



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
Draft Meeting Minutes • January 18, 2023 • 6:00pm • At KCC**

In Attendance: Steve Workman, Gerri Luke, Maribeth Girard, Jeremy Paul, Rose Eppard, Kendra Amaral, Danielle Hoffman, Leela Pahl, Celeste Bragg, Kathleen Starkey; John Pratt, Potential Board Member.

- I. **Call to Order at 6 pm** – Maribeth welcomed everyone and wished all a Happy New Year. John Pratt, a prospective new board member was introduced. John reported that in total he has lived in Kittery for 26 ½ years. During the early years in Kittery, he had serviced the community in a number of ways including on the Zoning Board, President of Little League, member of the original KCC building committee, and coaching girls' softball. He is a retired banker who recently has returned to Kittery. Board members introduced themselves to John.
- II. **Public Comment & Board Presentations - none**
- III. **Modified Consent Agenda**
 - A. November 30, 2022, Meeting Notes – Approved unanimously.
 - B. Reports & Committee Updates
 1. KCC Director's Report/Updates – December (see attached) In addition,
 - Gerri inquired if out-of-order equipment in the workout area would be replaced. Jeremy reported that he has had those Capital Budget items approved and had ordered replacements. In addition, some kitchen appliances and cameras in the Star Theater will be improved.
 - Jeremy reported that Seeds of Wonder has been awarded the \$100,000 grant. He has a scheduled meeting with the directors to see how things are going. Currently they have 26 students enrolled.
 - Celeste Bragg asked Jeremy to mark one of the restrooms as "All Gender". In additions signage would need to be placed in the hall to provide direction to this restroom.
 - Summer camps enrollment are going very well. With 35 extra students, it will be necessary to modify grades 6-8 camp to start at Shapleigh in the morning and end the day at the KCC.
 2. VAC Meeting Notes/Updates (see attached)
 - VAC contracts are signed by Jeremy; they do not need to go to the Board
 3. KAFC Meeting Notes/Updates – Rich DeMarco is trying to meet with groups to determine how to move forward since current bids on Emery Field came in above budget.
 4. Town DEI Committee Updates – (see attached)
 - C. **Proposed Motion:** Steve moved that the board accept the consent agenda. Celeste seconded the motion. The consent agenda was unanimously accepted.
- IV. **Chair's Update**
 - A. Maribeth thanked Steve for years of service as Chair and for all he has done over the years. Steve will continue as a member of the board and provide guidance and assistance as she takes over. Maribeth also congratulated Steve for being a first-time grandfather.
 - B. Maribeth suggested that we do something more significant to acknowledge Bob Guay for his long-time service on the board and for the KCC in general. John Pratt, who has known Bob for quite a while, suggested we put Bob's name on something at the KCC. The board will continue to explore this option.

V. Discussion/Action Agenda

A. VAC Committee Photo Request

1. As she retires from VAC, Faith Harrington recommended a picture of the whole committee be taken and hung in the Morgan Gallery.
2. Jeremy will research who paid for the previous photo of two former VAC retirees. A decision will need to be made as to where we hang this photo.

B. KCC Master Plan Update

1. Kendra met with Halvorson Tighe & Bond to review the scope and schedule of upcoming stakeholder meetings.
2. The Board will dedicate the February meeting to a discussion with the planners. Meetings will be schedule with VAC, DPW, KCC staff and other critical stakeholders. One day is being devoted to these meetings.
3. Since it is critical to talk about the whole campus, Kendra asked that we familiarize ourselves with the entire campus. She will send out a map for those of us unfamiliar with the entire lot and building.
4. Once the material is gathered, Halvorson Tighe & Bond will assess the entirety of the data and present the Board a visual with three options. Once the Board has reviewed this, it will be presented to the public via public meetings and technology-based surveys. The Board will then, again, review the data received through these means.

C. Healthy Aging in Kittery Initiative Update

1. Steve will be developing a one-page framework.
2. Danielle will pull together existing participants to discuss needs and resources.

D. PAC Update

1. This committee is still developing. Steve is working on the bylaws.
2. Applications are coming in, and Kent is reaching out to high-level people.
3. Kent will be invited to the March board meeting for an update on the PAC progress

E. Program Accessibility Provision for inclusion in bylaws Update: Steve will be adding the working to all by-laws.

F. Prospective Board member position requirements

1. Currently the by-laws state new members should fit within certain categories, i.e., arts, athletics.
2. After discussing the rationale and history of this requirement, it was decided that we should remove them as a requirement. A vote on a policy change will be needed.

VI. Board member announcements/comments

- A.** Jeremy asked if we wanted to run a Spaghetti Dinner this year. It was agreed to offer the dinner but in the fall this year.

VII. Upcoming Meeting Schedule – (See below) Our February meeting will be dedicated to the Master Plan

VIII. Adjourn: Gerri motioned that we adjourn. Kendra seconded the motion. The meeting was adjourned at 7:20 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	Feb 15, 2023 at 6:00pm	KCC
VAC	February 7, 2023 at 5:30pm	KCC
KAFC	TBA at 6pm	KCC
PAC	Forming	KCC