

## MINUTES

### CAPE ELIZABETH COMMUNITY SERVICES ADVISORY COMMISSION

September 13, 2010

7:00 PM

Present: Janet Hoskin, Director, Carolyn Flaherty, Susan Haversat, Stephanie Carver, Mike O'Connor, Nikki Dresser and Fred Sturtevant. Absent: Courtney Thoreck

- 1. Open Secretary Position:** The commission decided that the secretarial position would be dealt with on a rotating basis. Susan Haversat was the secretary for the 9/13/10 meeting.
- 2. Open Chairperson Position.** Fred Sturtevant accepted nomination of the Chairperson position.
- 3. On-line Registration:** - Advisory commission gave feedback to Janet about how the community was reacting to on-line registration. Most of the comments were positive – the convenience fee that is added to the total payment was the most universal comment made. There was discussion about the difference of withdrawing from a class and a class being cancelled (because of lack of participants) and the refund of the “convenience fee”. The community service’s staff feedback was primarily good. The first glitch was the way the 8:00 pm start time was set up – Janet had to come into the office to manually fix it. Another glitch was that the system puts children in (or not in) according to their age, not grade. You still must register yourself on-line, but payment can still be made in the office, via credit card (without the convenience fee) or check. Computers are available for people who don’t have access to one. Every 2 weeks Active.net sends CS a check based on what has been entered into the system. Middle School Athletics and Senior Dues are not counted towards this. One thing Janet will say is that 64 hours of training isn’t enough. Kate Harris from Falmouth Community Programs has been very helpful and is able to help with support.
- 4. Summer Program:** No detailed report was given by Janet Hoskin. There were comments made by commission members about the feedback they have received – Middle School Camp wasn’t as popular to kids as it has been in the past – however, the regular summer camp program was a huge success. There was an incident with some of the counselors during summer camp. There was a minor theft during the summer camp program; a couple of counselors (teens) were caught stealing; the Community Services staff gave them a 2<sup>nd</sup> chance instead of firing them.
- 5. Pool/Fitness Center:** Andrew Kemp is the new director who was hired to oversee the Pool and Fitness Center. A proposal was made by the new director to have a membership drive to increase members for the fitness center. Discussion was had about times of day the center is busiest and what kind of people are using the center now. We talked about a membership drive giving community members a 15% discount if they signed up by a certain date.
- 6. Coaches Survey:** A template was completed by Carolyn Flaherty and Mike O'Connor. After some discussion about what kind of message CS wants to give

- about the team, coaching, and sports program to the parents, it was advised that JH send a letter to parents in the beginning of the sports program what's expected of the kids, what's expected of the parents and what's expected of the coaches. There was also some discussion about sending out a mid-season survey to parents to see how they thought things were going with the season and to find out how communication was going between coach and parents. Some revisions will be made and a new survey will be emailed to the board in the next couple of weeks
7. **Busing:** CS streamlined bus routes for the new school year. There were many appeals from parents. The bus appeals committee reviewed these by driving the routes, looking at where the kids stand, how the bus maneuvers around neighborhoods. Based on this information, appeals were either denied or accepted.

The meeting was adjourned at 8:55 PM.

Submitted by Secretary  
Susan Haversat