

Agendas

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Draft Minutes

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Community Services Advisory Commission

Proposed Agenda for the Community Services Advisory Commission Meeting scheduled for Wednesday, June 4, 2008, 7:30 PM in the Community Center Conference Room

PROPOSED AGENDA

1. Approval of the minutes from the March 5, 2008 meeting and the Special Meeting on April 7, 2008.
2. Adult Programs Update
3. Youth Programs Update
4. Extended School Care Update
5. Summer Programs Update
6. Senior Citizens Update
7. Pool and Fitness Update
8. Budgets Adoption
9. Policy Manual
10. Other Business

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MINUTES FROM THE MARCH 5, 2008 COMMUNITY SERVICES ADVISORY COMMISSION MEETING

Present: Courtney Thorack, Sue Weatherbie, Kate Mitchell, Bill Marshall, Janet Hoskin

Absent: Bruce Abromson, Lorelee Schaedel, Peter Daly

Sue Weatherbie called the meeting to order at 7:00 PM. Sue welcomed Kate Mitchell to the Commission. The first order of

business was to elect a Commission Chairperson. Bill Marshall was nominated and the vote was unanimous.

1. Minutes from the December 12, 2007 meeting were approved as emailed.

1. Adult Programs Update -The brochure timeline and the fact that we were using a new printer led Community Services to go with a mini course catalog that we named Winter Term. It was an abbreviated brochure that advertised classes for January/February only. It worked well in terms of the mailing deadline, however it caused duplication of effort on the part of the staff and changed the normal routine for course participants' registration process. We will not go this route next Fall, but the brochure deadline for Winter/Spring 2009 will be moved to the 1st of November. As a result of the mini-term, Spring classes are just starting. Registrations to date have been slow coming in.

1. Youth Programs Update – The travel basketball programs went very well. We have received positive feedback from parents relative to our parent volunteer coaches. The Saturday in-house programs had lower numbers, but those that did participate had a good experience. The Shawnee Peak ski program had incredible ski conditions this year; great snow and mild temperatures. After School Enrichment programs are down in enrollment, however, the Early Release Day offerings continue to be well subscribed to. Travel lacrosse registrations are still coming in. The response compared to last year is huge. It appears we will expand the boys' grades 3 & 4 program to two teams. The Little League clinics run in conjunction with Community Services have received great response in both baseball and softball.

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1. Extended School Care – Janet reported that the program is going well. The staffing is adequate and we have no waiting list. Priority registration for those presently in the program will run until May 1st. Registration for next year's kindergarten will begin on May 14th and open enrollment into the program is June 2nd.

1. Senior Citizens –Recent programs and trips include: SMCC luncheon, theater performances, St Patrick's party at South Portland Recreation Center, trip to the Portland Museum of Art, luncheon with entertainment by the Jubilees, and in May a three day trip to Stowe, Vermont.

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1. Pool and Fitness Center – This is the busiest time of year for

the facility. Turnover in staff in both facilities continues to be an issue. Swim lesson programs are full. Upcoming programs include WSI Aide and Lifeguarding certification.

Budgets FY 2009 – Sue distributed copies of the Community Services and the Richards Pool and Fitness Budget for FY 2009. Sue highlighted significant differentials from the FY 2008 budgets.

1. Summer Programs – Janet updated the Commission on the relocation of camps; Day Camp to the PC/MS and MS Camp to the high school. Camp dates are June 25-August 1. Sue presented a preview of CapeAbility Camps.

1. Job Description – Sue shared the draft of the Community Services Director’s Job Description that is being reviewed by the Personnel Committee.

1. Resignation - Sue read a letter of resignation from the Advisory Commission from Catie Fairbanks-Cliffe. With the start of her own business, Catie recognizes that she can’t make a commitment to evening meetings. Catie has been integral member of the Commission for the past 5 years.

1. Other Business- The next Advisory Commission meeting is the Summer Program Registration night, which is May 5th. The June meeting will be on June 4th.

The meeting was adjourned at 8:45 PM

Respectfully submitted,

Sue Weatherbie
Commission Secretary

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