

<b>NORTH ANDOVER YOUTH &amp; RECREATION SERVICES</b> Board of Directors Meeting	<p style="text-align: center;"><b>Date: 03/04/2016</b>  <b>Time: 8:00AM – 9:00 AM</b></p>
<b>Meeting Attendees:</b> Tom Cieslewski, Hollie Williams, Sandy Savoie, Peter Breen, Kevin Driscoll, Andy Firmin, Rick Gorman	<b>Board Members:</b> Tom Cieslewski, Kevin Driscoll, Peter Breen, John Lennhoff, Hollie Williams, Sandy Savoie, Andy Firmin, Maureen Ferris <b>Ex Officio:</b> Rick Gorman, Frank Kenneally
<b>Meeting Follow-up Items Summary:</b>	<b>NAYRS upcoming meeting schedule:</b> <ul style="list-style-type: none"> <li>○ March 25<sup>th</sup></li> <li>○ April 28<sup>th</sup></li> <li>○ May 26<sup>th</sup></li> <li>○ June 23<sup>rd</sup></li> </ul>

**Discussion Topics Summary:**

**DIRECTOR'S REPORT:**

**FY 17 Budget**

Met with Andrew Maylor; Selectmen; Bruce; Fin Com

NO CUTS - One Adjustment:

All but 20K from Maintenance Acct - Revolving accounts impacting allocation (20K excess). 20K from revolving account to cover maintenance for FY17

Majority of revolving account is staffing (70%)

Committee inquired: should/could we be use it for other allocations?

Rick looking into that going forward

**Staff Salaries**

YC positions are the lowest on scales (four coordinators and Rick's position)

Three year plan to review comparable positions throughout town;

Town paying comparable wage for most positions

One area underpaid: Youth Center - being adjusted to more accurately reflect for new hires and FY 17

**Staffing Update**

Josh: Resigned eff. March 11; Interviewing Josh's position next week (2) candidates

Molly: Interviewing Molly's position actively; No candidates yet;

Michayla: Finishing degree in May

Demi: Hoping for May; Advocating for assistant director position.

**Succession Plan**

Tom and Bruce discussed NAYRS role

Determined Rick and town government to address at this time

Town Manager: all organizations need succession plan

Role of Board - Holding pattern; committee input

**Gym Rental Report & Schedule**

Distributed & Reviewed

Andover/NA YMCA is large income source; generating good income

Vendors will be returning to YMCA when construction complete

**Big Events Pending**

Job Fair March 29 anticipated bigger than last year

Grade 8 RAISE (NAYRS; PD, School Committee)

Personal Care Package Drive (with Franklin & Elementary Schools)

7th Grade TEAM Building Day

Youth Appreciation Day

Carnival: April School Vacation Week (4/20-4/24)

Carrie stepped down; She provided task list which was distributed

Agreement: Ozzie Property sign off pending (Tom)

Permits: Tom attending meeting Monday 3/7

Town Depts. Meeting: Rick will schedule and coordinate with Bruce

Volunteering for Booth - NAYRS and other boards

Demi - Will organize ticket booth coverage schedule

Skate Park/ Ropes Course anticipated opening April (possibly earlier depending on weather)

Summer Programs on Sale April 4

Applications for summer employment: couple hundred applications for 110 positions (approx.)

Brooks Skating

Revenue reviewed. Discussion: Remaining revenues (after costs) for Summer Sunday Nights and Children's Shows during the summer. Complemented with community based donations. Hollie Williams inquired if that would allow for more shows. Response: Cost of performers increasing and thus increased revenues will only off set.

Maintenance updates: Skating Rink

Usage down due to weather; breaking it down now

Memberships (paid memberships): A little bit down

One middle school grade lower enrollment

Last influx of membership tends to be Spring

### **"Knight to Shine" Auction: DiBurro's April 9**

Advertising efforts underway:

Social Media started; Email blast with Don Romano (after Facebook blast)

Past: Lawn Signs, Newspaper advertising; Banners

New: PTO's

Hollie & Andy to help coordinate as well.

Ticket Sales active; \$100pp

Donations updates and needs presented by Hollie Williams:

Lowell General - silent auction sponsor

Showcase aspects of Youth Center (Table)

Honorees: Shining Knight (lived through and benefitted from Youth Center)

Scholarship Awards

Youth Council Role: Dine & Dash; Raffle Lottery Ticket Tree

### **Needs Assessment Project**

At a crossroads; Having trouble securing professor from Merrimack

Rick: Needs assessment needs to take place

Likely to be Spring 2017 (Michelli study pending Fall 2016)

How can Dr. Price/School Assessment information contribute to our efforts?