



CCACE Advisory Committee Meeting
Tuesday, October 25, 2022@ 11:00 am
Hybrid meeting

Present in-person: Kim Kossman, Jill Weintraub

Present on Zoom: Marla Iyasere, Carol Murphree, Alison Pray, Steve Reznek, Sara Wilson

1. Meeting schedule – discussion of when to meet

Jill discussed that after surveying the Committee, there was no consensus, but Fridays were not preferred and Tuesday looked like a better option. After making the switch, there are several members who are never available on Tuesdays. We will revert to Fridays for the remainder of this school year and revisit this topic in the spring when we hope to have a better idea of who will be on the committee for FY24.

2. Approve meeting minutes –

- a. May 2022: Marla Iyasere; Second: Steve Reznek
- b. September 2022: Marla Iyasere; Second: Carol Murphree

3. Registration and budget numbers for FY23

Registration numbers are looking strong. Jill pointed out that a portion of the high adult ed numbers can be attributed to the League of Women Voters DEI program. There are now 160+ registrations which is more than we expected. The great news is we are connecting with community members we hadn't previously reached.

IMSCC Fall numbers are strong as well and we have just surpassed Fall 2021 enrollment.

Drivers ed numbers are also strong and we are still enrolling for the November and Winter Break classes.

Budget numbers are also in good shape at this point. Some of our credit card receipts for this year are already reflected in the official numbers. Jill also reminded everyone that IMSCC families pay for the full semester up front so although the revenue looks disproportionately high as compared to the current expenses.

Jill added \$12,000 for capital expenses for FY23 as they are hoping to update the CCACE website. It has been 5-6 years since it was designed and there are changes that Jill and staff would like to make to ensure the page is as easy to navigate as possible. Kim offered to look at the page and send feedback and Jill encouraged everyone who has a few minutes to do this. Jill has one quote of \$10,000-12,000 from Sage Island, the company that designed and currently hosts the page, but is looking at other companies as well.

4. Program updates & winter planning:

a. Adult Ed

- Armchair Travel – the programs have been running really well and Steve and Claudia have almost all of the winter dates filled already.
- Can We Talk – we had 25 people registered for last week's Safe Landing program with International Institute of New England. The program was well received with great participation. Jill pointed out that Fall is busy. When we planned and scheduled this

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program, we didn't have a schedule for the LWV's DEI program or realize how well attended it would be. Additionally, we overlooked Concord Festival of Authors in October. We need to keep an eye and possibly look at the first week of November – or other semesters – for Can We Talk going forward.

IINE would be happy to do more programs with us in the future.

b. Drivers Ed

- Our new instructor started with us and has been a great addition to the group.
- We have more openings than usual in the last couple of weeks for driving lessons which we hope – and think – is just a blip on the schedule. Our registration numbers are strong so we are working on reaching out to families to remind them to send us permit information when the students get them and remind students who have yet to start lessons that we have openings on the schedule.
- The current instructor job posting is about to close and Jill said they will likely leave it closed for now. Although we always seem to be hiring, with the current number of driving slots open, we do not want to bring someone else in right now. We could use another instructor to share in the classroom teaching ideally although Jill will continue to monitor the need. Jill reviewed that the curriculum is set and teachers share in the teaching so no one instructor is expected to teach all 30 hours of the classroom curriculum.

c. IMSCC

- Lessons are in full swing and it's great to hear music as you walk through the halls in the afternoon. We are closely monitoring student numbers, especially for clarinet, where we will likely need to hire another instructor soon. Jill explained that it is often a little challenging to decide when to hire as we do not want to bring in a new instructor when we do not have enough students for them. We want to make sure it is worth their time and that we will be able to grow that instructor's studio size to the number of students they would like within a reasonable amount of time.

5. CCACE Advisory Committee members and terms

Jill reviewed that last year, we had four members whose terms were ending, plus one open seat on the committee. Given the large number of committee changes, we asked two of those four members to stay on for one more year to help ease the transitions. This now means that John and Carol – who had stayed on for another year – will be stepping down in June. Additionally, Claudia is finishing her third term and Marla is finishing her second term.

We need at least one and preferably two new committee members who are Carlisle residents.

Jill reviewed some of our past discussions where we talked about whether to recruit committee members who have participated in our programs and are therefore familiar with what we do, versus members of the community who have not participated to better understand what might bring in new students. We've discussed trying to have a range of ages with perhaps some parents of school-age children as well as older adults who make up the majority of our student population. Jill also reminded the committee that we can ask one or two of the former Center for Parents & Teachers board members might be interested in serving on our Advisory Committee.

Steve asked about our expectations of new members and Jill will review our previous description to resend to the committee.

Next meeting: December 9, 2022 at 11 am

Meeting concluded: 11:53 am