YOUTH COMMISSION

PRO-ACCESS TEEN CENTER

1 SCHOOL STREET

SEPTEMBER 8, 2015

6:45 PM

REGULAR MEETING

MINUTES

RECEIVED
2015 SEP -9 P 12
TOWN OF BETHEL
TOWN CLERK

PRESENT: Chairman, Kristin Nauheimer, Members: Lisa Bergh, Rob Deletis, and Kristin Riolo

Also present: Hilda Valdespino, Director Pro-Access Teen Center, Claudia Fortunato, Assistant Director, Cassidy Quinn Student Advisory Chairperson and Ariana Leggio, Ex-Officio Teen Member

Absent: Bob Korin and Mike Moles

Chairman Kristin Nauheimer called the meeting to order at 6:50 PM.

CORRESPONDENCE: None

APPROVAL OF MINUTES: Lisa Bergh made a motion to approve the minutes from the last Regular Meeting dated August 11, 2015. The motion was seconded by Kristin Riolo, Vote taken, motion approved.

Kristin Nauheimer made a motion to approve the minutes of the Special Meeting dated August 24, 2015. Lisa Bergh seconded the motion. Vote taken, motion approved. Kristin Riolo and Rob Deletis abstained.

Public Comment: None

Prior to the presentation of the Directors Report, Rob Deletis asked for clarification on the status of Hilda's report of several meetings ago that she may be moving. Rob asked where that stood as the Commission had not discussed it further. Hilda reported not having definite plans. The concern is having a vacant position as Teen Center Director and not having a plan in place should Hilda resign.

Teen Center Director Report September 8, 2015

Prepared by: Hilda Maria DeLucia, Bethel Teen Center Director

1. Membership Update:

Grade	Sept. 2015		Total	Aug. 2015 (last report)	Sept. 2014 total
	New Paid Members	Renewal Members			
7	21		21	19	13
8	5	8	13	10	10
Freshman	2	5	7	4	5
Sophomore	1		1		2
Juniors		1	1	1	2
Seniors		1	1		2
Outgoing Seniors					
Totals	29	15	44	34	34

2. Program Attendance (see report below)
3. Program Discussion
4. Needs Assessment Update
5. Finance Report

Aug. 12 – Sept. 8 PRO ACCESS ACTIVITY REPORT

	Activity	Date	Number attended	Comments
1	Shark Tank Finale	Aug. 13	21	5 entrepreneurs, 4 sharks, Junior Achievement staff, parents and friends
2	Clean up Pro Access	Aug. 22	2	Cassidy and Ariana
3	First Day of School Bingo	Aug. 26	10	
4	Thurs. Night – Jeopardy	Aug. 27	15	
5	Hot Air Balloon Festival	Aug. 28	15	
6	Clean up Pro Access	Aug. 29	2	Cassidy and Ariana
7	SAG	Sept. 1	10	
8	Famous Pizza	Sept. 2	5	
9	Thur. Night-Scavenger Hunt	Sept. 3	13	
	Total of 93 participants served with 9 programs for an average of 10 participants per program.			
	2014 – same time period – Total of 100 served with 9 programs for an average of 14 participants per program.			

Pro Access Usage by other groups year to date:

Month	Program	Days Used	Students seen
August	Tutoring	4	6 students
August	Transition	?	?

Inspired Learning, LLC
Pro Access Report
August 2015

	Pro Access	TOTAL	
Income			
Consulting Income		0.00	
Bethel Teen Center	5,500.00	5,500.00	
Total Consulting Income	**$ 5,500.00**	**$ 5,500.00**	
Program Income		0.00	
Bingo	150.00	150.00	WCFCU donation
Shark Tank Program	50.00	50.00	Donation from Senior Americans Resources
Total Program Income	**$ 200.00**	**$ 200.00**	
Total Income	**$ 5,700.00**	**$ 5,700.00**	
Gross Profit	**$ 5,700.00**	**$ 5,700.00**	
Expenses			
Computer & Internet Expenses		0.00	
Computer Software	40.35	40.35	Quickbooks online
Total Computer & Internet Expenses	**$ 40.35**	**$ 40.35**	
Insurance		0.00	
Liability Insurance	174.00	174.00	
Total Insurance	**$ 174.00**	**$ 174.00**	
Internet Expense	162.35	162.35	Comcast
Marketing/Advertising/Networkin	40.00	40.00	Constant Contact
Office Supplies	60.27	60.27	
Payroll Expense		0.00	
Director's Salary	3,517.00	3,517.00	
Employer Taxes	60.39	60.39	
Payroll Service Fee	30.00	30.00	
Wages	595.00	595.00	
Total Payroll Expense	**$ 4,202.39**	**$ 4,202.39**	
Professional Fees		0.00	
Bookkeeping Services	300.00	300.00	two months
Office Help	143.56	143.56	Phoebe Ziegler 13 hrs @ $10 and Salz Pizza for helpers
Total Professional Fees	**$ 443.56**	**$ 443.56**	
Program Expense		0.00	
Bingo	54.72	54.72	Walmart food and prizes
Games Night	78.82	78.82	Minute to win it/Big Y and Dollar Store
Movie	33.14	33.14	Netflix 2 months
Pizza Crawl	52.81	52.81	2 of the 4 restaurants
Refreshments	93.84	93.84	Crystal Rock and Walmart drinks and snacks
Shark Tank	375.98	375.98	food and $300 prize
Supplies & Materials	0.00	0.00	
Total Program Expense	**$ 689.31**	**$ 689.31**	
Total Expenses	**$ 5,812.23**	**$ 5,812.23**	
Net Operating Income	**-$ 112.23**	**-$ 112.23**	
Net Income	**-$ 112.23**	**-$ 112.23**	

Tuesday, Sep 08, 2015 04:15:33 PM PDT GMT-4 - Accrual Basis

Lisa made a motion to move the Freedom of Information update listed on the Agenda to the next subject of discussion listed. The motion was seconded by Rob Deletis.

Vote taken, motion approved.

Lisa reported on attending the Freedom of Information session held on August 5, 2015.

Lisa pointed out several items that were of concern and of possible risk for complaint. Professionalism is important as the Youth Commission is an agency of the Town of Bethel and the meetings should not include food to be served. Cell phones usage and any texts taking place during a meeting are public information and the content can be requested under the Freedom of Information Act. A discussion occurring in private while the meeting is called to order is a violation and subject matter available for request.

DIRECTORS REPORT: Hilda presented the Directors Report (see attached). Membership is strong; programs had a total of 93 participants. Hilda discussed the success of the Shark Tank program. This program generated great exposure for the Teen Center. She contracted with Paul Steinmetz for media exposure; the News-Times did a great article. The need to hold the "Stars of Bethel" party was discussed and it was decided we need to follow through even though it has been some time and many have forgotten the party was part of the program. Party date to be decided, tentative date of September 24, 2015.

Who to include in the focus groups was discussed. Hilda has contacted the Superintendent. Dr. Carver made suggestions as to who to reach out to for attendance at the group meetings.

Directors Financial Report: Hilda reported on the financials for the month of August (see attached).

The next regular meeting will be scheduled for October 13, 2015.

ADJOURN: Lisa Bergh made a motion to adjourn; the motion was seconded Rob Deletis. Vote, all in favor, motion unanimously approved.

Meeting adjourned at 7:55 PM.

Respectfully submitted,

Lisa Bergh,

Lisa Bergh