

# **YOUTH COMMISSION**

**CJH MUNICIPAL CENTER**

**MEETING ROOM "A"**

**1 SCHOOL STREET**

**December 10, 2010**

**6:45 PM**

**SPECIAL MEETING**

**MINUTES**

RECEIVED  
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**PRESENT:**

Chairman, Richard Merritt, Members: Lisa Bergh, Kate Shea, Devin Pedone, Kristin Nauheimer and Bob Korin.

Absent with notice: Jane Kraver

Also Present: Hilda Delucia, Pro-Access Teen Center Director, Claudia Fortunato, Assistant Director.

Jeffrey Starcher, Regional Service Director for the Boys and Girls Club of America.

Chairman Rich Merritt called the meeting to order at 6:52 PM

Chairman Merritt asked that the members introduce themselves and give Mr. Starcher some background.

Mr. Starcher then introduced himself and explained his position with the Boys and Girls Club. He handed out some literature (see attached). He explained how clubs have evolved and gave background on what the organization can provide for the community.

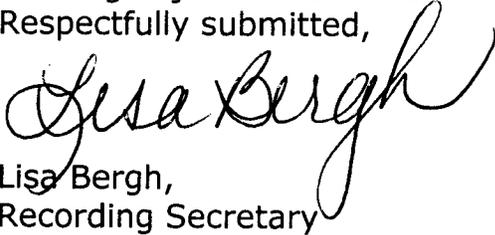
It was mutually agreed upon that the commission would take the next step and have a meeting with the Ridgefield Boys and Girls club to gain more information. Before that the commission would ask the First Selectman for his approval, and possibly invite him to attend the next meeting.

**DIRECTORS REPORT:** Hilda Delucia presented the Directors Report. (see attached).

The next regular meeting will take place on January 18, 2010, location to be determined.

Lisa Bergh made a motion to adjourn. The motion was seconded by  
Kate Shea. Vote, all in favor, motion unanimously approved.

Meeting adjourned at 8:35 PM.  
Respectfully submitted,

A handwritten signature in cursive script that reads "Lisa Bergh". The signature is written in black ink and is positioned above the typed name and title.

Lisa Bergh,  
Recording Secretary

I. Membership Update:

Grade	Dec. 10 Membership	Girls	Boys	Nov. '10 membership	Girls	Boys	Dec. 09 membership
7	25	21	4	23	19	4	44
8	64	37	27	64	37	27	61
Freshman	77	41	36	77	41	36	96
Sophomore	110	36	74	111	37	74	50
Juniors	54	15	39	54	15	39	51
Seniors	66	20	46	66	20	46	35
Totals	396	170	226	395	169	226	337
<b>TOTAL COMPARISON</b>		0 % increase from last month					17.5% increase from Dec. '09

II. Program Attendance (see report below)

III. Programs for discussion

1. December activities will be local (to keep costs down)

IV. VNA Space/Building

November 15, 2010 - December 9, 2010

PRO ACCESS ACTIVITY REPORT

	Activity	Date	Attendees	Comments
1	BFFs at Jacquelines	11/17/10	6	
2	Midnight Showing of Harry Potter	11/18/10	15	
3	Toastmasters Youth Leadership Program	11/22/10	16	
4	Toastmasters Youth Leadership Program	11/29/10	16	
5	\$5 Manicures	12/1/10	7	
6	Open Gym	12/3/10	31	
7	Toastmasters Youth leadership Program	12/6/10	12	
8	Famous Pizza	12/9/10	5	
Total Participants served in Oct./Nov. 2010			108	Avg of 13 participants per program
During this same period (mid Nov. – mid Dec) of 2009 290 participants were served with 22 programs for an average of 13 participants per program. (Rock Concert, Comcast Filming, Souper Soup Day, Games and...)				



