**Community Center Facilities**

**March 9 2018**

Attendance: Carolyn Carey, Jamie Goodwin, Judi Wilson, Lee Culver, Brian Power, Sean Libby, Eric Beebe and Ralph Smith

Lee called to order 10:02

**Minutes**

Approval of Minutes from February 9th 2018

Motioned: Brian Power

Second: Ralph Smith

**Old Business**

 Lee opens the discussion with Alissa Krieger Dewitt Class proposal

 Carolyn gave an introduction about fees and room availability

 Alissa is interested in teaching Zumba. Teaches at Wellfleet preservation hall she gives preservation hall a percentage fee of her class fees.

 Carolyn addresses the issue of per person class fee. $5 per $50 that the class takes in.

 She thinks a lot of people would be interested but the $165 would be a lot to recoup before the end of the Fiscal year. She has an ongoing fee via Zumba of $33 per month.

Ralph asks if the only issue is proration

Lee wants to know if we already have Zumba and if it’s good for all ages

Brian wanted to know date and time.

Allissa replied with Wed 530-630

Judi Wilson was interested in “chair Zumba”

Carolyn talked about single use vs yearly use fees for classes. She also discussed that they have never done a Prorated fee before and that’s why its before the board

Ralph thinks proration is fair

Alissa wanted to know what the current yoga instructor charges

Carolyn discussed

Sean thinks that we could do a 6month proration in the next fiscal year might be ok.

Lee said the reason they have never waived this before is due to scheduling of the building.

Carolyn wanted to remind the committee that the BOS wants to review the Fees charged for room use.

Carolyn suggest to Allissa that she could wait for the new fiscal year if she is interested. Alissa expressed that she would rather start in the next few weeks. She also discussed that Truro charges instructors $10 per class room use.

Alissa left her Zumba certification with Carolyn

Barbara Hyatt was not present

**Report from COA**

 Ralph talked about food distribution and a new mission plan

Report from recreation

 Eric says they are starting spring programming and scheduling the fields and everything is running smooth

**OLD BUSINESS**

 Carolyn says everything was a great success

The medium had 75+ people in attendance

The Fairy Doors was also successful and Eric confirmed that there were 30+ people at the Movie Celebration

Farmers Market- people have requested to keep something like that going and potentially charge $10 per table. Lee does not want to compete with the Brooks Academy Farmers Market that is on Thursday. The event was still well attended

**New Business**

Carolyn discusses the new fiscal year and having all the applications in and the rooms scheduled. Trying to make it more fair and equitable for everyone involved.

Judi wanted to thank Sean for moving furniture and equipment around in the department. She also discussed changing the room in floor #1 from Carpet to a different material due to the usage with the foot clinic and the painters. Judi also brought up Vendors think that the town is double dipping by charging a fee for the room and the participants. Trying to book classes has been difficult and she thinks charging a vender a flat rate then charge $2 or $3 instead of the $5 per person fee. This would help achieve her programming goals.

Carolyn talks about Charlie Abates class is under the COA but is not sponsored by them.

Discussion on which vendors are sponsored by departments via vendors who are private

Carolyn suggests charging more for rooms Eric mentions that the recreation takes $5 fee for administration for activity registration.

Judi agrees that the room use fee should be more instead of worrying about how to collect the $5 per person fee. Lee agrees with Judi and Carolyn. Just for Vendors

A discussion about charging an administrative fee for programs that the community center is maintaining the roster and book keeping for

Lee mentions that no matter what we charge the building will never recoup the cost of running the building. Brian adds that the community center in the beginning didn’t charge a fee for anything and the BOS requested that Fees be charged.

Judi mentions how Orleans does a fitness punch cards to cut down on volunteers and staff handiling cash

Carolyn wants to check with the finance department with what the Law is on collection money.

Lee asks Carolyn if she can put together a fee structure that would get rid of the $5 fee. She said that by the next meeting she will have something prepared.

Lee wants to maintain the affordability of the Community Center as it is an asset to the people in the community. Eric agreed.

 Recreation and COA will have their room reservation forms in soon so the building can be schedule for departments first before vendors.

Carolyn sent out 160 surveys for the building and she has gotten at least a handful back and the majority of responses have been positive.

The equipment upgrades (microphones, listening devices, tv monitors, av cart)

Eric wanted to add one thing about his Summer Kickoff Part June 21st

Revolving funds with checks and balances briefly discussed

People counters for the doors.  Sean just received the quote. It is overhead system and it will count multiple people $5,566.24 for all the doors. Carolyn has the money to pay for the door counters.

Lee wants a timeline when the network in the building will be updated. CC’d the town administrator

Cultural Center Budget: Ralph had questions about the cultural center budget. Carolyn presented the budget of the cultural center. The total budget for spending 229,000 and they bring in 149,000 which leave 80,000 that is not accounted for. In the past the town asks the taxpayers for 125,000.

Lee wants to know what kind of maintenance is going on at the building. Shawn says no capital projects as of yet. He says easily a few million dollars including the windows, boilers and roof.

Maintenance wise they wanted to get ahead of all the issues that the school left behind. Shawn hopes to take away the complaints of the occupants in the building. Also mentioned that the utilities were high this year.

Carolyn talks about putting a labyrinth on the front lawn of the cultural center to bring people to the community.

The cranberry festival committee is interested in using the building for events.

The harbormaster is still in the Cultural center.

Ralph asked about the windows/ curtains for pickle ball and Carolyn suggests to talk to sue Fraiser about tinting.

Gym Floor bid has gone out. End of May beginning of June for work to be done to minimize the inconvenience to patrons of the building.

**Directors Update**

 The committee has a request from the REOS if facilities committee needs anymore space.

 Lower Cape Community Housing wants a waiver for room fees for monthly meetings for FY19. The committee has waived it before.

 Ralph makes a motion to waive the fee for the next fiscal year.

 Sean makes a second

 Vote: unanimous

Carolyn talks about the Saturday Budget Presentations. Sunday Openings and department services are discussed

Egg hunt: March 30th Rain or Shine behind the community center. 8,000 eggs total

Coloring Contest and jellybean contest are posted and advertised.

**Other**

Adjuster for MIA will be here next week. The window in room 4 is broken due to the storm. There was a leak and some siding was lost and a tree is leaning on the building.

Motion to Adjourn: Ralph

 Second: Sean

 Unanimous vote