

Concord-Carlisle Adult & Community Education

Board Minutes for Friday, Sept. 23, 2016 – 12:30 pm

NEXT MEETING TO BE HELD: FRIDAY, OCT. 21, FRIDAY @ 1pm – Ripley Bldg. Room #4

Present at Today's meeting: Jill Asser (Director), Kristen Herbert (Dir. Of Teaching & Learning CPS) Bob Grom (School Comm. Liaison) Ron Bernard, John Ballantine, Kathe Falzer, Court Booth, Demi Ayres (Chair)

Meeting was called to order at 1:40 pm.

Demi extended a thank you to all who were involved in setting up the party for Court Booth.

Jill – Reported on the various new Registration Systems she is looking at. She has spoken with four companies and narrowed it to two based on conversations with other Comm. Education programs in near-by towns, specifically Acton, Arlington, Newton. Ideally the new system needs to be able to handle different programs, reports, etc. and do so in an easy manner. The two systems are: ASAP and Xenegrade. Both come at a price but there is a surplus in our budget now which could easily handle any costs. Based on questions from various Board members, Jill will see if we can have access to either companies' test sites to try out, question how easy it is to get service help if a problem arises, check on financial security issues (present system we use now is not ideal), question labor savings with one of these new programs. In order to implement for next semester we would have to have it installed, ready to go, by Nov. Jill will check into all these questions and report back by our next meeting in Oct.

Demi – Discussion of By-Laws as they relate to Board Membership. The Board decided that ideally we should have 9 members from Concord and 3 from Carlisle. Right now we have 5 from Concord, 1 from Carlisle. Action taken: Kristen offered to provide an updated roster of Board members and their terms. Demi will look at Village University folks as a source for new members, John B. will talk with folks in Carlisle, Jill will look at past teachers and students and it was suggested the Library volunteers might also be a good resource. Maybe an ad in the paper?

Arm Chair Travel: Program all set, looks exciting! Michael Rudd will be there Mon. night to check on technical equipmt., Kathe Falzer and Claudia Feeney will take turns throughout the program being present at all events. Uval will get the keys to them as well, along with his cell phone.

Book Store Window Display: Kathe Falzer offered to help, as did Court, Jill and hopefully Julie D. Need to decorate by 10 am on Mon, Sept. 26th. Demi offered to dismantle the following Monday by 9:30 am.

Farm Symposium Weekend: All Board members should let Court know if they can help that weekend at CCHS. November 4,5,6th. If you can be helpful with PR for the event or

with Planning notify Court also. Exciting program in planning stages. Anticipated participants -350 people and hopefully local educators and interested citizens.

Additional Business: John B. raised the question if League of Women Voters could conduct an event for students at CCHS related to the upcoming election. Kristen pointed out that the fall sch. at CCHS for educational events is heavily booked, that there are strict guidelines as to material that can be presented in any kind of forum at CCHS and that numbers of seniors who are eligible to vote in this upcoming Presidential race are limited. John will communicate that info to the League. Court suggested the League might want to think about offering a lecture in the spring for college bound students as to how and where they should register to vote once they leave home.

Action plan:

Jill – Research Registration Systems & report back at Oct. mtg.

Kathe – Coordinate bookshop window display

Demi – Take a look at Village Univ. folks re: Board membership

John – Circle back to the League, scout out potential Carlisle Board members

Kristen- Collect roster of Board members and their respective terms

John B., Ron, Demi, offered to help Court with Farm weekend event.

Meeting was adjourned at 2:30 pm

NEXT MEETING: Oct. 21st, Friday @ 1 pm-Ripley –Room #4

Respectfully submitted by Demi Ayres