# HOW start Boys & Girls

IN YOUR COMMUNITY

The *Positive Place For Kids*



BOYS & GIRLS CLUBS  
OF AMERICA

## a Boys & Girls Club?

### Mission Statement

*To enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.*

*A Boys & Girls Club provides a contribution to young people that is significant but distinguishable from what they get elsewhere — in school, at home, in church, in other private agencies or in public recreation.*

*Although programs and services among individual Boys & Girls Clubs vary depending upon their resources, certain characteristics are common to all of them. The following make a Boys & Girls Club unique:*

### **IT IS FOR BOYS AND GIRLS.**

*Being a member of a Boys & Girls Club satisfies the age-old desire for boys and girls to have a "club" of their own.*

### **IT HAS FULL-TIME PROFESSIONAL LEADERSHIP.**

*This leadership is supplemented by part-time workers and volunteers.*



## GETTING STARTED

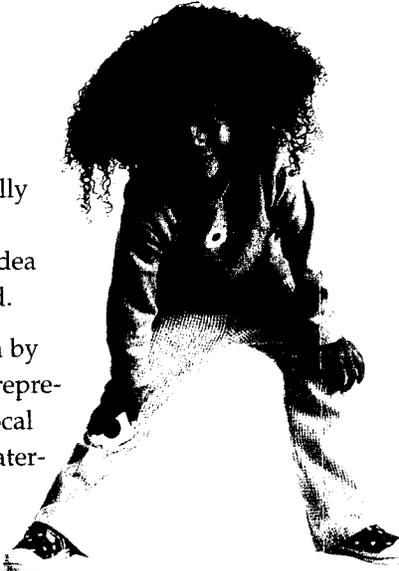
**I** The establishment of a Boys & Girls Club usually starts with one or two individuals who initiate the idea and then get others interested.

So, the first step can be taken by YOU. Discuss the idea with representatives of service clubs, local government, civic, social, fraternal and labor organizations. They can then reach out to other community leaders in business, industry and the professions.

Spread the word and stimulate interest in starting a Boys & Girls Club!

## CONTACT THE NEAREST BGCA REGIONAL SERVICE CENTER

**2** Boys & Girls Clubs of America (BGCA) maintains five Regional Service Centers and a Military Services Center, to provide support to Clubs in all 50 states. After you gather community support, have your group's representative contact the nearest BGCA Regional Service Center to discuss establishing a working partnership with a Boys & Girls Club in your area. The BGCA Regional Service Director (RSD) for your state and local Club leaders will help your group take the next steps.



## ORGANIZE A STEERING COMMITTEE

**3** Hold a meeting of those who are interested in starting a Boys & Girls Club, and invite your RSD and the Chief Professional Officer (CPO) of the Club nearest you. Limit the number of participants to a small group.

Explain the purpose of the meeting, and ask the RSD and CPO to talk about Boys & Girls Clubs. If the group is committed and interested in pursuing the idea, form a steering committee to handle preliminary organization work.

## CONDUCT A COMMUNITY READINESS ASSESSMENT

**4** The need for a Club in your community may be quite obvious. To document the need, your RSD will provide you with a Community Readiness Assessment. Have your group complete the assessment and return it to your RSD, who will help your committee with the results.

This survey will determine how effectively the needs of young people in the community are being met. It may also help to identify community resources available to support the Club.



