

Needham Youth Center meeting minutes

Date: October 14, 2010

Time: 7:30pm – 8:30pm

Place: Stephen Palmer Center

Present: Trish Lincoln, Peter Sylvester, Pam Sickles, Ellen Gelep, Stacey Colarusso, Toni Carbone

Excused: Tracey McKay, Melissa Meehan

1. Review of Youth Center events since last meeting – 1 event on 10/1/10 – 279 students attended, no incidents
2. Budget – income from last year was -\$9023.72.
3 additional PO's from Needham House of Pizza have been paid – 2 further PO's need clarification before payment to be made – Trish will f/u with owner.
Events having pizza will be limited as costs need to be monitored.
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 as DJ.
5. Event food – will restock snack bar – focus on small waters and small gatorades for drinks instead of soda. Water sold out at first event.
6. Police detail – set
7. Drop off – need reminders for drop off to be at gym doors at back of school.
8. Pick up – discussion regarding students walking home after event. YC staff will contact parents of students wishing to walk home to make sure permission is granted.
9. Communication of events – Town newspaper posting events, middle school PTC site has updated info and all permission slips and also a link to town website, town website updated, school posters and school announcements communicating 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 – email sent
11. Communication with parents – gmail account active
12. Communication with students – f/u with Toni regarding contact student councils
13. Planning of future events – free throw contest to be added to 10/22/10 event.
14. Graduation dance – N/A
15. End of year carnival – N/A
16. Communication with town hall – Nikki at townhall updating YC site on town web page. Cindy in accounting office will provide monthly updates on YC accounts.

17. Updates from board members – CORI forms to be updated for YC board members. Elizabeth Dennis at townhall runs to CORI. All youth center staff CORI forms submitted. Peter to run next board meeting on 11/9/10. For 6th grade open house: Pam to monitor gmail account and return parent phone calls, Stacey to coordinate Open House, Trish to send info letter to High Rock Pollard PTC.