



CCACE Advisory Committee Meeting
Friday, December 10, 2021 @ 11:00 am
Zoom Meeting

Present: Demi Ayres, John Ballantine, Ron Bernard, Paula Casey, Marla Iyasere, Barbara Magee, Eva Mostoufi, Carol Murphree, Jill Weintraub

Absent: Claudia Feeney, Kristen Herbert

1. November 2021 minutes were approved: Marla Iyasere; Second: Carol Murphree
2. Registration and budget numbers for FY22
Registration numbers were down this month mostly because there were very few new classes offered as we neared the end of the season. Overall, we were ahead in August, September and October. January sign-ups are coming in.

ISMCC had 264 registered students in the fall semester. We didn't reach pre-pandemic numbers. Winter registration is open for new students; existing students are automatically rolled over to the winter/spring lessons.

Drivers Ed had 150 registrations this year. RMV has declared that online classroom lessons may continue through June, however most of our classroom learning will be in person this winter. Weekend classes will be taught online which offers an option for those uncomfortable with in-person learning.

Adult Ed classes, including the collaborating programs with surrounding towns have been very successful.

About \$200,000 in credit card receipts have yet to be posted. Once done, we should have a positive balance of \$100,000.

3. Program Updates and Winter Planning
 - a. Future program - Meet the....Town Offices
Jill has seen similar programs offered in other towns and thought it is something we might consider. We could offer it as a series or one each fall. Meet the Commissioner of Public Works, Chief of Police, Fire Department, League of Women Voters, etc. What do their offices accomplish, what does the position entail? Can we record and archive these meetings? Once a semester is over they won't show up online. How do we market them, how long will they run?

Sally Quinn Reed from the Center for Parents and Teachers was scheduled to join us today but her group is still working on logistics & funding, and thought it was prudent to wait until they have ironed out some details. Their plan is to make changes by 7/1/23. Jill thinks they are a great fit with our program. If they join us, we need to decide if we are better off charging a consistent cost for all their programs rather than higher fees for some programs and lower fees for others. Currently their programs are totally funded.

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Jill usually sends out a survey to follow up on classes and programs offered. Following what another community started to do, we are sending an email for comments and feedback which has received a better response. It does include a link to a google form survey for those looking to respond anonymously.

Is it possible to add a category in the catalog “Promoting Civic Engagement”?

The winter catalog is at the printer and should arrive at homes the week of 12/27. Classes are already posted online.

Due to Covid, we are once again looking at classes being held online in the spring. Perhaps we should send a survey out the end of January/beginning of February to see where people stand. Arm Chair Travel and Village University have already requested to stay online. There was an in-person sewing class this fall that was successful.

We are looking into adding an ESL program. Laurie Hunter has received comments from parents that there aren't local ESL programs. Funding, scheduling and transportation are issues in creating such a program. We may go for some grants to start a program next summer or fall. Kristen reached out to teachers who might be willing to teach. Jill checked with other towns to see what they pay instructors and charge for the classes. In-person classes for languages works the best, and they should meet at least 2 times a week. Framingham offers a hybrid program. New Church across from Donelan's in Acton offers an English language learning program and Arlington has one as well. Concord Library offers a program.

We need help finding people who would benefit from this class... AuPairs, immigrants, older residents. Start with one class and build it as we learn the need; find instructors and develop a program. It would probably be a tuition-based program, anticipating that it will be mostly funded with scholarships.

Jill and Stefanie are working with the Visitors Center to offer walking groups with the Adult Ed Community to add to their existing programs.

4. We will start recruiting/advertising to find new people for the Advisory Board before our next meeting.

Next meeting: January 21st at 11 am

Meeting adjourned at 12:11 pm.

Minutes submitted by Paula Casey.