

MINUTES

CAPE ELIZABETH COMMUNITY SERVICES ADVISORY COMMISSION

April 7, 2010

7:00 PM

Present: Janet Hoskin, Director, Pat Fowler, Community Services Staff Member, Kate Mitchell, Chair and members Carolyn Flaherty, Susan Haversat, Jean Ginn Marvin, Courtney Thoreck and Stephanie Carver Absent: Fred Sturtevant.

1. **Acceptance of Minutes from February 27:** Janet Hoskin is sending Kate Mitchell an amendment to these minutes to reflect a clarification in Janet's update to the commission about the Masters Swim Program and giving them a membership discount during their season so they could make their time in the pool more affordable. Minutes also reflect that a new secretary will be needed for each meeting since a community services staff person won't be taking the minutes. A motion was made to accept these amended minutes by Courtney Thoreck and seconded by Carolyn Flaherty, and approved by all members to accept the minutes with Janet's clarifications.
2. **Directors Report** – everyone agreed that Janet's report which was emailed out a few days before the meeting was very helpful.
3. **Summer**
 - a. Brochure – Janet thought she ordered the “matte front” cover – but the printer didn't order that style – he went with what he had before but charged CS for the “matte” cover. Janet will start to put out to bid the printing job for future brochures. The summer '09 cost of the brochure was approximately \$5,909 with color on the inside and for summer '10, the cost was a little over \$4,000 (with no color inside).
 - b. Registration – Summer registration will be held May 3 from 5:30 – 8:15. Volunteers need to be there at 5:00 – as the summer registration is a bit different than during the year.
 - c. There are no new details for the TnT trip – Janet will send those out soon for the Advisory Commission to review and get back to her separately.
4. **Budget Status:** - the budget will be voted on by the school board on Tuesday, April 13. Janet will not be able to attend the meeting, as she will be on vacation. The budget being voted on is the “median” budget. From the CS budget, \$8,169.00 is being given to MS Athletics to offset the fee for participants and \$3,000 is going towards the salary for the MSAD. In total, \$11,000 has been removed from the CS budget.
 - a. Pool budget – The SB had no questions about the pool budget numbers. They had other questions – they want CS to do a “pool study” to do research and survey pool membership options; hrs vs. fees; should they be higher for more prime time hours? Who sees public suggestions? There is a suggestion box in the pool area –

Janet has them - some are thank you notes and there was one from a student asking about student fees. The Town Council will vote on this the 2nd week of May.

5. **Middle School Athletics:** Kate Mitchell started a discussion about what exactly does “pay to play” mean? She read and brought copies of an article dated March 24 from The Current about MS Athletics.

- a. Scholarships: Kate asked about scholarships for kids in Cape – how does CS handle it? Janet explained that the family in need has to bring tax forms and fill out a scholarship application to CS. These guidelines are the same for the free/reduced lunch program in the schools. Scholarships have increased over the past year and continue to increase. There are 25-30 scholarships right now for MS sports. CS has access to the Thomas Jordan Trust Fund – they use these monies to offset scholarship amounts for all CS programs. This doesn’t cover all the costs.
- b. MS athletic fees: Janet explained exactly what MS fees pay for. The 1st year CS managed MS sports the fees were higher because there wasn’t any historical data on the number of participants that were expected. Fees then were \$75 for a team sport and \$50 for an individual sport. Nordic has to (and continues) to pay more because they have more expenses (rentals, misc equipment). CS did an analysis to make sure families weren’t paying too much. Recently the uniform fee was added as a way to make sure CS was getting the uniforms back. It’s a refundable fee – once you turn your uniform in, you get your money back. Currently the fee is \$40 admin fee per year and \$50.00 per sport – this is based on 285 players. The coach’s stipend is paid by the school; otherwise the cost would be more.
- c. Sports Done Right – MS Sports would be cut if we didn’t have pay to play.

6. **Extended School Care:**

- a. Fees will be increased by 1%. A 1-day a week option has been added to their program. Not all details on rules/policies have been made yet for this option. 2009 was the worse year for student numbers, however kindergarten numbers were also low in Pond Cove. 2010 numbers look like they’ll be similar to 2009.

7. **Committee Reports:**

- d. Website: Kate Mitchell, Janet Hoskin and Susan Haversat met with Wendy D to discuss options for updating website. Janet presented a template of her thoughts. Some suggestions were made – adding a “hot dates” button to reflect current offerings with openings, add a “donation/contribution” button on every page, having a community calendar to reflect happenings within the town. Gary Lanoie will be trying to get a HS intern to enter the content.
- e. Coaching Evaluation: Carolyn Flaherty developed a template in Survey Monkey. All members have access to this survey and will provide Carolyn with feedback by the next meeting.
- f. Social Networking plans: Everyone agreed that a Facebook Page would be helpful. The concern is who will handle the updates?

- g. Farmhouse rental: Jean Ginn Marvin said that the MORC committee will soon be taking this over as their project. CS shouldn't worry about it any longer.

8. Other:

- a. CS will hopefully be receiving a new server soon. A new server would allow the pool and fitness center to be able to share information and files with CS.
- b. On-line registration – The contract is with the Town Manager and Business Manager, the contract will be for 3 years.
- c. The Facility Application will be online soon – it's in the hands of the Superintendent and Business Manager.
- d. Janet handed out an updated job description for the CS Director for Advisory Commission to review and offer suggestions for change to Janet prior to next meeting.
- e. Janet and Kate discussed a fundraising idea – daily planners with dates already pre-populated, based on the academic calendar. Some thought that with the event of smart phones, these calendars may not be needed or used.

The meeting was adjourned at 8:55 PM.

Submitted by Secretary ProTem
Susan Haversat