts include: Audio Visual Controls and LED Lights (phased replacement of incandescent lighting instrument lamps).
4. **RCC Aquatics Renovation/CC-000009:** Soils analysis cost is reflected in July; costs related to project management as well as architecture and engineering activities have been recorded. Project management costs lag in alignment with payrolls.



Executive Director Report April 2018

Administration

The Deputy Director position description, classification and pay scale issues have all been resolved. The job announcement went live on Saturday, May 5 and will run for three weeks. Currently, we are completing the processes for establishment of our Billing and Reconciliation Specialist position and reorganization of the positions in the Booking/Facility Rentals cost center. We hope to have all these activities concluded by July.

The CenterStage floor replacement project is on track and remains on budget at present. A contract has been awarded.

Our 50 percent design meeting for the Aquatics renovation project went smoothly. We identified some areas of cost savings and we finalized inclusion of the pool roof replacement this project and elimination of remaining bid alternate issues. The renovation timeline remains on target. We will be making an adjustment at carryover to add the cost of the roof replacement to the project budget (\$300,000). We also anticipate being able to update the community on our planning in the June RCC Annual Public Hearing for Programs and Budget.

Programs

April found our programming units bustling. In addition to the ongoing calendar of activities, classes and events, program staff teams were also working on FY20 proposed budgets for their respective cost centers. The Annual Report is also compiled in April as is the Fall Program Guide. While patrons enjoyed going to shows, attending swim classes, learning how to do new things or just enjoying socializing with each other, the staff was also busy thinking ahead.

People who attended the events and programs mentioned above took time throughout the month to offer their feedback via customer satisfaction surveys. These are distributed typically in a paper format but we are also piloting online distribution of the surveys to see if that improves response rates for the more challenging environments (e.g., wet people after swim classes or departing party-goers after business hours.) So far, the pilot efforts have produced good results.

RCC staff were very instrumental in the success of the Best of Reston event this year. The Media team provided design support to create the event collaterals and our Arts and Events Director, PD Michnewicz, served as the Production Committee Chair. They received well-deserved thanks from the Cornerstones/Greater Reston Chamber of Commerce event team for those contributions.

Most importantly – in April – we had the opportunity to thank RCC volunteers for their contributions to “enriching lives and building community.” They enjoyed a lovely luncheon followed by the Project Trio performance in the CenterStage and RCC novelty gifts as a small token of our gratitude.

Executive Director

Meetings/activities: Best of Reston, FISH Fling, Human Services Leadership team, Leadership Fairfax, ArtsFairfax, Opportunity Neighborhood, Greater Reston Chamber of Commerce Board, Volunteer Appreciation at RCC and, sadly, the memorial celebrations for Ellen Graves.