

ESSEX YOUTH COMMISSION

Tuesday October 15, 2019 @ 6:30 pm

2nd Floor Conference Room - Town Hall

Agenda

Attendance: Stacie Capotosto, Mark McKeen, Cheryl Mulvey, Kate Sundquist, Christina Bruce, Steve Macdonald, Suzanne Slater.

1. Call to Order - 6:33 pm
2. Public Comment - None
3. Approve September Minutes
 - a. Approved by Kate S.; Seconded by Stacie C.
4. Volunteer Discussion (Cheryl Mulvey)
 - a. Cheryl feels that we are relying too much on the Teen Committee members as volunteer staff for events and that she is doing most of the volunteer work for major events. She'd like to see more participation from the Commission, and assistance from the Commission to find more adult volunteers.
 - b. Stacie commented that she would rather adjust events instead of cancelling if we do not have enough volunteer support.
 - c. Kate commented that specific tasks/duties & time frames should be assigned when requesting volunteers instead of a general comment about needing such.
 - d. Cheryl suggested creating a Holiday Sub-Committee so that adults in town could sign up to assist with a specific event and be involved.
5. Director Update:
 - a. Budget Updates
 1. FY20 Budget - See Copy
 - b. Programming Updates:
 - i. Early Release/After School Programs at EES & YMCA

1. Club Invention had 22 participants; Art Haven had 14 participants.
2. Suzanne stated that after school programs have been suspended at EES until the spring but she is working on alternative locations for after school or Early Release programs.
3. YMCA cannot provide space at EES as they state they use the gym, café and intervention rooms daily. The Café is not available all of the time as other programs or staff trainings occur there. It is also not available until 3:30 pm as dismissal procedures occur.
 - a. Kate requested another in-person meeting with Chris Bevilacqua and Suzanne will schedule.
 - b. Kate asked if Suzanne had been in touch with Pam Beaudoin again. Suzanne stated that she had not reached out because Pam mentioned in the first meeting that she wanted the EYC and YMCA to work together. Suzanne stated that she did not want to go above the principal again in order to create a positive relationship with Dr. Roberts in hopes we could gain different space and be able to run programs alongside the YMCA without taking their space again. Suzanne also stated that she wants to cultivate a positive relationship with the YMCA without going above their heads. Suzanne stated that the first step would be to schedule another meeting with Chris & the staff at the YMCA, and try to get them to share the space. Suzanne also stated that EES needs the after school care program that the YMCA offers to assist families and we should not overstep our bounds with regards to space at EES.
 - c. Suzanne was able to secure support from FCCOE to use their basement during the year for programs. However, transportation is difficult due to no bus/van. Kids can walk but we need more than one adult to do so. Every child would sign a waiver as well.
 - d. Suzanne stated that the EYC needs more adult volunteers so Suzanne is not alone when running programs. This is imperative as to follow Massachusetts State Child Care laws as well as reduce liability and ensure safety of all involved.
 - e. Suzanne requested that the Commission members speak to their friends and neighbors to request their volunteer help. The board members reminded Suzanne that building a volunteer pool was in job description and a goal set for her at her January review.

ii. Halloween Walk - Set up 11 am to 4 pm

1. Suzanne will begin set up for the Halloween Walk this week. She will move all supplies over to the House/Garage at the Grove. Suzanne, Cheryl & Teen Committee will be setting up the Haunted House on Saturday October 19th from 12 pm to 4 pm. Suzanne has several Teen volunteers who have offered to come and set up on Saturday. However, we need adult volunteers to assist with chaperoning the walk on Sunday night. Stacie C. reminded her that she would be there from 4-8 pm.
2. Kate offered to post to Facebook the need for adult volunteers from 5:30 pm to 7:00 pm to assist.

iii. ClamFest (Sat October 26th)

1. Suzanne will attend ClamFest and give away water bottles, flyers, magnets and pencils. She will also bring crafts for the kids to do.

iv. Turkey Hunt - November 16th

1. Turkey Hunt will occur on Saturday November 16th at 11 am. This year it will be reduced to 10 locations to make it a faster/ shorter event. All locations will be within walking distance of Town Hall. Mark M. will help Suzanne. Luca Capotosto offered to assist with writing clues.

v. Santa by Boat/Holiday Festival

1. All is well with the Holiday Festival. Light Up Essex is donating the Memory Tree this year. Lisa is working on flyers and scheduling the carolers to visit the restaurants on Friday and Saturday night.
2. Santa by Boat is all set. Confirmations will be completed mid-November. We will need volunteers to assist with set-up the afternoon of December 6th, and transport the decorations from the Garage to the Museum.

6. Director Evaluation.

7. Adjourn @ 9:00 pm