

**Caryl Management Advisory Committee
Minutes of the Meeting – March 6, 2013 – 7:30 a.m.**

Present: Chris Boland, Joe Devine, Mary Hable, Ruth Townsend, Ford Spalding, Kathy Weld, Dave Ramsay, and Karl Warnick.

Approval of Minutes: The minutes of January 15, 2013 were approved as presented.

Discussion of COA request for dedicated space in CCC: Joe Devine presented the COA's request for additional dedicated space for its use in the CCC, along with a list of issues the COA has identified to be addressed.

Vote: Upon motion made and seconded, the CMAC voted unanimously to recommend to the Board of Selectmen that Room #116 (former art room, newly refurbished), its three ancillary office/storage rooms, and the two adjacent storage rooms, be provided to the COA for its exclusive use. (This is in addition to the dedicated space they currently have at the CCC.) The Committee encouraged the COA to move into the space as is, make it comfortable, and use it. Then, if further changes are deemed necessary, COA could discuss and prioritize them, and go through the normal budget process to achieve them.

Promotion of CCC: Ruth Townsend shared with members the CCC Facebook page she and Mary Hable are creating to better promote the CCC to a wide audience. They are working to include the right content about available spaces, along with photos of those spaces being used, in order to create enthusiasm in the community and attract users. The Facebook page has the potential to reach many more people than the CCC website currently does.

User Feedback: Ruth and Mary shared some of the user feedback and questions they have been hearing. People are not sure what's available; who to contact for bookings or when issues arise; whether the CCC is open in the evenings; whether alcohol is allowed. Chris Boland mentioned the registration software that Parks & Recreation is working on which could be used by both P&R and the Town for booking spaces and might make things easier for people. A calendar for the CCC's bookings, the spaces, details, program info, and booking and registration forms all would be available online.

Updates: Bubblers are installed and operating; signage except for full directories is also installed; display cases sized at 96" x 36" could cost anywhere from \$800 to \$2,500.

Other: In response to a question about outside vendors booking space, it was confirmed that not-for-profit vendors need to book through the Town; for-profit vendors should come under the aegis of P&R, so as not to be in competition with its programs and vendors.

Next meeting: Wednesday, May 1, 2013 at 7:30 a.m.

Adjournment: The meeting was adjourned at 8:50 a.m.

Respectfully submitted, Kathy Weld