



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
Meeting Minutes ▪ August 17, 2022 ▪ 6:00pm ▪ At KCC**

In Attendance: Steve Workman, Bob Guay, Gerri Luke, Maribeth Girard, Jeremy Paul, Rose Eppard, Danielle Hoffman, Guest: Kent Stephens, Absent: Jeff Pelletier. Notice Given: Kendra Amaral, Leela Pahl-Perspective Board Member, Kathleen Stark-Perspective Board Member.

I. Call to Order at 6:04 pm

- Steve welcomed everyone and introduced Kent Stephens who will be speaking on the new KCC Performing Arts Committee later. Steve thanked Kent for his efforts on developing the theatre here at the KCC.
- Members introduced themselves to Kent.
- Steve also passed out two Thank You cards for members to sign, for Cindy and Val. He apologized for the lateness of the cards.

II. Public Comment & Board Presentations - none

III. Modified Consent Agenda

A. June 1, 2022 Meeting Notes-Approved as Amended

B. Reports & Committee Updates

1. KCC Director's Report/Updates – August (see attached)

- Summer Camps successfully served 176 children. Staffing was difficult.
- Fall/Winter Activity Program Guide is 98% done.
- Concerts finished last night. Bob suggested that we consider signage out front to indicate when concerts are being held.
- The SAFE Afterschool Program is accepting registrations.
- Flatscreens to advertise upcoming events have been added, one in the lobby and another in the fitness area.

2. VAC Meeting Notes/Updates – August (see attached)

- It was suggested we reach out to Kittery Academy and Elliot Sanctuary to see if they are interested in displaying their students' art in the Deck the Halls space.
- Steve moved that Jessica Hunter be appointed to a Two-Year Term on VAC. Bob seconded the motion. It was approved unanimously.

3. KAFC Meeting Notes/Updates – July (see attached)

- Rich DeMarco is the new Chairman. After reviewing the By-Law requirements for membership, an outreach effort will be started to bring on new members from the community.
- A re-cap of spring sports was provided.
- Efforts will be given to developing a new Athletic Fields plan, with a focus on the existing Emery Field.

4. Town DEI Committee Updates

- Gerri reported that this Town Committee started meeting in May and currently has approximately 15 members. Co-Chairs are Emily Flinkstrom and Meaghan Dunn.
- First meetings served for introduction, reviewing our charge from the Town Council, and agreeing on shared definitions and norms.

C. Proposed Motion: Rose moved that the board accept the consent agenda. Gerri seconded the motion. The consent agenda was accepted unanimously.

IV. Discussion/Action Agenda

A. Town Council July 11, 2022 Diversity, Equity & Inclusion Declaration

- Review of declaration – (see attached)
- Steve moved that the board affirm and commit itself to the spirit and intent of the Town Council July 11, 2022 Diversity, Equity & Inclusion Declaration and actively take steps to promote diversity, equity and inclusion in its policies, programming, and overall operations. Gerri seconded the motion. There was no discussion. The motion was unanimously approved.
- It was proposed that the DEI declaration be added to the By-Laws of all standing committees.

B. Seeds of Wonder Preschool Program Updates

- Seeds of Wonder will be applying for a grant. Fifty-three tours have been given to perspective families. Emphasis remains on servicing Kittery families. White Pines Board was to meet with their board tonight. The meeting with Kennebunk Savings went well. Four staff members have been hired.
- Kendra was notified that Senator Collins' Office has received the application for the grant. Costs are a concern. Subsidies are being considered since costs are a concern to families.

C. KCC Performing Arts Committee

- Kent presented a history of the development of the Star Theater. Originally the performing arts program had been part of the VAC responsibilities. Eventually it was taken over by the staff. Kent is now proposing a separate committee to oversee the theatre activities, which will be supported by a Supporting the Arts 501C.
- Steve presented the draft bylaws and committee purpose. The Board reviewed the draft, edited, and made amendments.
- Three motions were put forth:
 - Bob moved to establish the KCC Performance Arts Committee and adopt bylaws for its governance. Gerri seconded the motion. The motion was approved unanimously.
 - Steve moved that Kent Stephens be appointed as the Inaugural Chair. Danielle seconded the motion. The motion was approved unanimously.
 - Danielle moved that we revise the VAC and KAFC by-laws by adding the DEI Inclusion Clause. Maribeth seconded the motion. The motion passed unanimously. Steve said that he would make the revisions and send the new by-laws to each committee.

D. KCC Master Plan Update – none.

E. Upcoming Meetings: See table below

V. Board member announcements/comments – none.

VI. Rose moved that we adjourn. Danielle seconded the motion. The meeting was adjourned.

Current Active Board Projects

- PAC Development
- KCC Strategic Plan Progress Report
- KCC Rental Policy Revision
- Kittery Fields Use Policy Update (KAFC)
- KCC Board Bylaws Updates

KCC Board	Sept. 21 at 6:00pm	KCC
VAC	Sept. 6 at 5:30pm	KCC
KAFC	Aug 16 at 6pm	KCC
PAC	TBA	KCC