## DEVELOP A MANAGEMENT OPERATING AGREEMENT

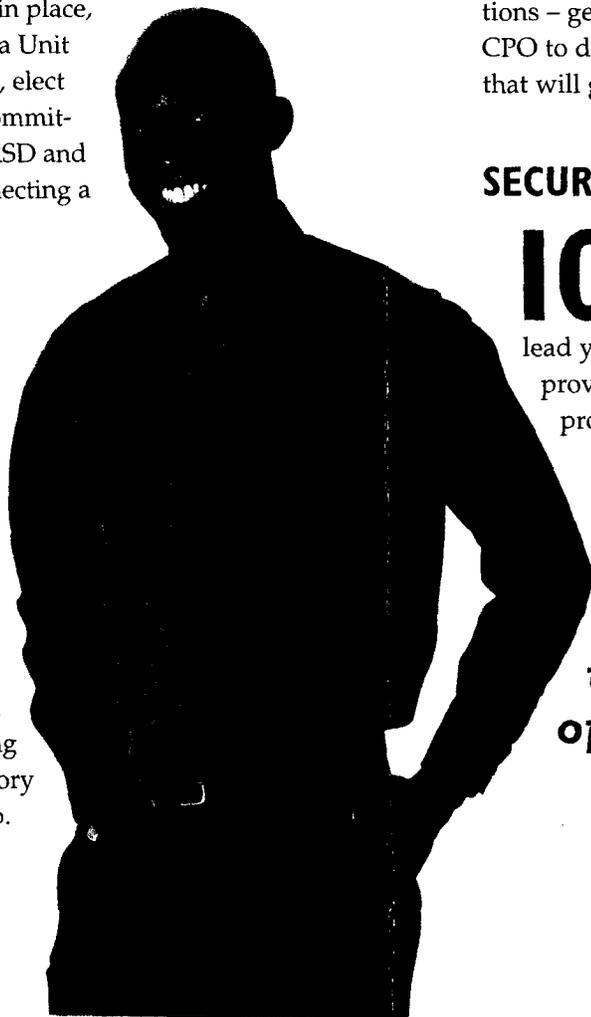
**5** Once the Readiness Assessment is complete, it's time to put together official policies for establishment of your community's Boys & Girls Club. With the assistance of your RSD, the next step is to engage with an existing local Boys & Girls Club and share opportunities for a Management Operating Agreement.

## ORGANIZE A UNIT ADVISORY COUNCIL

**6** Once policies are in place, you can organize a Unit Advisory Council, elect officers and establish committees. Consult with the RSD and CPO for guidance in selecting a Unit Advisory Council.

## DETERMINE AREA AND SECURE A BUILDING

**7** Now is the time to scout a location for your Club and/or find a suitable building. Work with your CPO to determine a location and the kind of building that would be satisfactory for a Boys & Girls Club.



## DETERMINE COST

**8** Create a budget for the cost of building renovations and equipment, and develop an operating budget for one year. The CPO will be invaluable to your committee in this kind of practical planning.

## RAISE FUNDS

**9** You are now ready to raise funds in conjunction with the CPO and existing organization. The most common method of raising funds is through a community-wide founders' campaign using face-to-face solicitations – get out there and ask! Consult with the CPO to develop a resource development plan that will get your Club off to a great start.

## SECURE A DIRECTOR

**10** The wheels are in motion: Now you're ready to employ a qualified Boys & Girls Club professional to lead your Club. The assisting CPO will provide guidance in this all-important process of identifying good candidates.

***You now have a  
Boys & Girls Club  
ready to serve  
the young people  
of your community***

**IT REQUIRES NO PROOF OF GOOD**

**CHARACTER.** *It helps and guides girls and boys who may be in danger of acquiring, or who already have acquired, unacceptable habits and attitudes, as well as boys and girls of good character.*

**IT ASSURES THAT ALL GIRLS AND BOYS**

**CAN AFFORD TO BELONG.** *Membership dues are kept low so that all girls and boys can afford to belong and even those least interested will not be deterred from joining.*

**IT IS FOR ALL GIRLS AND BOYS.**

*Young people of all races, religions and ethnic cultures are eligible to become members.*

**IT IS BUILDING CENTERED.**

*Activities are carried on in the warm, friendly atmosphere of a building especially designed to conduct programs for young people.*

**IT HAS AN OPEN DOOR POLICY.**

*The Club is open to all members at any time during its hours of operation.*

**IT HAS A VARIED AND DIVERSIFIED**

**PROGRAM.** *It recognizes and responds to the collective and individual needs of girls and boys.*

**IT IS GUIDANCE ORIENTED.**

*A Boys & Girls Club emphasizes positive values in the relationships members have with each other and their adult leaders. It helps boys and girls make appropriate and satisfying choices in their physical, educational, personal, social, emotional, vocational and spiritual lives.*

