



Our vision is a healthy, vibrant community for all ages and interests.
Our mission is to provide multi-generational programs and services that contribute to personal wellbeing and the quality of community life.

Kittery Community Center Board of Directors Regular Meeting ■

Meeting Minutes – September 20, 2023 - 6:00 p.m. - At KCC

In Attendance: Steve Workman, Gerri Luke, Maribeth Girard, Jeremy Paul, Rose Eppard, Danielle Hoffman, Leela Pahl, Celeste Bragg, Kathleen Starkey, John Pratt, Doug Basnett;

Notice Given: Kendra Amaral

- I. **Call to Order at 6:00 p.m.** – Maribeth welcomed everyone.
- II. **Public Comment & Board Presentations: None**
- III. **Modified Consent Agenda**
 - A. June 21, 2023, Meeting Notes – Approved unanimously.
 - B. Reports & Committee Updates
 1. KCC Director’s Report/Updates – (see attached). In addition, Jeremy noted that the Facility Policies have been updated and that the Shipyard has not questioned the new fees.
 2. VAC Meeting Notes/Updates - (see attached). Rose presented the Morgan Gallery signage proposal. John Pratt motioned that we accept the proposal. Steve seconded the motion. It was unanimously approved by all members.
 3. KAFC Meeting Notes/Updates – The committee met this week to consider the memorial Fields proposals. There are two options. The committee will now seek community input.
 4. Town DEI Committee/Updates – (See attached).
 5. PAC Committee/Updates: The committee met Sept. 11th to discuss thoughts on upgrading the loft. Their next meeting will be in October.
 - C. **Proposed Motion:** Gerri moved that the board accept the consent agenda. Celeste seconded the motion. The consent agenda was unanimously accepted.
- IV. **Chair’s Update** – Maribeth thanked Jeremy and staff for how well they managed all summer activities. They are now looking forward to the upcoming Taste of Kittery event. Maribeth also congratulated them for reaching an 85% self-funding level.
- V. **Discussion/Action Agenda**
 - A. Spaghetti Supper- October 12th: Many of the same local business who made donations last year will be donating this year. Maribeth will reach out to Terra Cotta regarding their spaghetti sauce. NH Fiddle Ensemble will provide entertainment.
 - B. KCC table at Voting- November 7th: At the next meeting we will be seeking coverage

for the KCC table.

- C. PAC-Committee Applications: Four applications were presented to the Board. Steve motioned that we accept all four as presented. Gerri seconded the motion. All members unanimously approved the motion.
- D. Master Plan Updates: Possibilities for funding was discussed. Kendra will speak to Kittery Land Trust as well as other entities regarding possible funding. To get funding approval, it is desirable to have a detailed Engineering Concept Design with estimated costs attached. At least 75% design status is recommended. Kendra noted that we are competing with the proposed Memorial Fields project. Danielle proposed that we move forward with having an engineering firm complete a detailed design concept with pricing. It was seconded and approved by the Board.
- E. KCC/CIP Update: (see attached) Jeremy requested that we review the CIP handout and consider what we need while also considering how to establish priorities. Kendra suggested we focus on an Equipment Reserve Fund rather than focusing on specific equipment. That approach gives the staff the flexibility to address immediate issues as they arise. The Board should address what may be missing from the CIP as it currently is presented.

VI. Board member announcements/comments:

- A. John recommended that we connect with our congressional delegates to find what monies might be available through Capital Improvement Programs. Kendra pointed out that the Town does seek congressional funding on a regular basis. In the past seven months we have submitted grant applications totaling \$1.5m. It is a very slow process. Danielle suggested we go after individuals who may respond to naming opportunities.
- B. Jeremy added that Head Start is not returning. In addition, Betsy Wish has moved to another rental location in town. Also, Seacoast Repertory is dropping all rentals as of October. Kittery Land Trust is flexible regarding their meeting place. And YCC Action is moving to Mainspring when they open. All these changes provide greater opportunity for the KCC to better organize the East Wing as well as loosen up rental spaces in other areas of the building.

VII. Upcoming Meeting Schedule – (See Below)

- VIII. **Adjourn:** John moved that we adjourn. Danielle seconded the motion. The meeting was adjourned at 6:57 p.m.

Current Active Board Projects

- KCC Strategic Plan Progress Report
- Kittery Fields Use Policy Update (KAFC)
- KCC Board Bylaws Updates
- KCC Programming Evaluations

KCC Board	October 18 at 6:00pm	KCC
VAC	October 3 at 5:30pm	KCC
KAFC	TBA at 6pm	KCC
PAC	October 11 at 2:30pm	KCC