

MEMORANDUM

March 25, 2014

TO: Government Operations and Fiscal Policy Committee

FROM: Linda McMillan, Senior Legislative Analyst *Jame*
Justina Ferber, Legislative Analyst

SUBJECT: **Property Disposition – The Writer’s Center – Material Terms**

Expected for this session:

Greg Ossont, Deputy Director, Department of General Services
Stewart Moss, Executive Director, The Writer’s Center

On March 6, 2014 the County Council received a memo from the County Executive with the material terms for a 15 year lease with The Writer’s Center. The Executive’s memo is attached at ©1-10. The property disposition process requires that for leases not exempt from the property disposition process, the Executive to send the Council the material terms for the lease. The Council has 30 days to provide the Executive with comments. After this comment period, the Executive must also send the Council a Declaration of No Further Need. The Council has 60 days to act on the Declaration of No Further Need or extend the time for action. After the Council approves a Declaration of No Further Need, the Executive may execute the lease.

Highlights of the material terms:

- The Writer's Center will be continuing to lease County-owned property located at 4508 Walsh Street in Bethesda.
- The term of the lease renewal is 15 years.
- The Writer's Center is planning to complete \$3,000,000 in improvements to the property.
- Rent will be abated for the first five years of the lease. If Phase 1 of the planned facility improvements have not commenced in the first five years, the Writer's Center will begin to pay market rent (currently estimated at \$35,000 annually) minus the value of programs and services provided to the County.
- Phase 1 and Phase 2 improvements must be completed by the end of the 15 year term before additional terms will be discussed.

Council staff notes that The Writer's Center has been awarded a \$250,000 State grant and \$250,000 in FY14 County Cost Sharing funds for the planned improvements. Current local bond bill submissions include \$300,000 to the Board of Directors of the Writer's Center Inc. A hard match is required. The Writer's Center is also raising funds from private sources.

Background on the Writer's Center Program

The following information was provided by Mr. Moss of the Writer's Center. A FY14 information sheet on the Writer's Center is attached at ©11. The winter schedule of classes and workshops is attached at ©12-14.

The Writer's Center was established in 1976, as an independent home for the literary arts in the D.C. area. It is an independent literary organization with a global reach, rooted in a dynamic community of writers. A community where likeminded individuals could share their love of literature, build relationships with one another, and create great art. In addition to providing writing workshops, both on-location and online, they also host more than 50 outstanding literary events each year, featuring authors of local, national, and international renown.

The Writer's Center cultivates the creation, publication, presentation, and dissemination of literary work. They believe the craft of writing is open to people of all backgrounds and ages. They conduct workshops for individuals 18 and up and provide workshops directed at younger writers and teens. Periodically they offer workshops in Spanish and in Spanish translation. Some scholarships are available.

The Writer's Center is a 501 (c) (3) nonprofit organization. Donations are tax deductible. The Writer's Center is supported in part by The Arts and Humanities Council of Montgomery County, and by a grant from the Maryland State Arts Council, an agency funded by the State of Maryland and the National Endowment for the Arts.

- The Writer's Centers is the only literary center in Mid-Atlantic. It provides over 300 workshops per yer, most in Bethesda.
- 30-40 online courses per year are offered to anyone.
- Most class attendees are from Montgomery County; the majority from Bethesda, Silver Spring, Gaithersburg.
- 70 to 80 authors read on Sundays and these events are open to the public.
- 4 to 5 poetry contests are conducted in area high schools.
- Free writing workshops are given to military veterans and their families.
- The Center assists with writing and music programs at Walter Reed.
- The Center conducts the semifinals for National Poetry Outloud Recitation Contest sponsored by the National Endowment for the Arts.

Since the Center's fiscal year began on July 1st, approximately 1,850 individuals have taken 150 workshops, for an average enrollment of 12 per workshop. In addition, the Center has offered 50 author readings and other events, which have had a total attendance of 1,250. (Note: This does not include the 120 theatre performances held in the Center's theatre, which 4,800 have attended.)

The Writer's Center currently offers two "Undiscovered Voices" scholarships each year, which award free workshops to local writers who earn less than \$25,000. In FY15, the Center will receive a \$15,000 grant from the Morris and Gwendolyn Cafritz Foundation to offer scholarships for writing workshops to under-served members of the community who earn less than \$25,000 per year.

Council Staff Comments

The Writer's Center has occupied this County space for many years. That said, this is a valuable piece of County property that is being proposed to be leased for the next 15 years. The critical component is this proposed lease is the substantial improvements that will be made to the property. The value of these improvements is the basis for the abatement of rent. Council staff has asked Mr. Ossont to inform the joint Committee how the County will monitor the progress of these improvements to make sure that they are completely in a timely manner and to the expectation of the County.

