



CCACE Advisory Committee Meeting – Friday, May 10th @ 11:00 am
Minutes

Attendees: Margo, Claudia, Paula, Stuart, John, Ron, Stefanie; guest Aiyana Curry

1. Budget & Registration
 - a. Spring session beginning to wind down; evals going out and being collected. Summer enrollments have been sluggish. Information has been sent to elementary schools and Concord Journal to drum up business.
 - b. An accident has totaled one of the Driver Ed cars; currently researching options for replacing.
 - c. Blog posts, monthly emails and social media continuing as scheduled.
2. Continue to finalize Can We Talk series for FY20:
 - a. After further input from Karen Thomsen, Kristen Hebert and Paula Martin, full costs of the program are determined to come in around \$6500. This includes overall planning from Paula, five sessions doubled (an evening and a daytime version of each session) with each session being two hours, and promotion of the series including one ad in the Concord Journal and one in the Carlisle Mosquito. The bulk of the cost is for the presenters' time.
 - b. Friends of the Library were represented by board member Aiyana Curry. They received a grant from Middlesex Savings Bank with the stipulation that they use the money for a new program; now that they have more details on cost, Aiyana will go back to the Friends' board to determine how much they are willing to use to underwrite this endeavor.
 - c. Discussed charging \$100 for the whole five sessions, and \$25 for individual sessions. Number of participants to be capped at 30, with some flexibility so people who are interested aren't shut out.
 - d. Paula contacted Art Association and Museum; most of their programs are on Wed. and Thurs., so thought was to hold this program on Tues. Looking to begin mid- to late October, then early Dec., Feb., March/April and May/June. Will also look at school calendar to avoid teacher conference days.
 - e. Next steps: get list of presenters from Paula; confirm content of each session and objectives/outcomes. Make sure Paula/IDEAS understands this is educational program, with required readings and outside work, so people feel accountable. Discussed possibly setting up a conference call in September with all participants to ensure all are in sync with overall program.
3. Discussion of by-laws, terms, and committee chair for next year:
 - a. John has agreed to continue as committee chair for one more year, barring interest from another committee member.
 - b. Paula will help out with Armchair Travel one Monday per month; one other member may also be willing to do this.

4. Next meeting is on the calendar for June 14th; however, that is the last day of school in Carlisle and impacts the ability of Margo and Christine to participate. Discussed moving the meeting to one week earlier – June 7 – still as a potluck lunch, hosted by Paula. Beginning of the meeting would include Friends, and possibly Paula Martin, to nail down final details before printing catalog. Will send out an email to all to ensure this works for everyone.