

**YOUTH COMMISSION**  
**PRO-ACCESS TEEN CENTER**  
**1 SCHOOL STREET**  
**February 9, 2016**  
**6:45 PM**  
**REGULAR MEETING**

**MINUTES**

**PRESENT:** Chairman, Kristin Nauheimer, Members: Bob Korin, Rob Stowell, Kristin Riolo, Mike Moles, and Rob Deletis

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TOWN OF BETHEL  
TOWN CLERK

Also present: Claudia Fortunato, Interim Director, Eileen Earle, Director of Parks & Recreation

Absent: Cassidy Quinn, Student Advisory Chairperson and Ariana Leggio, Ex-Officio Teen Member

Chairman Kristin Nauheimer called the meeting to order at 6:50 PM.

**APPROVAL OF MINUTES:** Rob Deletis. made a motion to accept the minutes from the special meeting on December 16, 2015, Rob Stowell seconded the motion. The vote passed unanimously.

Bob Korin made a motion to accept the minutes from the special meeting of January 19, 2016, Kristin Riolo seconded. The vote passed unanimously.

**PUBLIC COMMENT:** None

**CORRESPONDENCE:** None

**Youth Commission Officers 2016 –**

Rob Deletis made a motion to vote Kristin Nauheimer as the Youth Commission Chairman for 2016, Mike Moles seconded. The vote passed unanimously.

Rob Deletis made a motion to vote Bob Korin as the Youth Commission Vice Chairman for 2016, Mike Moles seconded. The vote passed unanimously.

Bob Korin made a motion to vote Rob Stowell as the Recording Secretary for 2016, Rob Deletis seconded.

**Bethel Teen Needs Assessment Summary and Review**

Laura Brown from UCONN is scheduled to come to the Regular Meeting in March to discuss the data collected from the open forums and survey. She will discuss next steps for this process.

## **Next Steps for Bethel's Teen Center**

Claudia Fortunato, Eileen Earle, and Kristin Nauheimer met to discuss how to make this transition from an independent contractor to the teen center under the umbrella of Parks and Recreation run smoothly.

Eileen reported that she will receive the Directors Report from the Director and either she or Rachael McGrath will come to the Youth Commission meetings from now on to present the report with the Director. They will also attend Student Advisory Group (SAG) and some other Teen Center events. The website and social media accounts are being managed. Claudia is working on the calendar for March.

Eileen explained that Hilda will continue doing the Constant Contact through February for consistency in communication. As the transition with the Teen Center registration moves from paper registration to Parks and Recreation's online system communication, registration and signing up for events and programs can be done through the system.

It was discussed that there should be two staff people at bigger events and activities to be staffed by Claudia and a Parks & Rec staff person.

Eileen met with the Board of Education who wishes to expand their usage of the Teen Center during the school day for both tutoring and transition (18-21 year old) students working on life skills with job coaches. They will be out by 2pm in order to make room for our programs.

With the new transition under Parks and Rec and with the use of the Teen Center through the Board of Education, the town would help with the cost with daily use of the facility, ie. cleaning the facility daily, office supplies, cable, internet, water cooler, etc. We discussed the need to write guidelines for the use of other groups and that it needs to be left ready for next use.

It was discussed that through this transition some improvements to the Teen Center will be reviewed by Parks & Recreation, the Board of Education along with Matt Knickerbocker. Possible projects include: taking up the carpet and laying down tiles, renovated kitchen with stove, updating the bathroom for handicap accessibility, and more computers. We also discussed the need for the new Director to have a laptop or Chromebook.

Accounting will be taken care of through P&R. work together with Community Service and Events. And have students help plan and work at events.

**DIRECTORS REPORT:** Claudia presented the Director's Report. See attached documents. She discussed possible trip ideas that came from the SAG students at the last SAG meeting, including a Lock Out, the Prospect Theater, the Panic Room, and the Science Museum.

Claudia will still connect with HVCASA to see if there is any grant money available for transportation for Teen Center events and activities.

The Relay for Life meeting was canceled due to snow and rescheduled for February 22. Students are excited to start Relay meetings and get this year's team together.

Claudia reported the need to get the internet straightened out because it's not working well at the moment. Eileen will talk with Nick regarding this to get it up and running as soon as possible.

With the exception of this month, SAG meetings will remain the first Tuesday of the month in order to report ideas for new activities and discussion topics to the Youth Commission at their monthly meeting.

Hilda's Teen Center bank account is still opened and cannot be closed until a few more checks clear. After this happens she will write the check with remaining monies and send it to Brad in order to close out her account. Brad is aware of this and will take care of it when the check comes to him.

**Directors Financial Report:**

Moving forward accounting will be done through Parks & Rec and Eileen Earle, but it's unsure if Teen Center monies will be moved to the P&R budget before July 1.

The transition is being made and cable, water cooler, insurance, internet, etc. will all go through the town. Income membership and trips will go to Eileen month or bi-monthly, as they come in.

Eileen will do a financial report with Brad Heering for each month and present the information at the Youth Commission meeting.

**Fundraising:** None.

Next regular meeting will be held on March 8, 2016 at 6:45pm.

**ADJOURN:** Bob Korin made a motion to adjourn; the motion was seconded by Mike Moles. Vote, all in favor, motion unanimously approved.

Meeting adjourned at 8:00 PM.

Respectfully submitted,

Kristin Nauheimer  
Youth Commission Chairman

Teen Center Director Report

Date of Report: February 5, 2016

Prepared by: Claudia Fortunato

1. Membership Update:

Grade	Month <u>3</u> Year <u>57</u>		Total	Previous Month's #s (last report)	Previous Year's #s
	New Paid Members	Renewal Members			
7	24		24	24	18
8	9	7	16	15	13
Freshman	3	4	7	6	18
Sophomore	2	2	4	3	17
Juniors		4	4	4	26
Seniors		2	2	2	11
Outgoing Seniors					
Totals	38	19	5	54	103

January 20 –February 5 2016 PRO ACCESS ACTIVITY REPORT

	Day	Activity	Date	Number attended	Comments
1	Wednesday	Hang out	1/20	3	
2	Thursday	Decorate for Party	1/21	5	
3	Friday	Hilda going Away party	1/22	63	
4	Wednesday	Football Trivia	1/27	5	
5	Thursday	Movie Night	1/28	6	
6	Friday	Skyzone	1/29	21	
7	Wednesday	National Popcorn Day	2/3	3	
8	Thursday	Puzzle Day	2/4	4	
9	Friday	Candy Making and Cookie Decorating	2/5		Cancelled due to snow
10					
11					
12					
13					

Total of 115 participants served with 8 programs for an average of 14 participants per program.

Same time period in 2015, 126 participants served with 16 programs for an average of 6 participants per program.

Pro Access Usage by other groups year to date:

Month	Program	Days Used	Average # of students seen
January	Tutoring	18	4
January	Transition	2	11

Additional Discussion topics:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_