In addition, the Executive memo says, "The Renewal Amendment requires Phase II be completed by the end of the 15 year term before any additional terms will be discussed. Such discussion will include the length of term, rent and additional improvements for the Premises." It should be clarified whether the terms of this lease will specifically provide for a renewal period at the option of the County.

Gout



have LAM
-CC
SBF
have { LL
JF

OFFICE OF THE COUNTY EXECUTIVE
ROCKVILLE, MARYLAND 20850

Isiah Leggett
County Executive

MEMORANDUM

March 3, 2014

RECEIVED
MONTGOMERY COUNTY
CORPORATION
2014 MAR -6 PM 12: 59

To: Craig Rice, President
Montgomery County Council

From: Isiah Leggett 
County Executive

Subject: Material Terms related to the Third Amendment to Renew the Lease between Montgomery County, Maryland and The Writer's Center dated July 21, 1992, located at 4508 Walsh Street, Bethesda, Maryland

This document represents the material terms of the Lease Renewal for the Lease between Montgomery County "(County)" and The Writer's Center ("Center") to extend the lease for an additional 15 year term, with a rent abatement, in support of the Writer's Center inclusion in CIP #720601, Cost Sharing, MCG. This transmittal is intended to satisfy the required material terms submission for consideration by the County Council under property disposition regulations 11B-45. During the Council review period of these material terms they are also being advertised in the County Register for public comment.

The Center is a Maryland non-profit Corporation that is looking to create a 21st century facility by investing over a half a million dollars in the Premises. That investment began when they started occupancy in 1992. There is an additional \$3,000,000 investment planned once fund raising from government and private sources is accomplished over the next 15 years. The Project will be accomplished in two Phases as follows:

- Phase 1: will include basement renovations such as sump pumps, French drains, and abatement of mold. The main facility renovations will include demolition of non-load bearing walls in the long corridor. In the garage temporary office space will be created. In the main facility a writer's studio will be created. Finally renovations will be made to the upstairs bathrooms to bring them into compliance with the ADA guidelines.
- Phase 2: will include demolition of the existing roof, construction of a second floor "shell" (including the roof), installation of 3-stop elevator shaft, and rebuilding the front entrance to accommodate a handicapped ramp.



1

Craig Rice, Council President
March 3, 2014
Page 2

The Lease Renewal provides for a 15 year extension of the Lease, running from January 1, 2014 through December 31, 2028, with the rent abated. The rent currently abated by the County equals approximately \$35,000 annually, using 2013 rental rates. Over this 15 year extension, the \$3,000,000 in funds the Center wants to put into upgrading the Leased Premises will far exceed the \$525,000 abated rent totaled over the same fifteen year period. The Center believes it would find it difficult, if not impossible, to pay rent, while at the same time raising funds for operations and capital improvements. In addition, the Center feels that having a long term lease in place will improve its ability to raise contributions for the improvements.

The Center is planning to raise \$3,000,000 from government and private sources to upgrade the Premises. The Center has already received a \$250,000 grant from the State of Maryland. Without having a long term lease in place, under the requirements of Individual Bond Bills submitted to the Maryland General Assembly, the Center would have to forfeit the \$250,000 in grant funds and would also be disqualified from applying for future bond bill funds. In addition the Center feels that having a long term lease in place will make it easier to raise contributions for the improvements. The Center has also been awarded funds by the County Council in support of their enhancement project. The Center is included in the budget with \$250,000 in designated for fiscal year 2014, under CIP project #720601, MCG Cost Sharing (Resolution 17-876 attached).

Phase 1 of the project will commence in 2014. In the event that the Center has not commenced the work by the end of the first five years of the Renewal Term, the Renewal Amendment will require that the Center begin paying Market Rent, minus the demonstrated value of the programs and services that they provide to the County. The Renewal Amendment requires that Phase II be completed by the end of the 15 year term before any additional terms will be discussed. Such discussion will include length of term, rent and additional improvements for the Premises.

In light of the fact that this project is already part of an approved CIP project, it is not subject to review under 11B-45 Executive Regulations and the obligation to conduct a reuse analysis is negated by the inclusion in the CIP. However, in the event the Center fails to complete renovations, during the 15 year term, rent should resume at market rate, or less, if approved under 11B-45 requirements.

