

## MINUTES

### CAPE ELIZABETH COMMUNITY SERVICES ADVISORY COMMISSION

February 4, 2009

7:00 PM – 9:00 PM

Present: Janet Hoskin, Director, Betty Roker, Administrative Assistant to the Director, Bill Marshall, Chair and members Kate Mitchell, Jean Ginn Marvin, Carolyn Flaherty, Susan Haversat and Fred Sturtevant. Absent: Courtney Thoreck, member

1. **Acceptance of Minutes from January 18, 2009:** Minutes were accepted, seconded and approved by all members.
2. **Summer Program Ideas and Preparations:** Janet explained the various camps offered in the summer. Kiddie Camp is half day for 4 and 5 year olds. The numbers have been low for the youngest group. Janet stated it is clear that changes are needed in this program. Some members suggested maybe offering Extended School Care to allow for a full day camp for working parents. Janet explained this would put the program into a daycare category which would require different licensing. Another suggestion was made to advertise the camp more. Maybe recruit a high school senior to design a marketing program as a senior project. Janet then explained Day Camp for 1<sup>st</sup> through 5<sup>th</sup> grade. There were approximately 300 students registered last summer. There was positive feedback concerning the building switch. The negative was there was not an afternoon open swim option just swim lessons. Janet will be meeting with Leslie and Donna to discuss various possibilities to allow for an open swim. Middle School Camp for 6<sup>th</sup> through 8<sup>th</sup> grade. There were approximately 60 students registered last summer. There was also positive feedback concerning the building switch, the game room, utilization of the turf field and a longer day. Janet explained the application process for hiring the staff for summer camps. It is the philosophy of Community Services to interview every applicant. This allows students to learn the process of applying and interviewing for a job. Janet did explain that this is very time consuming for Community Services staff because the first interview for each applicant is usually 15 minutes and there are between 75 to 100 applicants. Janet asked for comments or suggestions from members. The suggestion of a job fair was made, to have all applicants come in one evening and have several volunteers interview for 5 minutes. Then from that group conduct a more extensive interview for a limited number of applicants. Janet stated she would bring these suggestions to Community Service staff.
3. **Policy and Procedures:**
  - a. Multi-Child Discounts – Janet presented a hand out illustrating figures for various options of multi-child discounts. Members asked Janet to bring figures to the next meeting showing what this dollar amount represents I the total percentage of loss in revenue as a result of multi-child discounts. How many families that register have 3-4 children and use the discount?

- b. Pool/Fitness Center Scholarship Membership access – Janet explained after further discussion with Donna Weatherbie, the Pool/Fitness Center Supervisor, there did not appear to be an actual problem with this policy and really only involved one family. She feels this can be resolved on an individual basis.
  - c. Policy and/or Procedure Recommendations on Selection of Volunteer Coaches – Janet explained we do not currently have a written policy or procedure. We do require a formal application and we conduct a background checks. Susan Haversat volunteered to bring in examples of applications, policies and evaluations from various sports boosters. It was also suggested we conduct a formal evaluation process of volunteer coaches.
4. **Report on Public Forum January 21, 2009:** Janet reported there were several community members who spoke against Community Services at the Public Forum. Many felt it is a “fluff” service. She stated she felt that any positive response needed to come from the community and not from Community Services staff. Members discussed the issue and agreed if further action was needed they would initiate it.
5. **Policy and Procedures:**
- a. Budgets – Janet presented a hand out of the Community Services Proposed Budget Fiscal year 2010.
  - b. Donations – Janet informed members Community Services can accept donations, both monetary and material. Employees of Community Services are not allowed to do any fundraising.
  - c. Setting Up Accounts/Memberships – Janet presented a possible solution to not being able accept credit cards for payment. Allowing individuals/families to set up accounts or memberships from which they could draw when they want to register for a course. This would allow for online or telephone registrations. Members agreed this might be a viable solution and will be discussed further at our next meeting.
6. **Middle School Athletics:** Janet explained to members that middle school athletics registration appeared to be staying with Community Services. This being the first year for this method. We are gathering figures for each sport to determine the success of the individual pay per sport see or whether a yearly fee should be implemented.
7. **Other Business:** Janet explained she has been looking at various options for reducing the costs of printing the Community Services brochures. Several members stated it was Community Services only marketing tool at this time and that the quality should not be changed.

The meeting was adjourned at 9:30 PM.