

Caryl Management Advisory Committee
Meeting of May 25, 2022 – 9:00 a.m. – Great Hall, Dover Town House
MINUTES – approved

Present: Chris Boland, Jen James, Ruth Townsend, Kathy Weld, Janet Claypoole, Mark Ghiloni, and Karl Warnick.

Approval of Minutes: The minutes of May 11, 2022, were approved as presented.

Discussion re components of CMAC’s Caryl Community Center presentation to BOS:

- **Staffing:** The Committee discussed the latest draft job description for an assistant director (created by overlaying the working group’s job description on top of the current assistant director job description). It was noted that as the new facility would demand more responsibility and more help, this position needs to be bigger than the current job description, which hasn’t been changed in 30 years. It is planned that this position, plus any additional part-time help deemed necessary to fully cover tasks outlined in the original draft coordinator job description, will report to the Parks and Recreation Director, under the aegis of the Parks and Recreation Commission. Mark and Chris will edit the job description with an eye to current and near future staffing needs.

CMAC members stressed the importance of hiring employees for managerial roles who have specific training and experience in recreational/community programming and management, stating that such background will be critical to the success of the new community center.

- **Rental Fee Schedule:** Kathy is still gathering additional comparison information from local entities on their rental fees.
- **Program Software and Security & Usage Tracking Systems:** Jen is still waiting to hear back from security and usage vendors she has contacted for pricing.
- **Budget:** The 5/27/21 draft operating budget will be affected by the additional research done in 2022 in the three areas above. There was brief discussion about where best to locate the non-P&R/COA community center budget (primarily rental fee income and various expenses) – in #193 or a separate new line item in the Town’s operating budget; or in a separate revolving account; or, specific CCC expenses into #193, with income into a revolving account. Further discussion is needed.

Points to Consider/Criteria for Success: This written compilation of common misunderstandings about the nature of recreation in a community center, along with suggested criteria for what constitutes a successful community center, was originally planned for group discussion at this meeting. Instead, the issues it raises will be addressed by Chris and Ruth in the process of drafting the rationale for CMAC’s recommendations.

Other:

- Members would prefer to postpone the discussion with the BOS regarding CMAC’s future until after its work on CCC management and operations is complete and its recommendations made to the BOS.

- It was suggested that CMAC representatives present CCC updates to different Town committees to inform them of our work, and build consensus and enthusiasm for the new CCC. Jen and Chris B agreed to lead this initiative.

Next meeting: Thursday, June 9, 2022 at 9:00 a.m. in the Great Hall.

Adjournment: The meeting was adjourned at 10:06 a.m.

Respectfully submitted,

Kathy Weld