IL:rbp

Attachment

Resolution No.: 17-876
 Introduced: September 24, 2013
 Adopted: September 24, 2013

**COUNTY COUNCIL
 FOR MONTGOMERY COUNTY, MARYLAND**

By: Council President at the request of the County Executive

SUBJECT: Amendment to the FY13-18 Capital Improvements Program and Supplemental Appropriation #3-S14-CMCG-3 to the FY14 Capital Budget Montgomery County Government Department of Recreation Cost Sharing (No. 720601), \$889,000

Amendment to FY14 Operating Budget
 Resolution 17-762, Section G, FY14 Designation of Entities for
 Non-Competitive Contract Award Status

Background

1. Section 307 of the Montgomery County Charter provides that any supplemental appropriation shall be recommended by the County Executive who shall specify the source of funds to finance it. The Council shall hold a public hearing on each proposed supplemental appropriation after at least one week's notice. A supplemental appropriation that would comply with, avail the County of, or put into effect a grant or a Federal, State or County law or regulation, or one that is approved after January 1 of any fiscal year, requires an affirmative vote of five Councilmembers. A supplemental appropriation for any other purpose that is approved before January 1 of any fiscal year requires an affirmative vote of six Councilmembers. The Council may, in a single action, approve more than one supplemental appropriation. The Executive may disapprove or reduce a supplemental appropriation, and the Council may reapprove the appropriation, as if it were an item in the annual budget.
2. Section 302 of the Montgomery County Charter provides that the Council may amend an approved capital improvements program at any time by an affirmative vote of no fewer than six members of the Council.
3. The County Executive recommends the following capital project appropriation increases:

<u>Project Name</u>	<u>Project Number</u>	<u>Cost Element</u>	<u>Amount</u>	<u>Source of Funds</u>
Cost Sharing	720601	Other	\$889,000	Current Revenue: General

This increase is needed to fund grant awards for facility construction or improvements of arts and humanities facilities as recommended by the independent review panel that was convened to review and recommend requests to the Board of the AHCMC. For FY14, these recommendations are: Friends of the Library, Montgomery County, Inc.: \$25,100; Imagination Stage, Inc.: \$190,000; The Washington Conservatory of Music, Inc.: \$26,875; The Strathmore Hall Foundation, Inc.: \$26,000; The Puppet Company: \$25,000; The Writer's Center, Inc.: \$250,000; Glen Echo Park Partnership for Arts and Culture, Inc.: \$45,000; American Dance Institute, Inc.: \$34,889; Olney Theatre Corporation: \$25,000; Montgomery Community Television, Inc.: \$62,469; The Dance Exchange Inc.: \$77,500; and Metropolitan Ballet Theatre, Inc.: \$100,850.

The recommended amendment is consistent with the criteria for amending the CIP because the project leverages significant non-County funding.

4. The County Executive recommends an amendment to the FY13-18 Capital Improvements Program and a supplemental appropriation in the amount of \$889,000 for Cost Sharing (No. 720601), and specifies that the source of funds will be Current Revenue: General.
5. Notice of public hearing was given and a public hearing was held.
6. Section 11B-14(a)(4) of the Montgomery County Code states that "a contract may be awarded without competition if the Chief Administrative Officer makes a written determination that the contract award serves a public purpose and a proposed contractor has been identified in a grant or appropriation resolution approved by the Council." The result of this action is to amend the FY14 Designation of Entities for Non-Competitive Contract Award status resolution to include the entities listed in Section 8.
7. The Chief Administrative Officer has determined that funding for contracts with these entities serves a public purpose and that such an expense would be in the public interest.
8. The Department of Recreation will fund the contracts from the capital project appropriation increase for the following entities totaling \$888,683: : Friends of the Library, Montgomery County, Inc.; Imagination Stage, Inc.; The Washington Conservatory of Music, Inc.; The Strathmore Hall Foundation, Inc.; The Puppet Company; The Writer's Center, Inc.; Glen Echo Park Partnership for Arts and Culture, Inc.; American Dance Institute, Inc.; Olney Theatre Corporation; Montgomery Community Television, Inc.; The Dance Exchange Inc.; and Metropolitan Ballet Theatre, Inc.

Action

The County Council for Montgomery County, Maryland, approves the following actions:

The FY13-18 Capital Improvements Program of the Montgomery County Government is amended as reflected on the attached project description form and a supplemental appropriation is approved as follows:

<u>Project Name</u>	<u>Project Number</u>	<u>Cost Element</u>	<u>Amount</u>	<u>Source of Funds</u>
Cost Sharing	720601	Other	\$889,000	Current Revenue: General

The FY13-18 Capital Improvements Program of the Montgomery County Government is amended to program the remaining \$111,000 in FY15 from the original \$1,000,000 programmed in FY14.

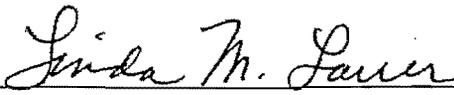
The Council approves amendments to the Designation of Entities for Non-Competitive Contract Award listed below and thereby amends Resolution 17-762, Section G, FY14 Designation of Entities for Non-Competitive Contract Award. The Chief Administrative Officer has recommended this action and stated that contracts with the vendors listed in the chart below serves a public purpose and is in the public interest.

