

MINUTES

CAPE ELIZABETH COMMUNITY SERVICES ADVISORY COMMISSION

March 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, Courtney Thoreck and Fred Sturtevant.

1. **Acceptance of Minutes from February 4, 2009:** Minutes were accepted, seconded and approved by all members. Bill asked if in the future all handouts from the meetings could be attached to the minutes when they are sent out via email. Betty said she would do so.
2. **Summer Program Ideas Preparations:** Janet explained the dates for summer camp could not yet be determined because of snow days and when the last day of school would be. Tentative dates are June 24 through July 31. That is based on the last day of school being June 17. July 4th falls on a Saturday this year so it has been decided the summer staff will take July 3rd as the holiday.
Fees for summer camps have gone up \$2 per week for this year.
Community Services staff decided to try the Job Fair method this year for the hiring of summer staff. The date will be March 25 from 5:30-6:30PM. Any volunteers from the Advisory Commission would be greatly appreciated.
Applications will be ready at the end of this week or the beginning of next week. Janet has not received any responses from Camp Directors yet as to whether or not they will be returning this year.
3. **Financial:**
 - a. Budgets – It has been decided the Fitness Center will be included in the Community Services budget and Community Services will answer to the School Board. The Pool will remain in the Town's Budget. A survey was conducted of area fitness centers and based on this information fees will be increased at the Fitness Center and new components will be added. The whirlpool was not cut from the Pool budget.
 - b. Donations – Accounts have been set up for any donations made to Community Services and will go to specific departments if the donor requests.
 - c. Setting Up Community Services' "Accounts" – It was suggested we might want to research using the same system the school cafeterias use for the student lunch accounts for setting up customer accounts at Community Services.
4. **Policy and Procedures:**
 - a. Multi-Child Discount – After some discussion members voted to not change the current Multi-Child Discount policy.

- b. Policy and/or Procedure Recommendations on Selection of Volunteer Coaches – There was discussion of developing a tool to evaluate coaches. Members will collect samples of various evaluations and policies from other sports organizations. It was decided we should try to complete a policy and procedure by the end of this school year so that it might be implemented for the next school year.
- 5. **Other Business:** Members decided we should put the discussion of sports uniforms on the commission’s next agenda.

The meeting was adjourned at 8:45PM.