



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 ☐ March 16, 2022 ☐ 6:00pm ▪ KCC**

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

I. Call to Order & Welcome by Vice Chair, Maribeth Girard at 6:01

- Maribeth welcomed Perspective Board Member, Leela Pahl. She then introduced herself.
- All BOD members introduced themselves to Leela.

II. Public Comment & Board Presentations - none

III. Modified Consent Agenda

A. February 17, 2022 Meeting Notes – Approved as Amended

B. Reports & Committee Updates

1. KCC Director's Report/Updates – March – (See Attached)

- Classes are going very well. Many instructors are interested in offering classes.
- Summer Camps' older groups will be extended to include grades 4-6. We will also be working with other organizations such as Take Flight, Indoor Ascent and Little Brook Farm.
- Channel 22 will be videoing the Lecturer Series.
- The success of the Ice Rink was discussed. An evaluation will be done to include discussion of the weather barriers that impacted the rink. It was noted that we needed a safe space to try this. It had many successful moments, especially the International Ice-Skating shows.
- The staff is being reorganized. The Contract Negotiations are done, and positions have been ratified. The Director will be supported by three program directors: Youth (Kyle), Community (Val) and Facility (a new position). The latter, Community Center Supervisor, will assure the spaces are being used well. Scott is being moved under administration as Supervisor for Maintenance for all community facilities. The Organization Chart will be updated, and the KCC budget will reflect the changes.
- The HVAC in the Open Gym has been repaired.

2. VAC Meeting Notes/Updates – (See attached February Notes)

- Two new applications for the committee have been received, Julia O'Connell and Anita Loomis.
- Betsy Wish Cookbook is scheduled for the Morgan Gallery January through March 2023.
- For the upcoming Traip Show, a subcommittee met and decided on tables to display the 3-D art.
- Historic Photos have been chosen and will be displayed on the track. In addition, the committee is reviewing appropriate locations to display photos throughout the community. QR codes will appear on the posters to link to the history depicted in the picture.

3. KAFC Meeting Notes/Updates

- Meeting was held on March 2 to discuss all field policies.
- Expectations are for field use to be shared by all groups.

- Improved communications are needed, and the committee is looking for an appropriate tool to aide in that process.
- Mosquito/tick spraying on Emery Field will occur.
- A bid is out for new construction of Emery Field. The construction schedule will be managed to have minimal impact on the schools.
- The next meeting will be March 30.
- A new Chair, Rich DeMarco, has been appointed.
- Kendra will be attending these meetings and will serve as the Board Liaison.

C. Proposed Motion: Maribeth moved that the board accept the consent agenda. Bob seconded the motion. The Consent Agenda was accepted unanimously.

IV. Chair's Update - none

V. Discussion/Action Agenda

A. Discussion with Perspective Board Member as needed

- Bob provided an overview of the history of the KCC and its Board.
- Leela shared her love of the summer program for her children. Her background includes school administration for Early Childhood and Outdoor Living. She is also interested in looking at our By-Laws.
- Bob suggested that Steve should move ahead and complete an interview with Leela.

B. Capital Improvement Plan (CIP) & Budget FY2023 Updates

- The CIP & budget have been accepted by the Town Council and integrated into the over all Capital Plan to be presented to the Council in May. (See attached)
- Expenses are up everywhere. Contract services line covers outside vendor expenses.
- Revenue is not growing since we are still rebuilding to our pre-covid period. KCC is estimated to be about \$600,000 but is integrated within the overall revenue projections.

C. The CIP covers the KCC transitioning to LED lighting. This will significantly save on electricity costs.

D. Preschool Program Update

- Expected funding for the school program has been delayed.
- We are currently working with White Pines and Brixham Montessori. While families would be required to pay, Kittery residents would be prioritized and receive help with the cost. Kendra is currently looking at other sources of funding and is working with Senator Collins' office to offset the costs.

E. KCC Master Plan Update (as needed) – none

F. KCC 10th Anniversary Celebration (May 2022) Update

- Jeremy, Maribeth, and the staff have had discussions regarding the Spaghetti Supper (see attached)
- BOD members volunteered to help in planning and set-up.
- Cash or check would be accepted at the door.

G. Diversity, Equity, and Inclusion Committee

- Kendra reported that the Town Council had approved the creation of this committee and asked for a representative from the KCC BOD. Gerri volunteered and was selected.

H. Upcoming Meetings:

KCC Board	April 20 at 6:00pm	KCC
VAC	April 5 at 5:30pm	KCC
KAFC	March 30 at 6:15pm	KCC

VI. Board member announcements/comments

- Bob recommended in future budgets, the KCC staff consider adding streaming technology to areas within the facility.
- Kendra reported future budgets would consider a projection system for the function room.

VII. Rose motioned that we adjourn. Bob seconded the motion. The meeting was adjourned.