The FY14 Designation of Entities for Non-Competitive Contract Award Status resolution is amended to provide for the following contracts:

American Dance Institute, Inc.	\$34,889	Replace stage lighting
Imagination Stage, Inc.	\$190,000	Repair overall HVAC system
The Writers Center, Inc.	\$250,000	Urgent health and safety concerns including ADA Compliance
The Puppet Co.	\$25,000	Upgrade sound and lighting systems Replacement and upgrade of carpeting
Metropolitan Ballet Theatre, Inc.	\$100,850	Build-out of new space
The Dance Exchange, Inc.	\$77,500	Facility improvements
Friends of the Library, Montgomery County, Inc.	\$25,100	Facility improvements at used bookstore
The Washington Conservatory of Music, Inc.	\$26,875	Finish the build-out of the WCM Glen Echo Park site

The Strathmore Hall Foundation, Inc.	\$26,000	Upgrade and enhance the functionality of one education classroom
Glen Echo Park Partnership for Arts and Culture, Inc.	\$45,000	Improvements to Glen Echo Park's Hall of Mirrors
Montgomery Community Television, Inc.	\$62,469	Renovation into a digital learning and resource center
Olney Theatre Corporation	\$25,000	Facilities improvements

This is a correct copy of Council action.



Linda M. Lauer, Clerk of the Council

Cost Sharing: MCG (P720601)

Category	Culture and Recreation	Date Last Modified	5/3/13
Sub Category	Recreation	Required Adequate Public Facility	No
Administering Agency	General Services (AAGE29)	Relocation Impact	None
Planning Area	Countywide	Status	Ongoing

	Total	Thru FY11	Rem FY12	Total 6 Years	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	Beyond 6 Yrs
EXPENDITURE SCHEDULE (\$000s)											
Planning, Design and Supervision	3,634	3,634	0	0	0	0	0	0	0	0	0
Land	0	0	0	0	0	0	0	0	0	0	0
Site Improvements and Utilities	9	9	0	0	0	0	0	0	0	0	0
Construction	7,230	7,230	0	0	0	0	0	0	0	0	0
Other	10,936	3,904	912	6,120	555	1,451,385	1,111,000	1,000	1,000	1,000	0
Total	21,809	14,777	912	6,120	555	1,451,385	1,111,000	1,000	1,000	1,000	0

	Total	Thru FY11	Rem FY12	Total 6 Years	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18	Beyond 6 Yrs
FUNDING SCHEDULE (\$000s)											
Contributions	300	0	150	0	0	0	0	0	0	0	0
Current Revenue: General	18,731	5,028	0	6,120	555	1,451,385	1,111,000	1,000	1,000	1,000	0
Land Sale	5,322	2,661	0	0	0	0	0	0	0	0	0
Long-Term Financing	7,700	3,850	0	0	0	0	0	0	0	0	0
State Aid	6,000	3,238	762	0	0	0	0	0	0	0	0
Total	38,053	14,777	912	6,120	555	1,451,385	1,111,000	1,000	1,000	1,000	0

APPROPRIATION AND EXPENDITURE DATA (000s)

Appropriation Request	FY 14	565
Supplemental Appropriation Request		3,979
Transfer		0
Cumulative Appropriation		16,244
Expenditure / Encumbrances		15,392
Unencumbered Balance		-15,302

Date First Appropriation	FY 08
First Cost Estimate	
Current Scope	FY 14 21,758
Last FY's Cost Estimate	16,244

Description

This project provides funds for the development of non-government projects in conjunction with public agencies or the private sector. County participation leverages private and other public funds for these facilities. Prior to disbursing funds, the relevant County department or agency and the private organization will develop a Memorandum of Understanding, which specifies the requirements and responsibilities of each.

Cost Change

\$5 million increase (\$1 million per year) to leverage private funding for Capital Improvement Grants for Arts and Humanities. The Arts and Culture Industry, through its organizations, generate \$1.81 million in annual economic activity in Montgomery County supporting 2,955 full-time equivalent jobs and generating \$10.2 million in state and local government revenue. They support restaurants, hotels and other businesses by spending over \$74 million in these businesses. Priority for these Capital Improvement Grants for Arts and Humanities will be given to projects that leverage non-County funding. Cost increase is also due to the County's participation in Easter Seals Greater Washington-Baltimore Region, Jewish Foundation for Group Homes, Inc., Muslim Community Center, Potomac Community Resources, Inc., Sandy Spring Museum, St. Luke's House and Threshold Services United, and Takoma Park Presbyterian Church.

