

**Caryl Management Advisory Committee**  
**Minutes of the Meeting – November 13, 2012 – 7:30 a.m.**

**Present:** Mary Hable, Carol Lisbon, Ford Spalding, Ruth Townsend, Kathy Weld, Dave Ramsay, and Karl Warnick.

**Approval of Minutes:** The minutes of September 27, 2012 were approved as presented.

**Prospective new committee members** Mary Hable and Ruth Townsend were welcomed; current members provided a short historical summary of the CCC and other background information relative to CMAC's work.

**Project updates:**

- Art Room #116 – almost finished; new floor tiles still to be installed.
- Drinking Fountains – new units have arrived, installation is in progress.
- Mat/Karate Room – has new paint, new rugs, and new heating registers, installed this past summer by Parks & Rec, using monies from their revolving fund.

**Signage proposal:** Karl Warnick distributed a diagram of all rooms in the CCC, each with either an assigned number only (3"x3"), or both a name and a number (6"x6") as in the case of the dedicated spaces; it also included directories with removable inserts at four key locations in the building. The Committee endorsed the plan, and Karl will now seek specific quotes from vendors.

**CCC budget:** Dave Ramsay distributed an analysis of CCC operating revenues vs. expenses. Revenue from all space rentals more than covers the utility and maintenance costs of operating the building. The Town's Building Maintenance operating budget carries \$35,000 for CCC maintenance, of which \$15,000 is allotted for cosmetic improvements such as painting, repairing walls, and replacing baseboards and floor tiles/carpets. Rooms 215 and 217 are scheduled for refurbishment in the FY'14 operating budget.

**Publicity Action Plan:**

- Kathy to finish updating the CCC information sheet
- Ruth to create a Facebook page with the updated information
- Carol to put a CCC entry on LinkedIn

**Other:**

- Discovery Club is back in room #214, through Parks & Rec department
- A private vendor has rented space for an art class for kids
- Items for CCC wish list include AV equipment for one or two of the non-dedicated spaces; easels for the art room #116.

**Next meeting:** Tuesday, January 15, 2013, at 7:30 a.m. in P&R Conference Room.

**Meeting adjourned:** 8:35 a.m.

Respectfully submitted, Kathy Weld