

MINUTES

CAPE ELIZABETH COMMUNITY SERVICES ADVISORY COMMISSION

November 5, 2008

7:00PM – 9:00PM

Present: Janet Hoskin, Director, Bruce Abromson, member, Kate Mitchell, member, Courtney Thoreck, member, Bill Marshall, member and Betty Roker, Administrative Assistant to the Director.

1. Advisory Commission Plans

- a. Schedule of Meetings: Janet submitted the proposed commission meeting and program registration schedule. All present agreed and approved.
- b. Peter Daly's resignation: Janet read aloud the letter of resignation Peter had submitted. It was agreed two school board appointees and two town council appointees are needed to fill all vacancies. Janet has informed the Appointments Committee of all vacancies.
- c. Town of Cape Elizabeth Statement of Policy, Appointments to Standing Boards and Commissions: A copy of this policy was given to everyone. Bill thought it was important all members were familiar with this policy because of the need for new members.
- d. Hosting School Board and Town Council: Hosting a presentation for the School Board and Town Council was discussed again. The suggestion was made to host a dinner and have the presentation during dinner. Janet would like to have the coordinators of each program make a short presentation and then have a general overview of everything that Community Services is responsible for. All members agreed very few citizens understand all that we do. Janet suggested that we offer the presentation in January after the new Town Council members assume their positions. All members agreed there should be a presentation. We will start to discuss details at our next meeting.

2. Adult Programs: All spinning classes are almost maxed out. All art classes except for Open Woodshop were canceled. They will be offered again in the Winter/Spring brochure, but Karen Allen along with the others in the office will research new marketing methods to better get the information out.
3. Youth Programs: Janet informed everyone that all the Fall Skill Builders had ended. Open Chess Play is ongoing; they have attended one tournament and plan to attend more in the future.
Travel Basketball for 5th and 6th graders has begun. It has been a very time consuming endeavor this year because of low registration and league regulation changes.
The After School Program has been very successful. Only one class, Tumble Kidz Gymnastics, was canceled due to low enrollment. A second class was added for Rock Wall Climbing because of the large enrollment.

Early Release Programs have been very successful also.

A new Vex class will be added to expand on Lego Robotics.

4. Summer Programs: Janet explained because Leslie Young could not attend tonight's meeting, she would delay the Summer Program presentation until our next meeting.
5. Extended School Care: Suzanne Martin-Pillsbury held her first staff meeting, which went very well.
Attendance for November 3rd and 4th was 40.
6. Other Departments:
 - a. Pool: Janet informed everyone several tiles in the pool had come loose. The maintenance department will try to repair them temporarily until June when the pool is drained. There were three applicants for the Water Works instructor, a final candidate has been chosen.
 - b. Fitness Center: The center remains closed on Sundays, but an effort is being made to remain open extra hours around the holidays..
 - c. Custodial Services: A new part time custodian has been hired to finally complete the custodial staff. The new hire will pick-up the Saturday coverage. The weekly walk through in each facility has been positive.
 - d. Transportation: The new bus has arrived and one bus has been removed from the fleet. A bus shortage remains a problem.
 - e. Middle School Athletics: 7th and 8th Girls Basketball has begun. It was decided to use the same uniform for MS Basketball and Travel Basketball so athletes will only need to purchase one uniform. Nordic Ski registration begins Monday, November 10th. 7th and 8th Boys Basketball begins in December and Indoor Track and Swimming begin in January.
7. Policy and Procedures:
 - a. Senior Citizen Discounts: The members discussed the current 20% Senior Discount and whether or not it should be reduced. One suggestion was to reduce the discount to 10% and provide an incentive so if they registered for 2 or more classes it would increase to 20%. Members said it would be helpful to have figures on the senior discount and how it might effect revenue. We will discuss the matter at our next meeting.
 - b. Multi-Child Discounts: The members discussed how this was already not utilized all that often anyway. We'll discuss it further after having more details.
 - c. Pool/Fitness Center Scholarship Membership access: It was suggested we might want to set a limit on the number of times a family can use the facility per month. We will take up this discussion again at our next meeting.
8. Other Business: Janet passed out the current application Community Services uses for coaching applicants. We currently conduct background checks on coaches, but we do not have policies and procedures in place. It was agreed there should be such a document. This discussion will be continued at our next meeting.

The meeting was adjourned at 9:05PM.