Justification

The County has entered into or considered many public-private partnerships, which contribute to the excellence and diversity of facilities serving County residents

Other

For FY14, County participation is anticipated for the following projects: Easter Seals Greater Washington-Baltimore Region: \$100,000; Jewish Foundation for Group Homes, Inc.: \$125,000; Muslim Community Center: \$100,000; Potomac Community Resources, Inc.: \$50,000; Sandy Spring Museum: \$65,000; St. Luke's House and Threshold Services United: \$50,000; and Takoma Park Presbyterian Church: \$75,000. Prior to disbursement of funds, Takoma Park Presbyterian Church must provide a final Business Plan to the Executive and Council that includes the proposed fee schedule and letters of interest from potential entrepreneurs with expected revenues from each user. The Church must agree to use the facility for the expressed purposes for a period of ten years from the time the facility is complete or repay the pro rata portion of County funds. See the following page for a list of prior grantees.

Fiscal Note

Cost Sharing: MCG (P720601)

~~The Council will consider appropriating Capital Improvement Grants for Arts and Humanities up to \$1 million as an FY14 Supplemental Appropriation once the list of grantees has been recommended by the County Executive.~~
The State approved \$4,000,000 in State Aid for the Fillmore venue in Silver Spring. The County's required match was \$4,000,000 and \$6,511,000 was programmed. The Venue Operator agreed to purchase certain furniture, fixtures, and equipment for the project; \$160,000 of which would be used as the required County match. An agreement between the development partners and the County was executed. The Fillmore is now operational.

Disclosures

A pedestrian impact analysis will be performed during design or is in progress.

The Executive asserts that this project conforms to the requirements of relevant local plans, as required by the Maryland Economic Growth, Resource Protection and Planning Act.

Coordination

Private organizations, State of Maryland, Municipalities, Montgomery County Public Schools, Community Use of Public Facilities, Department of General Services, Department of Economic Development

The County Executive recommends appropriating Capital Improvement Grants for Arts and Humanities of \$889,000 through an FY14 Supplemental Appropriation based on a list of grantees recommended by a review group convened by the Arts and Humanities Council of Montgomery County. The remaining \$111,000 from the original \$1 million programmed in FY14 Capital Improvement Grants has been programmed in FY15, consistent with the recommendation made by the Arts and Humanities Council.

PRIOR YEAR COST SHARING GRANTS

Grants: For FY13, County participation was for the following projects: ArtPreneurs, Inc.: \$30,000; Muslim Community Center, Inc.: \$120,000; Muslim Community Center, Inc.: \$175,000; Potomac Community Resources, Inc.: \$50,000; Sheppard Pratt Health System, Inc.: \$50,000; and The Menare Foundation, Inc.: \$80,000.

For FY12, County participation was for the following projects: Catholic Charities of the Archdiocese of Washington, Inc.: \$125,000; CHI Centers Inc.: \$200,000; and Ivymount School, Inc.: \$100,000.

For FY11, County participation was for the following projects: Girl Scout Council of the Nation's Capital: \$100,000; Jewish Foundation for Group Homes, Inc.: \$50,000; and Ivymount School, Inc.: \$100,000.

For FY10, County participation was for the following project: Aunt Hattie's Place, Inc.: \$100,000. Disbursement of FY09 and FY10 County funds is conditioned on the owner of the property giving the County an appropriate covenant restricting the use of the leased property to a foster home for boys for a period of ten years from the time the facility commences to operate as a foster home. Boys and Girls Club of Greater Washington: \$38,000; CASA de Maryland, Inc.: \$100,000; Jewish Council for the Aging of Greater Washington, Inc.: \$50,000; and Warren Historic Site Committee, Inc.: \$150,000.

For FY09, County participation was for the following projects: Aunt Hattie's Place, Inc.: \$250,000; Boys and Girls Club of Greater Washington: \$250,000; CASA de Maryland, Inc.: \$150,000; CHI Centers: \$50,000; and Institute for Family Development Inc., doing business as Centro Familia: \$75,000 (The organization had to demonstrate to the County's satisfaction that it had commitments for the entire funding needed to construct the project before the \$75,000 in County funds could be spent.); Jewish Council for the Aging of Greater Washington, Inc.: \$250,000; Montgomery General Hospital: \$500,000; Nonprofit Village, Inc.: \$200,000; and YMCA of Metropolitan Washington and Youth and Family Services Branch: \$200,000.