**The distinctiveness of a Boys & Girls Club does not rest on any one of the above characteristics, but rather on a total combination of them.**

*Visit [www.bgca.org](http://www.bgca.org) to find the nearest Club.*

## REGIONAL SERVICE CENTERS

### NORTHEAST

3 West 35th Street - 9th Floor  
New York, NY 10001-2204  
(212) 351-5480 or 5472 Fax: (212) 351-5493

### SOUTHEAST

1275 Peachtree St. NE  
Atlanta, GA 30309-3506  
(404) 892-3317 Fax: (404) 487-5705

### MIDWEST

Kemper Training & Service Center  
1590 Wilkening Road  
Schaumburg, IL 60173  
(847) 490-5220 Fax: (847) 490-5221

### SOUTHWEST

2107 North Collins Boulevard  
Richardson, TX 75080-2638  
(972) 690-1393 Fax: (972) 690-0752

### PACIFIC

4201 Long Beach Boulevard, Suite 101  
Long Beach, CA 90807  
(562) 981-8855 Fax: (562) 981-8887

### MILITARY SERVICES

1275 Peachtree St. NE  
Atlanta, GA 30309-3506  
(404) 487-5725 Fax: (404) 487-5789

## OFFICE OF GOVERNMENT RELATIONS

600 Jefferson Plaza - Suite 401  
Rockville, MD 20852-1150  
(301) 251-6676 Fax: (301) 294-3052

## NATIONAL HEADQUARTERS

1275 Peachtree St. NE  
Atlanta, GA 30309-3506  
(404) 487-5700 Fax: (404) 487-5757



**BOYS & GIRLS CLUBS  
OF AMERICA**

*Boys & Girls Clubs of America staff locations include:*

## NATIONAL HEADQUARTERS

1230 W. Peachtree St. NW  
Atlanta, GA 30309-3447  
Tel.: (404) 487-5700 ■ FAX: (404) 487-5757

## REGIONAL SERVICE CENTERS

### NORTHEAST

3 West 35th Street/9th Floor  
New York, NY 10001-2204  
(212) 351-5480 ■ FAX: (212) 351-5493

### SOUTHEAST

1132 W. Peachtree St. NW  
Atlanta, GA 30309-3447  
Tel.: (404) 892-3317 ■ FAX: (404) 487-5705

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2107 North Collins Boulevard  
Richardson, TX 75080-2638  
Tel.: (972) 690-1393 ■ FAX: (972) 690-0752

### PACIFIC

4201 Long Beach Blvd., Suite 101  
Long Beach, CA 90807-2007  
Tel.: (562) 981-8855 ■ FAX: (562) 981-8887

## INTERNATIONAL (MILITARY) SERVICES

1230 W. Peachtree St. NW  
Atlanta, GA 30309-3447  
Tel.: (404) 487-5725 ■ FAX: (404) 487-5786

## OFFICE OF GOVERNMENT RELATIONS

600 Jefferson Plaza – Suite 401  
Rockville, MD 20852-1150  
Tel.: (301) 251-6676 ■ FAX: (301) 294-3052



**BOYS & GIRLS CLUBS**

# services

The *Positive Place* For Kids



**BOYS & GIRLS CLUBS**  
OF AMERICA

Among the many benefits of membership in Boys & Girls Clubs of America is access to the expertise of our organization's professional staff. Through BCCA's national headquarters, Office of Government Relations and regional service centers, individual Clubs can access an array of services from any of the following departments.

## HUMAN RESOURCES

Human Resources oversees consultation regarding personnel policies, salary and human resource administration. BCCA's approach to human resource administration and management includes overseeing the pension, major medical, group life, short-term and long-term disability, and dental and vision insurance programs, plus management of human resource records and human resource services for BCCA national staff. Human Resources also consults with regional staff and local Boys & Girls Clubs as requested.

