

Cape Elizabeth Community Services Advisory Commission
Meeting Minutes
May 12, 2011

Meeting called to order 7:45

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

Minutes from March 2, 2011 meeting were accepted

Budget Update

- *The School Board granted a 2% increase to CS employees
- *Janet submitted a job description for an Administrative Clerk/Office Manager to the superintendent and the business manager for approval once approved the position will be advertised, with a start date for mid June

Fitness Center

- *The fitness center has advertised for special deals to entice people to join
- *Progress is being made in that the expenditures and revenues are now closer together

Marketing

- *A major role of the new Admin Clerk/Office Manager will be to focus on marketing
- *A high school student is being recruited to help with marketing as part of the senior project, but so far no one has responded
- *Susan Haversat will look into having a consistent ad be placed in the Cape Courier, hopefully at a discounted price
- *CS is hoping to gain back some revenue for the misprint in the recent brochure
- *Future goal of CS is to look into marketing options via cable access, email blasts, facebook and the CS website (which should also contain the email blasts so people can have a way to follow up)

Youth Sports Display Case

- *Mike O'Connor reported that the startup of this project will be delayed until late summer or early fall

June's meeting date has yet to be determined. Once a date is set, Fred Sturtevant will confirm this with members.

Minutes submitted by: Carolyn Flaherty