

Needham Youth Center meeting minutes

Date: September 14, 2010

Time: 7:30pm – 8:30pm

Place: Stephen Palmer Center

Present: Trish Lincoln, Peter Sylvester, Pam Sickles, Ellen Gelep, Stacey Colarusso, Tracey McKay, Melissa Meehan

Excused: Toni Carbone

1. Review of Youth Center events since last meeting – no events have taken place
2. Budget – income from last year was approximately -\$8000.
PO's from last year and year before were liquidated and this will add funds.
Peter was contacted by Needham House of Pizza regarding 3 invoices that were not paid – Peter spoke to town accounting office and invoices will be paid.
Computers at Town Hall were down for 2 weeks – unable to obtain Ledger Summary and Budget Summary Report – will attempt to obtain these over the next week to double check numbers.
Attendance numbers down 1000 from year 2008-2009 – plan to have less events this year and track attendance numbers.
No new equipment needed at this time. Will restock snack bar for first event.
3. Staffing – plan 12 staff for first event and for 6th grade Open House – plan 10-11 staff for event in between those events.
4. DJ – Jim Hinslow all set as DJ.
5. Event food – will restock snack bar – focus on small waters and small gatorades for drinks instead of soda
6. Police detail – set for first event
7. Drop off – N/A
8. Pick up – N/A
9. Communication of events – Constant Contact account has been closed. Center will depend on town newspaper, middle school PTC site, town website, school posters, and school announcements to communicate events.
Ellen will communicate with newspapers, school principals, and schedule DL
Tracey will communicate with middle school PTC for website posting.
Trish will communicate with Chris Coleman for town of Needham website and maintain gmail account.
Pam and Melissa will coordinate event posters for the schools
Stacey will contact PTC to attend a meeting to talk about Youth Center
10. Communication with middle school principals – Trish will send out intro letter
11. Communication with parents – gmail account active
12. Communication with students – f/u with Toni regarding contact student councils

13. Planning of future events – suggestion was made to add free throw contest and 3 on 3 contests with brackets and prizes.
14. Graduation dance – N/A
15. End of year carnival – N/A
16. Communication with town hall – meet with Chris Coleman over summer – Nikki helping to update town web page – funds need to be tracked closely as deposited monies not always credited correctly to youth center account and invoices not always paid
17. Updates from board members – CORI forms to be updated. All youth center staff CORI forms submitted. \$300 petty cash to Peter for first event. Meeting schedule and event schedule to be set to all board members.