

CMAC Meeting Minutes 1/19/2011
Selectmen's Meeting Room

Attendees: Jess Cooney, Jane Hemstreet, Carol Lisbon, Ford Spalding, Karl Warnick, Kathy Weld

1. Minutes of 12/08/2010 approved
2. Marketing Plan for CCC space was discussed
 - a. Focused discussion on increasing usage by current and new users
 - b. Prioritized improvements during summer 2011 will improve presentation of space for Fall 2011 Open House
3. **Actions:**
 - a. Kathy Weld to speak with Heather Hodgson DePaola re: using CCC instead of Town House for indoor activities during Old Home Day 2011 (possible Open House twofer)
 - b. Jess Cooney to complete CCC write up for Spring 2011 P&R brochure to include expanded discussion of all (P&R, BOS) available rental space. Text to be sent to other committee members for other uses.
 - c. Kathy Weld to draft a press release for local newspapers
 - d. Ford Spalding to draft a website promotion
 - e. Karl Warnick to get photos of kitchen, cafeteria & classroom for inclusion on Dover's building maintenance website with revised introduction and form, and updated FAQ
 - f. Jane Hemstreet to look into a water/juice vending machine for CCC under COA after Carol Lisbon has reviewed Town policy/guidelines
4. Future topics: Cumulative
 - a. New: Review FY11 maintenance/improvements/priority list
 - b. New: Drop-in program for gym (fees, supervision, time schedule)
 - c. All organizations that generate revenue should be contributing to general maintenance and operations of the CCC
 - d. Review Use policy. Besides government use, users are generally educational/recreational programs
 - e. Building supervision weekends/off hours
 - f. Change name of "library" space

Next meeting: Wednesday, 3/16/11 7:30 a.m.

Respectfully submitted, Carol Lisbon