RECOMMENDED FY14 CAPITAL IMPROVEMENT GRANTS FOR THE ARTS AND HUMANITIES

For FY14, County participation is recommended for the following Arts and Humanities facilities projects: Friends of the Library, Montgomery County, Inc.: \$25,100; Imagination Stage, Inc.: \$190,000; The Washington Conservatory of Music Inc.: \$26,875; The Strathmore Hall Foundation, Inc.: \$26,000; The Puppet Co.: \$25,000; The Writer's Center, Inc.: \$250,000; Glen Echo Park Partnership for Arts and Culture, Inc.: \$45,000; American Dance Institute, Inc.: \$34,889; Olney Theatre Corporation: \$25,000; Montgomery Community Television, Inc.: \$62,469; The Dance Exchange, Inc.: \$77,500; and Metropolitan Ballet Theatre, Inc.: \$100,850. Disbursement of Metropolitan Ballet Theatre, Inc. funds will be contingent on the County receiving a signed lease for their new space.

THE WRITER'S CENTER

BOARD OF DIRECTORS

Sally Mott Freeman

Chair

James T. Mathews

Vice Chair

Les Hatley

Treasurer

Patricia A. Harris

Secretary

Ken Ackerman

Margot Backas

Linna Barnes

Naomi Collins

Mark Cymrot

Michael Febrey

Neal Gillen

John Hill

Jeff Kosseff

C.M. Mayo

Jim McAndrew

Ann McLaughlin

Margaret Meloney

E. Ethelbert Miller

Joram Piarigorsky

Bill Reynolds

Mier Wolf, *Chair emer.*

Wilson W. Wyatt, Jr.

HONORARY BOARD

Kate Blackwell

Dana Gioia

Jim & Kate Lehrer

Alice McDermott

Ellen McLaughlin

Howard Norman

EXECUTIVE DIRECTOR

Stewart Moss

MISSION

The Writer's Center cultivates the creation, publication, presentation, and dissemination of literary work.

4508 Walsh Street
Bethesda, MD 20815
p 301-654-8664
f 240-223-0458
Writer.org

The Writer's Center – FY2014

Founding Date:

1976

Annual Budget for FY14:

\$959,975

Projected Earned Income:

\$1,006,000

Annual Contributed Income (grants and donations from individuals and Board of Directors):

\$305,000

Grants:

National Endowment for the Arts -- \$15,000

Arts & Humanities Council of Montgomery County -- \$36,000

Maryland States Arts Council -- \$52,500

Endowment: \$250,000

Corporate Sponsor:

Eagle Bank

Membership:

2,700

Total workshops offered:

330 at locations in Bethesda (260), McLean (4), Annapolis (12), Leesburg (12), on Capitol Hill (12) and on-line (30)

Annual workshop enrollment:

6,000

Author readings and other events offered annually:

70 (of which 60 are free)

Annual visits to our website: www.writer.org

900,000

Full-time staff:

7

Part-time staff:

1

Board of Directors:

20 members

- **Chair** – Sally Mott Freeman
- **Vice Chair** – James T. Mathews
- **Treasurer** – Les Hatley
- **Secretary** – Patricia Harris

Executive Director:

Stewart Moss (since 2010)

The Writer's Center is a 501(c)(3) nonprofit organization. Donations are tax deductible to the fullest extent allowed by law. A copy of our current financial statement is available upon request by contacting The Writer's Center. Documents and information submitted to the State of Maryland under the Maryland Charitable Solicitations Act are available from the office of the Secretary of State for the cost of copying and postage.

