



Advisory Council Meeting - December  
Southgate Community Center  
12125 Pinecrest Rd, Reston, VA 20191

**MINUTES** – November 13, 2018  
Advisory Council Meeting- November  
Southgate Community Center

**Meeting date: Tuesday, November 13, 2018**

**I. Call to Order: 7:10 pm**

- a. Sign in: **Board Members Present:** Jan Bradshaw, Darlena Ricks, Gerald Padmore, Carol Ann Bradley, Syazana Durrani, Kathleen Jones, Alexandra Rossi  
**Staff / Community Members Present:** Richard Cabellos, Alexandra Stewart
- b. Agenda Review approved – Gerald motioned to approve and Kathy second

**II. Approval of Past Meeting Minutes** – Darlena (Carol motioned to approve / Gerald - second) October minutes approved.

**III. Chairman's Report** – Jan

- a. Website updates – progress on pictures Carol still needs to be added – Gerald took photo of her to be used.
- b. Community Day on October 20, 2018 – Ricardo will present in his report

**IV. SGCC Director's Report** – Ricardo Cabellos, Director

- a. Registration of all participants to the center is critique. If patrons, including the board members, are not registered and considered guests, the center could lose staffing due to lower participant numbers. Registered board members used their cards and Kathy and Carol registered after the meeting so we can be counted as registered patrons and not guests. 95% of students are registered but need to get all patrons. Staff is available to help patrons with registration.

**Highlights :**

- Liza working on Friends of Southgate logo but has been pulled away for county business. Alexandra is willing to finish it, but she does not want to step on Liza's toes. However, board members think it is a good idea to utilize Alexandra's services since she has a Marketing firm and that is what she does.
- Community Day had close to 1000 visitors
- 92 community center surveys filled out at event

2017 /2018 Council GOALS

Progress Workplan including:

- i. Increase balance in Advisory Fund to enhance capability to support SGCC programming efforts
- ii. Have all Council members involved in a minimum of 15 hours of service at SGCC
- iii. Have all Council positions filled
- iv. Support SGCC staff to increase outreach and programming to our adult communities, especially seniors.



- 53 Fairfax health surveys filled out (Korean, Spanish, Farsi, Arabic)

**Upcoming Events :**

- Mobile Food Market – November 17, 2018
- Spread word about registering with center (*risk losing staffing if more visitors than registrants*). The county can now track the number of participants using the facility.
- Elf Shop – December 1 Reston Community Church (donations welcomed).

**Upcoming Fund Request : Moved to Treasurer**

- Southgate's staff Friendsgiving \$150
- New basketball uniforms \$400
- Teen field trip (movies – 11/21) \$160
- New Staff Sweatshirt – hoodies \$450
- Alexandra has offered to check with her contacts for better discounts on the sweatshirts and uniforms. Ricardo will work with her for design and quote.

**V. Treasurer's FOSCC Report – Gerald**

Access National Bank Account balance \$5,220.88 Ricardo presented a Southgate Community Center request for funding. Gerald made motion to take the \$1,200 request to the Friends of Southgate community center and Kathy second

**VI. Cornerstones Report - Alexandra Stewart**

- a. She is Amanda's replacement.
- b. She will be alternating attendance to the board meetings with Terrance
- c. She wants to see how to partner with the center more, getting more Stonegate engagement, and the implementation of trauma care.

**VII. RA Report – No Report or representative present**

**VIII. Old Business –**

- a. FoSGCC logo – Liza is working on it but has been pulled away. Alexandra has offered to finish since she has a Marketing firm and that is what she does.
- b. FoSGCC intro docs: to businesses and press (Darlena R.) Darlena will email to group.

**IX. New Business –**

- a. Northern VA Mediation Council – meeting with all the different advisory councils. Gerald, Syazana and Andy met with an interviewer hired by NCS on November 1<sup>st</sup> to discuss Friends of SCC, Inc. and how the organization works with SAC and SCC staff. NCS is interviewing each of the community center advisory councils to understand goals, processes, etc. Next steps will include bringing all of the groups together to discuss findings, best practices, etc.
- b. Toys 4 Tots – Ricardo given copy of our tax-exempt form to present to Marines.
- c. Holiday Dinner – Reston Community Center



d. January 2019 LED light bulb replacements at the center.

**X. Adjourn** (*followed by Friends of Southgate Community Center, Inc – meeting*)  
8 :02 pm by **Jan Bradshaw**

**Respectfully submitted,**

**Darlena Ricks (Secretary)**



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**Friends of Southgate Community Center, Inc.  
November 13, 2018**

**MINUTES –**

**I. Call to Order : 8 :03 pm**

- a. Board members present : Jan Bradshaw, Darlena Ricks, Gerald Padmore, Syazana Durrani (*Carol and Kathy went to front desk to get help registering for the center*)

**II. Funding Request - \$1, 200 total** The board approved the following :

1. Southgate's staff Friendsgiving \$150
2. New basketball uniforms \$400
3. Teen field trip (movies – 11/21) \$160
4. New Staff Sweatshirt – hoodies \$450

Alexandra has offered to check with her contacts for better discounts on the sweatshirts and uniforms. Ricardo will work with her for design and quote.

**III. Adjourn**

8 :09 pm by Jan Bradshaw

**Respectfully Submitted,**

Darlena Ricks (Secretary)

