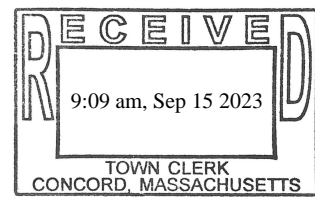


CCACE Advisory Committee Meeting



**Concord Carlisle**  
*Adult & Community Education*

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**CCACE Advisory Committee Meeting**  
**Friday, April 28, 2023 @ 11:00 am**

**Present: John Ballantine, Claudia Feeney, Alison Pray, Steve Reznek, Jill Weintraub, Kristen Anderson**  
**Prospective members: Pam Hegarty, Polly Meyer**

Jill acknowledged that we were missing a lot of committee members today and have a couple of people leaving early/coming late, as well as two prospective new members who will hopefully join us officially as of 2023-2024.

1. Approve meeting minutes – March 2023
2. Registration and budget numbers for FY23
  - Jill explained that our usual reports compare the current year with the previous two years. Our registration numbers have been strong all year and the numbers on the report are through April 15<sup>th</sup>.
    - The number of IMSCC registrations reached just over 300 – getting us closer to where we were pre-pandemic. The majority of our students remain with the program throughout the school year, continuing from fall to the winter/spring semester. We also tend to pick up new students in the winter/spring semester, especially some of the newer younger students who have just started this school year.
      - Pam asked how these numbers compare to pre-pandemic numbers. Jill said we hovered around 325+ registrations so we’re climbing closer.
    - Our drivers ed enrollments continue to increase too with most of our classes for the year filling to capacity.
    - Adult ed numbers continue to increase with more registrations. We look at the total number or the year as well as month-by-month comparisons to see where we are.
    - Budget numbers: We started the FY with \$120,000 in our revolving account – since CCACE owns five cars for drivers ed, it is important that we maintain a healthy positive balance to plan for replacements or repairs. (We know that another car will need to be replaced or eliminated by the end of 2024, per RMV regulations.)
      - To date, per the CCRSD business office reports, we have brought in just over \$626,000 in revenue. The \$50,000 indicated next to that number are credit card receipts that are not yet reported. Our expenses to date are just about \$624,000 so our budget is break-even at the moment.
      - We had reserved \$10,000 for capital reinvestment for this year to update our website. Our current site is outdated (about six years old) and needs a refresh. Jill projects our final expenses for this project will be closer to \$5,000.
3. Program updates & spring programs:
  - Adult & Continuing Education – Classes are still running!
    - ELL – We hired a new teacher, originally for the fall, however she will be starting in a couple of weeks, filling in for one of our other teachers. We are excited for her to join the team.
    - Parent Ed – one program to go – How to Talk with Adolescents about Healthy Eating will take place next week. This year was really about hitting the ground running and throwing a whole bunch of programs out there to see what the response we got. The

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response has been great and we're getting a better sense the more we talk to people, Stefanie has sent surveys, we see registration numbers, etc of what the community wants to see going forward. The beauty of our programs is everything is semester-by-semester so we can stay flexible and responsive.

- Claudia shared an update from Armchair Travel. Although her third term will be ending, she would like to continue working with Armchair Travel. It has been a wonderful group people, and although they are very sometimes nervous to present it's a very forgiving group. She referenced the recruitment email Jill sent out, which received three responses so far, so Claudia is starting on next year's schedule. We plan to stay on zoom which seems to be working well for both the presenters – local and not local – and the participants. Claudia has been in touch with Brian Miller to connect with some of the HS teachers leading trips abroad. Polly also said she can connect Claudia with her neighbor who is the Latin teacher who leads the Italy trip.
  - There was a question about whether we've ever had a presentation on travel volunteer trips. Although some individuals have presented on this, we haven't had a presentation from the organizing agencies, but this has come up before so Jill will try to look into this.
- Polly asked whether classes are mainly taking place in person or online now and Jill explained that online still seems to be the preference for both students and instructors. We are trying to figure out what is appropriate for which format and continue to revisit it every semester. A big bonus to remaining online with many classes is the ability to cross-promote programs among various community eds. From the Concord 250 committee, there seems to be a desire for in-person workshops on local history that are not walking tours.
- Steve asked about our use of recording after the programs. In particular, he referenced an outstanding Armchair Travel session and whether these are accessible by community members – or other communities – after the session. Jill acknowledged it is not something we currently do, in part because once a program is over, it no longer appears in our registration system online. While we do cross-promote with other communities before the programs, we have never done this after a program has ended. It is an interesting idea, but one that Jill is not sure we have the capacity to explore, both because of the technology and set up currently.
- Drivers Ed
  - We had a full class for April break with 4-5 cars out every day for driving lessons.
  - In general, we are scheduling about 3 weeks out for driving lessons, although there are always late additions to the schedule from instructors and cancelations that pop up.
  - We continue to try to balance the needs and schedules of our adult students – who we primarily work with during the daytime so as not to take slots away from high school students.
- IMSCC
  - CCHS Band & Orchestra at the MICCA earned 4 gold medals – (group performance for a panel of judges that are scored according to a rubric). Jill acknowledged the hard work of all of our band/music teachers to make this happen, but also the IMSCC instructors who work with so many of these students to help them become the talented musicians that they are.
  - Summer registration is (unofficially) open – we will be announcing it soon. Summer lessons are quite different and flexible with students signing up for anywhere from 1-10 lessons, depending on the instructor's availability and theirs.
  - We will offer two summer workshops – Trombone Choir is back for the 14<sup>th</sup> summer and Anna Anderson will offer a orchestra program. Both of these will have a small

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performance at the end. There are 1-2 other instructors also considering offering summer workshops.

4. Website updates
  - Jill shared the new site that is under construction and asked members to click around and send feedback: <https://concordcarlisleace.dreamsites.io/>
5. Can We Talk 2023-2024 – Jill explained some of the background of the Can We Talk programs that have run previously and that these programs have largely been a project of the Advisory Committee.
  - We have been discussing work/Life balance as our topic for the fall and Jill & Stefanie have been playing with an idea to offer a conference style event, similar to what the high school recently offered for parents. This would allow us to have a variety of short presentations, geared towards different segments of the population – families with children looking at topics like overscheduling, screentime, volunteer opportunities and how to choose for retired adults, etc.
6. Advisory Committee update
  - Terms ending FY22 who we extended for 1 year: John & Carol
  - Terms ending FY23: Claudia & Marla
  - Potentially joining for FY24:
    - Pam Hegarty, Concord
    - Polly Meyer, Concord
    - Jean Dandorph, Carlisle
    - Sara Wilson, Carlisle
  - Keep online – we're struggling with attendance and Jill will send a brief questionnaire to see if Fridays at 11 am are still the best option. We would like to have 1-2 in-person meetings per year, besides our end of year celebration in June.
  - We would ask members to volunteer for roles. The goal is to have members feel involved and committed while not taking a lot of time. Members might meet with a staff person or join a meeting periodically and report back to the group at our regular meetings.  
Suggestions of roles:
    - Chair/Record minutes –
      - separate out?
    - Armchair Travel
    - Village University
    - Can We Talk
    - ELL
    - Parent Education
    - Adult Ed overall
    - Drivers Ed
    - IMSCC
    - Concord Bookshop – window displays and gift wrapping
7. Shout Out – Sara for helping with our Concord Bookshop window in March!!
8. Save the Dates
  - **May 19<sup>th</sup> @ 11 am: Final CCACE Advisory Committee meeting**
  - **June 9<sup>th</sup> @ 11 am: CCACE Advisory Committee celebration & lunch**