

MINUTES

CAPE ELIZABETH COMMUNITY SERVICES ADVISORY COMMISSION

April 1, 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, Carolyn Flaherty and Susan Haversat.
Absent: Jean Ginn Marvin , Courtney Thoreck and Fred Sturtevant.

1. **Acceptance of Minutes from February 4, 2009:** It was determined that no one received copies of the minutes. Janet apologized that they must still be on her desk for proofing. They will be sent out for review and acceptance at a later date.
2. **Report on Program Highlights:** Janet let everyone know the Adult Ballroom Dance held March 7th was a success. Twenty nine people participated. A second dance is tentatively being planned for May at the end of the current Ballroom Dance class.
3. **Summer Program:**
 - a. Brochure – The Summer 2009 Brochure went online this year before it was mailed. There was also an effort made to have more pictures of actual Community Service programs in the brochure.
 - b. Application Process – The Summer Camp Job Fair went very well. There were 50 applications accepted that evening. Second interviews will begin next week.
 - c. Lottery Draw Procedures – The Lottery Draw for Summer Programs will begin April 13 and end May 1. Registration will be held May 4. Janet demonstrated the “Deal or No Deal” method that is used for the lottery draw. As of this date the last day of school will be June 19.
 - d. Registration Evening – May 4 will be registration night from 5:30-8:30PM, therefore the May meeting for the Advisory Commission will be canceled because commission members will be assisting with registration. Please let the Community Services Office staff know whether you will be able to assist on the May 4th registration evening.
4. **Middle School Athletics:**
 - a. Uniforms – The Middle School Athletics Committee is evaluating the year’s data in an attempt to make necessary changes in the program. Looking at the individual sport fees is one item being discussed at great length.
 - b. Program Status – Currently many Middle School sports do not financially cover their costs by the fees collected. This will make it challenging for the committee to devise a plan for a single annual fee.
5. **Budget Status & Finances:**
 - a. Setting Up Accounts/Memberships – There is currently a bill in the legislature to allow the fee charged by banks for the use of credit cards to be waived for towns

and school departments. It was decided to wait and see if the bill is passed before we discuss accounts and memberships further.

6. **Youth Coach Application & Procedures:** We continued our discussion of Youth Coach Applications. The major question needing to be answered is whether the program is meeting the needs of the community? Commission members asked how we used the results of the coaches' evaluations and other feedback provided? What is the current process we use for compiling the information on the evaluations? Janet expressed that feedback, comments, and evaluations that are anonymous are very difficult for the administration to take action on. It was agreed that the expectations of coaches should be made clear in the very beginning of the process and that coaches should be required to present their policies and philosophy in writing to the participants. Members will gather information for evaluations.
7. **Other Business:** Members will review the information handed out for coach evaluations. They will bring their highlights and thoughts to registration night and they will be compiled for our June meeting.

The meeting was adjourned at 8:45PM.