

Needham Youth Center meeting minutes

Date: May 10, 2011

Time: 7:30pm – 8:30pm

Place: Stephen Palmer Center

Present: Trish Lincoln, Peter Sylvester, Toni Carbone, Ellen Gelep, Melissa Meehan

Excused: Stacey Colarusso, Pam Sickles, Tracy McKay

1. Review of events since last meeting – final event had 287.
2. Budget - (- 693.23) with revenue and expenses for final event. Need to increase entrance fee to \$8 starting in September 2011.
3. Staffing – continue to plan 10-11 staff for event s - decrease staffing for single grade events and increase for all grade events.
4. DJ – Jim Hinslow as DJ.
5. Event food – finished for year.
6. Police detail – set
7. Drop off – no concerns.
8. Pick up – no concerns.
9. Communication of events
10. Communication with middle school principals – will plan meeting with new Pollard principal in late summer/early Fall to explain role of Youth Center.
11. Communication with parents – gmail account active – continues to be utilized. Updates in Pollard High Rock PTC emails. Events posted in both Needham newspapers.
12. Communication with students – posters at schools. Plan posters for any single grade event next year to include attention that it is a single grade event in response to request for such.
13. Planning of future events – tentative schedule set for next year.
14. Graduation
15. End of year carnival – no plan for carnival.
16. Communication with town hall – Nikki at townhall updating YC site on town web page. Cindy in accounting office will provide monthly updates (Budget Summary Report, General ledger, Emcuburance Report) on YC accounts. Trish contacted Chris Coleman regarding recruitment of board members – once resignations are received or board members choice not to reapply – new members will be appointed through town hall. Dates on town wide school calendar include extra youth center events.
17. Updates from board members –no concerns.

Next meeting September 13, 2011 at the Stephen Palmer Center 7:30pm-8:30pm.