

APPROVED

Kittery Community Center (KCC) Board of Directors

MEETING MINUTES

Regular Meeting – October 21, 2020

KCC Large Function Room

In attendance : Bob Guay, Steve Workman, Kristi Mathieson, Mike Downs, Brian Kilroy, Maribeth Girard, Jeff Pelletier, Jeremy Paul, Kendra Amaral, Prospective new members- Gerri Luke, Rose Eppard, Wanda Dorlean.

Absent: None

1) Call to order 6:03 PM

2) **Public Comment & Presentations/Introduce Prospective New Members** – Gerri Luke, Rose Eppard and Wanda Dorlean

3) Consent Agenda

- **Meeting Minutes** – August & September – Clarified paragraph 6 in August minutes, added grid inspection, moved by Kristi Mathieson, seconded Mike Downs. September minutes moved by Steve Workman, seconded by Brian Kilroy. Vote unanimous.
- **KCC Director's Update** – Jeremy submitted a detailed report that included the following:
 - o 7th week of Gap Care program completed with 70 children. Active waiting List. Staff limited. Installing TVs for learning & fun. Will get outside as weather allows.
 - o Fall Soccer had over 80 participants, program run to full capacity.
 - o Brian Kilroy asked about inside use of the facility. Only Line Dancing and After School program operating inside. Renting to Jump Rope class.
 - Lots of requests for use. Referring to State Guidelines.
 - o Bob asked if KCC has requested CIP funds. Jeremy had asked for funds for PA System, parking; equipment & facility-based asks. Kendra – cut 500,000 from CIP
 - o Jeremy displayed the new Virtual Tour of the KCC done by Seapoint Digital, well done! When final update is done, we will get a link to it.

4) Chair's Comments

- Kudos to Jeremy & KCC for a job well done.
- Good luck on recruiting additional staff.

5) Discussion / Action Agenda

- Approve KAFC Bylaws – No significant content revision. Mike Downs – no negative response from either sub-committee. Moved by Steve Workman to approve the Bylaws, 2nd by Kristi Mathieson. Vote unanimous.

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- Discuss acknowledgement of Maureen Convery & Jean Lincoln's long and valuable service to the Board & VAC. Maribeth suggested embroidered LL Bean tote bags, small note cards from local artists. Bob will do a framed certificate of appreciation and will take a photo of them hoping to hang it somewhere near Morgan Gallery. Bob will ask the Supporting the Arts at KCC committee for money to pay for these awards. Kristi suggested a signed card from Boards. Jeremy noted that Janice Grady would like to sign it. Moved by Kristi, seconded by Steve to proceed with obtaining the gifts. Vote unanimous.
- Begin review and update of Board's Bylaws – Bob will work with Kendra to ensure changes meet the ordinance.

6) Subcommittee Updates

- VAC:
 - Committee continues to meet monthly and Board Members should have received their last meeting minutes describing their great work.
- KAF:
 - Committee continues to meet. Nov 9 6:15 next meeting.

7) Board Member Announcements / Comments

- none

8) Meeting adjourned – Moved by Kendra Amaral, seconded by Steve Workman.

Next Meeting: BoD- December 16th, 6 pm

VAC- November 4th, 8:15 am

KAFC- December 9th, 6:15 pm



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Director
Assistant Director
Recreation Supervisor

Jeremy Paul
Todd Henley
Valerie Lachapelle

Director's Report for KCC Board of Directors—December 16, 2020

Happy Holidays!

It's hard to believe that 2020 is coming to an end! I know we all look forward to 2021 being a better year. I would be remiss to not give a huge thank you to all of the KCC staff members who have navigated the ups and downs of 2020. Their focus has been on providing as much "community" to the Town of Kittery as we could, and I feel we've been very successful in doing that. There are a number of programs and activities that came about because of Covid that we look to continue in our future programming. I'd also like to thank Kendra for her support of the KCC during this time. Without that support and understanding it would have been an even more difficult year.

Holiday Hours: Given the current climate, we are reducing our weeknight hours from December 16th through January 3rd and will be closing at 6:00pm.

Gap Care: Our SAFE Afterschool Gap Care program continues to go well. This Friday will mark the completion of the 15th week of the program. I am sure that the staff is ready for the holiday break! Phase 3 of the Kittery School District begins on February 1st and we'll be surveying parents after the new year about their intentions to continue. The Shipyard's STEM Outreach Program will return after the holidays and we are working to partner with them through April. We continue to advertise for after school counselors and hope to be able to extend the hours of the program soon. Please help spread the word.

Basketball Program: We are surveying parents for input on a possible basketball program in the new year. Current Maine Community Sports Guidelines allow for team-based practices with physically distanced group activities and within-team competitions to begin after the new year.

Classes: Classes went extremely well in the Fall. We made the decision to wait until after the holidays to schedule the next set of classes. Sign-ups are going well for those.

STAR Theatre Grid Inspection: We had the Theatre grid inspected and are awaiting the results of that inspection.

Tree Lights: As you may have seen on your drive in, we have installed lighting on a portion of the trees leading up to the KCC. We're hoping to keep them up through the winter and will look to do this on an annual basis.

Ice Rink: We are expecting to take delivery of a 52' x 104' ice rink in the upcoming weeks. The purchase was made to provide an outdoor community space for the winter months. We are finalizing some programming and activities for the rink and hope that this will become an annual tradition as well.

Veteran's Harvest Luncheon: This event was a huge success, serving over 100 meals. The SAFE Gap care program made colorful placemats that accompanied the veterans' meals. The Portsmouth Herald wrote an article that you can find here: <https://www.seacoastonline.com/story/news/local/portsmouth-herald/2020/11/05/kittery-salutes-veterans-drive-thru-style/6174569002/>

Gingerbread House Pickup: Similar to the Harvest Luncheon, this year's Gingerbread House event was a drive through event. We sold out at 125 kits. Santa and The Rotary After Hours club joined us. The Rotary Club gave out books to all those that registered for a kit.

Letters to Santa: We have received over 50 letters to Santa here at the KCC. Santa and his elves are writing a personal note back to each child.

Santa Parade: Saturday, December 19th beginning at 2:00pm at the KCC. See attached flyer for more info.

Matterport Update: We are working with Seapoint Digital to add "mattertags" to the matterport. Mattertags are informational tags that pop up throughout the virtual tour. They can contain text, images, videos, and/or URLs. As soon as those are finished, we will send out to the Board.

Happy Holidays to all,

Jeremy

Jeremy Paul, Director

A handwritten signature in black ink, appearing to be 'JP' or similar, enclosed within a circular scribble.