WINTER WORKSHOP SCHEDULE

The Writer's Center

SCHEDULE

FICTION (PAGES 22-25)	LEADER	DATES	DAY	TIME	LEVEL
First Draft Hell: Edits Make Heaven	Amy Abrams	4/5	Sa	10 a.m.-4 p.m.	ALL
Plot Intensive	Lynn Schwartz	4/5	Sa	9:30 a.m.-12:30 p.m.	ALL
4 Stories, 4 Weeks	Sinta Jimenez	4/7-4/28	M	6-8 p.m.	I
The Short Story: Point of View	Jennifer Buxton	4/7-5/5	M	7-9:30 p.m.	ALL
Flash Fiction	Sinta Jimenez	4/9-4/30	W	6-8 p.m.	I
Fiction Master Class	Kathryn Johnson	4/9-4/30	W	7-9:30 p.m.	M
Tighten Up Your Prose!	Kathryn Johnson	4/12	Sa	10 a.m.-12:30 p.m.	ALL
Historical Fiction	Kathryn Johnson	4/26	Sa	10 a.m.-12:30 p.m.	ALL
MIXED GENRE (PAGES 25-26)	LEADER	DATES	DAY	TIME	LEVEL
Getting Started: Creative Writing	Elizabeth Rees	1/11-3/8	Sa	1-3:30 p.m.	ALL
Imagery in Prose & Poetry	Nan Fry	1/11	Sa	10:30 a.m.-1:30 p.m.	I
Memoir and Literary Fiction	Lynn Stearns	1/15-3/5	W	10 a.m.-12:30 p.m.	B/I
Get Your Work Read and Noticed	Dave Singleton	1/25	Sa	2-4 p.m.	ALL
QueerLit Workshop	Sinta Jimenez	2/3-3/24	M	6-8 p.m.	ALL
Feature Writing Workshop	Ellyn Wexler	2/26-4/16	W	7-9 p.m.	ALL
Truth or "Truthiness"	Christine Koubek	3/1	Sa	10 a.m.-12:30 p.m.	ALL
Pitch Your Ideas and Get Published	Dave Singleton	3/1	Sa	2-4:30 p.m.	ALL
Getting Started: Creative Writing	Elizabeth Rees	3/5-4/30	W	7-9:30 p.m.	ALL
Writing About S-E-X	Mary McCarthy	3/8-3/15	Sa	1-4 p.m.	ALL
*Getting Started: Creative Writing	Patricia Gray	3/8-3/15	Sa	1-3:30 p.m.	ALL
Write What You Don't Know	Christopher Goodrich	4/19-5/24	Sa	10 a.m.-12 p.m.	I
Subject and Voice: New Tips	Laura Oliver	4/26	Sa	1:30-4 p.m.	ALL
NONFICTION (PAGES 26-27)	LEADER	DATES	DAY	TIME	LEVEL
My Life in Stories	Danuta Hinc	1/7-1/30	Tu/Th	10 a.m.-1 p.m.	ALL
My Life, One Story at a Time	Pat McNees	1/8-2/12	W	7:15-9:45 p.m.	I
Creative Nonfiction II	Dave Singleton	1/14-3/4	Tu	7-9:30 p.m.	I
The Writer's Toolbox	Sara Taber	1/14-3/4	Tu	7-9:30 p.m.	ALL
Narrative Nonfiction History and Biography	Ken Ackerman	2/4-3/11	Tu	7:30-10 p.m.	I/A
4 Essays/Memoirs, 4 Weeks	Dave Singleton	2/27-3/20	Th	7-9 p.m.	B
Getting Started with Memoir*	Solveig Eggerz	3/3-3/7	M-F	10 a.m.-12:30 p.m.	B/I
Writing from Life	Ellen Herbert	3/26-5/14	W	10:30 a.m.-1 p.m.	ALL
Creative Nonfiction III: Advanced Personal Essay	William O'Sullivan	3/29-5/17	Sa	10 a.m.-12:30 p.m.	A
Nonfiction for the Military Experience	Ron Capps	3/31-5/5	M	6:30-9 p.m.	ALL
8 Essays, 8 Memoirs, 8 Weeks	Sara Taber	4/1-5/27	Tu	1-3:30 p.m.	ALL
The Writer's Toolbox	Sara Taber	4/29-6/10	Tu	7-9:30 p.m.	ALL
Nuts & Bolts of Publishing Nonfiction Articles	Ellen Ryan	4/8-5/13	Tu	7-9:30 p.m.	B/I

