

## MINUTES

### CAPE ELIZABETH COMMUNITY SERVICES ADVISORY COMMISSION

September 2, 2009

7:30 PM

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

1. **Acceptance of Minutes from June 3, 2009:** A motion was made by Fred Sturtevant, and seconded by Courtney Thoreck and approved by all members to approve the minutes as presented.
2. **Review Proposed Changes to Town Ordinance:**
  - a. There was discussion of the suggested changes to “Article VI: Community Services Advisory Commission” in the Town Ordinance. A motion was made by Jean Ginn Marvin, seconded by Susan Haversat and approved 5 -1 to recommend the below underlined changes:

#### Suggestion

**Sec. 4-6-1. Membership.** The Community Services Advisory Commission shall consist of seven Cape Elizabeth residents appointed for staggered three year terms. The Cape Elizabeth School Board shall appoint the members of the committee upon receiving a recommendation from the Town Council Appointments Committee. The School Board may accept or reject any nomination.

**Sec. 4-6-2. Duties and Responsibilities.** The duties and responsibilities of the Community Services Advisory Commission shall be:

- (a) To advise the Community Services Director on the range of programs and services provided by Cape Elizabeth Community Services.
- (b) To recommend to the School Board *in concert with the Community Services Director* a strategic plan for programs and services provided by Community Services.
- (c) To recommend policies *in concert with the Community Services Director* governing the Community Services program to the Cape Elizabeth School Board.
- (d) To recommend policies *in concert with the Community Services Director* governing the Donald Richards Community Pool to the Cape Elizabeth Town Council.
- b. To perform such other duties and responsibilities as may be requested by the Cape Elizabeth Town Council or the Cape Elizabeth School Board.

### 3. **Advisory Commission:**

- a. Meeting Expectations (schedule, agendas, handouts, etc...) – Janet handed out the schedule for Advisory Commission Meetings. All members agreed to meet the first Wednesday of each month at 7:00 PM, with no meetings in July and August. Janet also asked for volunteers to help with the Community Services Youth Programs registration on September 9.
- b. Goals and Direction – Various subjects were discussed and the members decided that two goals for this year would be to implement the use of credit cards and to begin registering online.
- c. Visibility – Many ideas were discussed. The members agreed the best option would be for the Advisory Commission members to advocate for and educate the community in an informal and personal way about the Commission and about Community Services.

### 4. **Adult Programs:**

- a. Rediscovering Holy Leisure – There was discussion concerning the use of “Holy” in the title of an Adult Program “De-stress your life: Rediscovering Holy Leisure”. Members concluded the use was appropriate because it gave a more accurate description of the class and its topic.
- b. Registration status – Surprisingly, the Lighthouse Master Swim program did not fill at the opening of Adult registration. As of 5:00 PM tonight, we had 42 registered and we take 45.

### 5. **Youth Coaches:**

This was an opportunity for a brief reminder of the topic brought up last year about the “Buddy” program that has sprung up in the Middle School Girls sports. During this program initiated by the players to help increase team spirit and bonding, an over abundance of “junk food” is consumed prior to and after games. Janet said she would bring the topic up to the Middle School Athletic Administrator to pass along to the coaches.

### 6. **Program Updates:**

- c. Youth Skillbuilders – Janet presented the flyer for this year’s programs which will start on September 12.
- d. Extended School Care – Registrations for kindergarten are low this year. According to data collected, numbers are generally low in the after school care community at this time.
- e. Middle School Athletics – A new fee system was implemented this year in an attempt to make programs more affordable. Students will pay a one time \$40 administration fee, a uniform deposit of \$25 which will be refunded at the end of the year if all uniforms are returned and a \$50 fee per sport.
- f. Youth Programs and Afterschool Enrichment – Youth registration will be September 9 from 6:00-7:30 PM. Fred Sturtevant and Susan Haversat volunteered to help with registration.

The meeting was adjourned at 9:25 PM.