

CCACE Advisory Committee Meeting



Concord Carlisle
Adult & Community Education

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CCACE Advisory Committee Meeting Friday, May 19, 2023 @ 11:00 am

Present: John Ballantine, Paula Casey, Claudia Feeney, Marla Iyasere, Carol Murphree, Alison Pray, Steve Reznek, Sara Wilson, Jill Weintraub

1. Minutes approved from April 2023 meeting
2. Registration and budget numbers for FY23
 - a. Jill explained that spring registration was slower than the last spring which had unusually strong numbers.
 - b. IMSCC winter/spring registrations were/are in a good place. We offer open registrations for the summer with flexible schedules. Students can sign up for 1-to-10 lessons.
 - c. June drivers ed class is full, and the summer classes are filling in.
 - d. We had 600 participants in Armchair Travel this year!
 - e. There were 359 Village University registrations this year, exactly the same as last year. Bill Cotter, a long time popular teacher of our popular Supreme Court class passed away in March, just 2 weeks after his last zoom class. We have another individual who is interested in teaching a similar class, and are working out logistics on when and where to offer a similar class with a new spin, possibly tweaking it, with a tribute Bill in some fashion.
 - f. Budget #'s are looking good. Per usual, there are some outstanding credit card receipts that haven't hit the books as of May 10th. We are in a good place with our revolving balance.
 - g. We are evaluating options for next year on whether to offer zoom vs. in-person classes and will continue to discuss this with each instructor.
3. Can We Talk 2023-2024-For Winter/Spring 2024
 - a. We discussed "Work/Life Balance" as our topic at previous meetings.
 - Jill would like to propose that we push the program to Winter/Spring 2024; allowing input from the committee and time to prepare. We can spin it as a New Year's item or fresh Spring start. This will give us the opportunity to think about it over the summer and hit the ground running in September 2023. The committee agreed.
 - Topics under work/life might include parenting children issues, tying it in on how it looks at different ages and stages.
 - Perhaps delving into the various roles in a household (gender equity), day care challenges, and demographic and cultural differences
 - We could consider a conference style format with options for choosing different 2(?) sessions; perhaps a 2 - 3 hour in-person program with an introduction followed by different time slots and sessions, depending on where you are in life and what interests you.
 - Each session should have a takeaway; a practical solution(s) they can implement into their daily life. Perhaps consider a session that incentivizes action on a personal level, a variety of choices to consider, for example, volunteering.
 - b. Possible future topic: The role of generative AI
4. Advisory Committee Update
 - a. Terms Ending and New Candidates
 - We have 4 committee members whose terms are expiring: Claudia, Carol, John, and Marla.

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- Polly Meyer and Pam Hegarty are Concord residents and are interested in joining us next year.
 - Sara will be staying with us for at least another year (either until we fill the seat or in a full term).
 - This leaves us with one open seat. It would be nice to fill the one empty spot with a Carlisle resident.
- b. Roles for all members: We are exploring the idea of having specific roles on the committee that are not cumbersome or time consuming. This may be a way to ensure that everyone feels like they are taking ownership in the programs and what is happening, and having people represent programs they are interested in. It may just be 2 or 3 times a year for 15-minute meetings.

Possible roles:

- Chair/Record minutes: Paula has taken on this role for 3 years and we need someone to volunteer to take this position. Do we separate the chair from being the person who records the minutes?
- Armchair Travel: Claudia and Steve will continue in this role, with Claudia serving as a volunteer since her term is ending. Claudia stated that if anyone is interested, she can include you in all correspondence.
- Village University:
- Can We Talk: John has offered to be involved in this program, even though his term is ending. Kim volunteered for this role.
- ELL:
- Parent Education:
- Adult Ed overall:
- Drivers Ed:
- IMSCC:
- Concord Bookshop - window displays and gift wrapping

Jill would like us to think about this between now and September.

Paula suggested we think about people who have left the board.

Please contact Jill and tell her what you would like to do. Filling these roles and defining our goals for the upcoming year will be part of our September meeting agenda.

5. Grants Update
- a. We have written a couple of grants for our ELL program, one is Dollar General - ELL is one of their funding initiatives; unfortunately we did not receive a grant from them.
 - b. We are still waiting to hear about one from Cambridge Savings Bank; should hear over the summer.
 - c. We have two grants from the Community Chest; One is our traditional scholarship grant which covers most of our scholarships and we received \$15,000 for next year (increased from \$10,000 for the last several years.) Approximately \$3,000 of that will be earmarked for ELL. We also submitted a grant proposal to Community Chest for Parent Education and we haven't heard back on that request yet.
 - d. Our goal is to get grants to cover our fiscal year which begins September. If we need to, we will continue to apply and look at this as a calendar year instead of fiscal year.
 - e. Claudia inquired about incorporating the residents at the Best Western to participate in our ELL program. Jill stated that the program is transient and it is difficult to determine a way to incorporate those residents into our ELL program. There are other classes taking place at the shelter for those individuals during the daytime. John suggested getting a story in the Bridge and Mosquito to make the larger community aware of all that we are doing and to highlight our various funding needs.

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6. Save the Dates
 - a. June 9th at 11:00 a.m.: CCACE Advisory Committee celebration and lunch. Paula has graciously offered her yard, weather dependent. Jill will send out her address to this group and Jill has invited our incoming members. Rebecca and Stefanie will join us. It's a potluck. Paula will take care of beverages and paper goods.
7. Discussion ensued regarding next year's meeting dates and times. Jill said that Friday is still the best day. She would like to find a way to meet in person for some meetings. The time and format will be determined and communicated to the group.

Meeting adjourned at noon.