WINTER WORKSHOP SCHEDULE

POETRY (PAGES 27-30)	LEADER	DATES	DAY	TIME	LEVEL
Master Poetry Class	Stanley Plumly	1/6-1/27	M	7-9:30 p.m.	M
*Poetry I	Claudia Gary	1/9-1/30	Th	7-9 p.m.	B
The Force of Poetry	Elizabeth Rees	1/11-3/8	Sa	10 a.m.-12:30 p.m.	ALL
*Turning Points: The Role of the Volta in Poetry	Sue Ellen Thompson	1/18	Sa	1-4 p.m.	ALL
4 Poems, 4 Weeks	Melanie Figg	1/23-2/13	Th	7-9:30 p.m.	I/A
From Page to Stage: The Art of the Poetry Reading	Yvette Neisser Moreno	1/25	Sa	1-4:30 p.m.	ALL
All About Tone	Sue Ellen Thompson	2/9	Su	1-4 p.m.	ALL
6 Poems, 6 Weeks	Marie Pavlicek-Wehrli	2/20-3/27	Th	10:30 a.m.-1 p.m.	I
Sound in Poetry	Nan Fry	2/22	Sa	1-4 p.m.	I
The Organic Forms of Free Verse	Nan Fry	3/6-4/3	Th	10:30 a.m.-1 p.m.	I
Why Write in Forms? And How?	Claudia Gary	3/7-3/28	F	7-9:30 p.m.	ALL
*How Poems Begin	Sue Ellen Thompson	3/8	Sa	1-4 p.m.	ALL
The Poetry of Things	Hailey Leithauser	3/12-4/16	W	7-9 p.m.	I/A
6 Poems, 6 Weeks	Jessica Garratt	3/25-4/29	Tu	6:30-8:30 p.m.	I
Reading Rich: A Salon of Poetry and Essays	Melanie Figg	4/3-4/24	Th	7-9 p.m.	I/A
Elements of Poetry: Imagery	Nan Fry	4/5	Sa	10:30 a.m.-1:30 p.m.	ALL
Poetic Closure: How to End a Poem	Sue Ellen Thompson	4/6	Su	1-4 p.m.	ALL
Elements of Poetry: Speaker and Voice	Ellen Cole	4/12	Sa	1-4 p.m.	ALL
Elements of Poetry: Line and Stanza	Nan Fry	4/19	Sa	10 a.m.-12:30 p.m.	ALL
Elements of Poetry: Music and Sound	Claudia Gary	4/19	Sa	1-5 p.m.	ALL
Elements of Poetry: Metaphor	Yvette Neisser Moreno	4/26	Sa	1-4 p.m.	ALL
How to Get Published: Chapbooks	Melanie Figg	4/26-5/3	Sa	1-3:30 p.m.	I/A
PROFESSIONAL (PAGE 30)	LEADER	DATES	DAY	TIME	LEVEL
How to Break into Travel Writing with a Story that Sells	Christine Koubek	1/18-2/1	Sa	10 a.m.-12:30 p.m.	B/I
Writing the Dreaded Query Letter	Alan Orloff	3/1	Sa	2-4 p.m.	ALL
*Travel Writing: Get Paid to See the World	Aaron Hamburger	3/29-4/5	Sa	10 a.m.-1 p.m.	ALL
So You Want to Be a Blogger?	Mary McCarthy	4/2	W	6:30-9 p.m.	I
How to Write a Grant Proposal	Cara Seitchek	4/5-4/19	Sa	1:30-4 p.m.	B
STAGE & SCREEN (PAGES 30-31)	LEADER	DATES	DAY	TIME	LEVEL
Songwriting: Digging Deeper	Cathy Fink	3/4-3/25	Tu	7:30-9:30 p.m.	I/A
*Screenwriting I	Jeffrey Rubin	1/7-2/25	Tu	7-9:30 p.m.	B
Elements of Playwriting: Character	Richard Washer	1/18	Sa	10 a.m.-12:30 p.m.	B
Elements of Playwriting: Process	Richard Washer	1/25	Sa	10 a.m.-12:30 p.m.	B
Elements of Playwriting: Dialogue	Richard Washer	1/30	Th	7:30 p.m.-10 p.m.	B

SCHEDULE

B—beginner I—intermediate A—advanced M—master ALL—all levels

* Indicates workshops held at one of our satellite locations. Please see descriptions for more information.

STAGE & SCREEN (cont.)	LEADER	DATES	DAY	TIME	LEVEL
Screenwriting II	Lyn Vaus	2/6-3/27	Th	7:30-10 p.m.	I/A
Playwriting II	Richard Washer	2/8-3/29	Sa	10 a.m.-12:30 p.m.	I
Elements of Playwriting: Theatricality	Richard Washer	3/19	W	7:30-10 p.m.	B
Elements of Playwriting: Exposition	Richard Washer	4/17	Th	10 a.m.-1 p.m.	B

View sample online workshops @ www.onlinetwc.org/workshops

SCHEDULE

ONLINE	LEADER	DATES	LEVEL
Introduction to the Short Story	Christopher Linforth	1/6-2/24	B
Fiction I	T. Greenwood	1/11-3/1	B
4 Nonfiction Stories, 4 Weeks	Dave Singleton	2/1-2/22	B/I
The Elements of Fiction: Plot	T. Greenwood	2/1-2/22	ALL
Characterization in the Novel	T. Greenwood	3/1-4/19	ALL
Creative Nonfiction I	Brook Wilensky-Lanford	1/7-2/11	B
Creative Nonfiction II	Brook Wilensky-Lanford	2/18-3/25	I
Submission Survival Guide	Lisa Fay Coutley	1/6-1/27	B
Poetry-Comics: Poetry and the Visual Image	Bianca Stone	1/6-2/24	ALL
Online Poetry Workshop I	Bernadette Geyer	1/13-2/3	ALL
A Giant Hand and a Pledge to Make You Someone A Poetry Workshop	Hannah Gamble	2/3-3/24	ALL
Re-Seeing the Pieces: Strategies for Revision	Lisa Fay Coutley	2/3-3/10	B
Online Poetry Workshop II	Bernadette Geyer	2/17-3/10	ALL
The Art of Revision	Bernadette Geyer	3/24-4/14	ALL

Write from the Comfort of Home



With a growing selection of online workshops in fiction, poetry and creative nonfiction, our online courses are ideal for busy writers of all genres. Online workshops offer 24-hour access to lectures, assignments & critique via Moodle, an online course management platform with customizable classrooms. Browse a free sample online workshops to get a feel for how they run.

onlinetwc.org/workshop