



CCACE Advisory Committee Meeting

Concord Carlisle
Adult & Community Education

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CCACE Advisory Committee Meeting

Ripley, Room 3

February 28, 2025 @ 12:00 pm

Present: Jill Weintraub, Rita Rachaudhuri, Ed Bernard, Carlene Hempel, Anne Irza-Leggat, Alison Pray, Kim Kossman, Paula Casey

Absent: Pam Hegarty, Polly Meyer, Shelly Chin, Julie Viola

Call to order and Approval of Minutes

The meeting was called to order at 12:09 PM.

Minutes from January 10, 2025 were approved.

- **AI for Minutes:** Discussion about using AI tools to format and improve meeting minutes, which received positive feedback.

- **Budget & Registrations:** Registration numbers remain strong, though reported figures sometimes lag due to posting delays. The budget looks healthy, with driver's education bringing in the most revenue, followed by music lessons and adult education (which typically breaks even but doesn't generate surplus income).

- **Staff Turnover in Business Office:** The business office has undergone major personnel changes, and new staff are still familiarizing themselves with the programs.

• Driver's Education Updates:

- A new car purchase is planned, likely a hybrid, as the current electric vehicle has had battery issues and logistical challenges.

- The idea of increasing driver's ed fees was discussed, considering the significant price gap between public and private options.

- Adult driving students are challenging to schedule, making it necessary to charge them higher rates.

• Adult Education & Community Programs:

- Some programs, such as Village University and Armchair Travel, rely on suggested or voluntary donations rather than set fees.

- A discussion took place on offering language classes in-person, as online formats (post-COVID) may deter some students.

- Parent education classes continue to be fee-based, despite pushback from some community partners.

- The committee discussed expanding historical walking tours into lecture formats to engage more people.

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- **Facilities & Space Usage:** There were questions about whether the Peabody building (recently vacated middle school) could be used for programs, though its poor condition and uncertain town plans make this unclear.

- **Armchair Travel Program - Rita:**

- The program remains popular, but there's a need for new presenters as some past contributors have retired or travel less. Encouragement was given to recruit younger participants. #'s are biggest when online

- **Future Initiatives:**

- A technology seminar is being considered for Fall, aimed at helping both parents and elders navigate internet safety.

- There is an open position for a new Music School Coordinator, as Debbie Levine the long-time coordinator is retiring.

- Sara Wilson has resigned from the Advisory Committee. A new committee member from Carlisle is needed due to her resignation.

- **Catalog & Marketing:** A discussion was held about potentially replacing the paper catalog with QR codes and digital options, though research suggests printed catalogs are still the most effective method for engagement.

Meeting adjourned at 12:52