

Name: Needham Youth Center

Location: Stephen Palmer Center

Date: September 13, 2011

Time: 7:30pm-8:30pm

Present: Trish Lincoln, Peter Sylvester, Ellen Gelep

Excused: Toni Carbone, Melissa Meehan, Pam Sickles

1. Review of Youth Center events since last meeting
None
2. Budget
We were -\$268.37 at the end of last season, so we start the year with approximately \$24,500.
Plan to charge \$8 for each event for year.
3. Staffing
Staff all set for first event on 9/23 – 7th grade event. All staff CORIED
4. DJ
Same DJ as last year – PO in place for payment
5. Event food
Plan to buy snacks and water -will consider adding soda if requested. No budget for pizza – some may be purchased on an ad lib basis from Comella's (\$5/pie)
6. Police detail
Set for 9/23
7. Drop off at event
New traffic pattern – will eval after first event
8. Pick up at event
New traffic pattern – wil eval after first event
9. Communication of events
Same communication methods as last year in place.
 - A. Town newspapers - Ellen
 - B. Town of Needham website – info updated
 - C. High Rock Pollard website – info updated
 - D. Posters at schools – Pam and Melissa
 - E. G mail account
10. Communications with High Rock and Pollard schools
Trish has an appointment to meet with Dr. Lisa Chen, new principal at Pollard, on Thurs 9/15/11.
Plan to attend PTC meeting in hopes of generating interest in new board members.
11. Communications with parents
12. Communications with students
13. Planning of future events
2nd event to be 8th grade dance on 9/30. No October events.
14. Graduation dance – Toni will coordinate
15. End of year carnival
Was not done last year – not missed.
16. Communications with town hall
In place
 - A. Assistant town manager
 - B. Board of Selectman
 - C. Town of Needham website
17. Updates from board members – board meeting will be changed to Broadmeadow starting in November