

**The KCC's vision is a healthy, vibrant community for all ages and interests.**

**The KCC's mission is to provide multi-generational programs and services contributing to personal wellbeing and the quality of community life.**

Kittery Community Center Board of Directors  
 April 15, 2015 6:00pm – Meeting Minutes  
 KCC in Second Floor Meeting Room

**Approved by Board  
 5/20/15**

**Present:** Steve Workman, Jeff Thomson, Christie Salema, Mike Downs, Maureen Convery, Dot Avery, Mark Schremmer, D. Allan Kerr, Kent Stephens, Todd Henley (KCC staff)

**Absent - Notice Given:** Janice Grady, Jean Lincoln, Nancy Colbert Puff.

**I. Call to Order & Welcome**

6:08 pm by Steve Workman

**II. Public Comment & Board Presentations**

- A. Discussion by members of the public (chair may impose a 3-minute limit per person) - **NONE**
- B. Response to public comment (as needed)
- C. Presentations (as needed) - **NONE**

**III. Consent Agenda**

- A. December 17, 2014 Minutes
- B. January 21, 2015 Minutes
- C. Reports
  - 1. General Manager’s February-March Report
- D. Meeting Note Taker for April: Maureen Convery

<b>Motion:</b> It was moved and seconded to accept the consent agenda as presented.					
Yes	7	No	0	Abstained	0
<b>Results: Motion Passes</b>					

**IV. Chair’s Update**

- Allan Kerr, Jean Lincoln, Jeff Thomson and Mike Downs terms are up as of May 31, 2015. Anyone wishing to continue to serve on the Board must fill out a new application for the town council to approve. Directors may continue to serve until they are re-appointed or positions are filled by Council. Jeff is the Council rep on the KCC Board so his appointment process may fall under a different structure. He will look into the details and report back to us in May.
- Steve updated board on the upcoming home show. He expressed concerns about vendor enrollment. We are currently at approx. 20 vendors capacity is 48. Space given is 6x8 or 6x10 if space is not filled by the date of event the assigned space will be made larger to fill the space. Mike suggests offering a bundle option for vendors that includes next year’s event. Steve also expressed interest in moving event to April next year.

**V. Discussion/Action Agenda**

- A. 2020 Strategic Plan Development Workshop

The Board worked on the development of Section 4 – Programs & Services. Strategic Plan update documents contain information and discussion generated during this workshop.

**VI. Board member announcements/comments**

**VII. Adjourn: 8:05pm**



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Recreation Director/GM Janice Grady  
Assistant Director Jeremy Paul

## General Manager's Report for KCC Board of Directors April 15, 2015

- The Community Room is completed. Please stop by and take a look. It is quite nice.
- A partnership between Prescott Park and KCC is moving forward and they will be utilizing space at the KCC from May 26-June 20<sup>th</sup> for rehearsals. The \$4,352.50 in rental fees will be used for bartering some publicity for us. This is still being negotiated. If they use another week due to rain it will add an additional \$1,772.50.
- Channel 8 and Ogunquit Playhouse have both approached us. Nothing is finalized at this time.
- In May our last lecture until September will take place. David Thomson has been asked to return. Check out our web site soon to see what topic David chooses for the STAR.
- Maine Department of Health and Human Services is going to offer trainings at the KCC
- There was an accident on Shapleigh Road April 4<sup>th</sup> a driver took out our road sign, fence and a bench. When the sign gets replaced we will do what is needed to prepare it for electricity. Please do not misunderstand that this means we will have a lighted sign. It means only prep work will be done. I will be getting an estimate to see what the cost will actually be to run electricity to the sign.
- Fame starts on April 18<sup>th</sup> in the STAR. It runs until April 26<sup>th</sup>.
- In May, I will start to inform the BOD not only what is happening in the building for rentals but what the month of May looks like including down time for each area.
- Now that the community room is back up and functioning the suspended ceiling has made a world of difference with the acoustics. The acoustic panels are not needed in that room any longer so they will be relocated to the art room upstairs to assist with badly needed improved acoustics.



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**Kittery Community Center Board of Directors**  
**Regular Meeting • April 15, 2015 • 6:00pm**  
KCC in Second Floor Meeting Room

- I. Call to Order & Welcome**
- II. Public Comment & Board Presentations**
  - A. Discussion by members of the public (chair may impose a 3-minute limit per person)
  - B. Response to public comment (as needed)
  - C. Presentations (as needed)
- III. Consent Agenda**
  - A. December 17, 2014 Minutes
  - B. January 21, 2015 Minutes
  - C. March 18, 2015 Meeting Notes
  - D. Reports
    - 1. General Manager’s April Report
  - E. Meeting Note Taker for May:
  - F. **Proposed Motion:** “Move that the board accept the consent agenda [as amended].”
- IV. Chair’s Update**
- V. Discussion/Action Agenda**
  - A. 2020 Strategic Plan Development Workshop
    - 1. Section 4 – Programming work session
    - 2. (If time allows) Section 3 – Management work session
- VI. Board member announcements/comments**
- VII. Adjourn**

January 21	February XX
March 18	April 15
May 20	June 17
July 15	August 19
September 16	October 21
November 18	December 16