## INFORMATION TECHNOLOGY SERVICES

IT Operations is responsible for the delivery of technology to BCCA national staff. IT Operations develops and supports business applications; maintains and enhances the BCCA technology infrastructure, which includes hardware, networks, and software; researches emerging technology; and enhances employee productivity through technology and education. IT Operations includes applications development, engineering, support services and technology training.

## TECHNOLOGY RESOURCES (OPERATION CONNECT)

Technology Resources oversees the delivery of Operation Connect technology centers and other software, hardware and technology resources to Boys & Girls Clubs. To facilitate this, members of the Technology Resources team coordinate efforts among BCCA, multiple partners, funders, vendors and Clubs around the country.

The Technology Resources team provides:

- ✓ hardware for Operation Connect technology centers in local Boys & Girls Clubs, currently through a partnership with the Beaumont Foundation of America;

- ✓ software for Operation Connect technology centers, Club administrative use and special programming needs through a partnership with Microsoft;
- ✓ research and advice that help Clubs plan and sustain their technology efforts;
- ✓ computers for local Club professionals to access [www.bgca.net](http://www.bgca.net) through partnerships with various funders; and
- ✓ carefully researched and negotiated recommended vendor relationships through which Clubs receive special discounts and purchasing advantages.

## MOVEMENTWIDE ADVANCEMENT/MARKETING & COMMUNICATIONS SERVICES

Marketing & Communications works to increase awareness and support of the Boys & Girls Club Movement by presenting a unified image and message, while helping Clubs build strong brand presence in each local market.

Marketing & Communications Services counsels Clubs on creating a strong marketing committee and annual plan, while providing materials and direction in such disciplines as advertising, public relations, crisis communications and cause-related marketing. The department conducts marketing training at conferences and at Area Council meetings, and works with groups of Clubs in large markets to strengthen their collective influence with the media. The staff creates and distributes print and broadcast materials for national and local media placement, and conducts special events that focus public attention on the Boys & Girls Club Movement.

Marketing & Communications Editorial Services and Design & Production teams provide writing, editing and graphic design expertise for all of BCCA's print materials and Web sites. Brand Matters, a marketing site found at [www.bgca.net](http://www.bgca.net), offers a wide range of resources to Clubs, including custom print materials, Web templates, banners, outdoor billboards, Club signage and BCCA's Graphic Standards.

## **PROGRAM SERVICES**

Program Services assists local Boys & Girls Clubs in implementing quality programming by developing high-quality programs, and providing training and technical assistance. Program Services offers more than 40 tested and nationally recognized programs in five core program areas: Character and Leadership Development; Education and Career Development; Health and Life Skills; The Arts; and Sports, Fitness and Recreation. These programs include Youth of the Year, TEENSupreme® Keystone Clubs, CareerLaunch®, Money Matters, Power Hour, SMART Moves®, NetSmartz, ImageMakers National Photography Program, Digital Arts Festivals, and Triple Play: A Game Plan for the Mind, Body and Soul.

Program Services also implements comprehensive specialized initiatives that enable Clubs to prevent delinquency and youth gang involvement, provide youth with access to technology and build their computer proficiency, reach out to and serve teens more effectively, and help youth embrace diversity while combating prejudice and bias. Program Services provides Clubs with planning and evaluation resources to assess program quality, make quality improvements, recognize results and measure the impact of Club programs on youth.

## **PLANNED GIVING SERVICE TO CLUBS**

The Planned Giving program supports and directs local Clubs in implementing a comprehensive planned giving program. Services include assisting Clubs in structuring a planned giving program by providing sample documents, manuals, policies and procedures. Additionally, planned giving specialists can assist in the identification, cultivation, solicitation and stewardship of donors and prospective donors. These specialists conduct training for local staff and volunteers, and provide marketing materials that enable local Clubs to market the benefits of planned giving. The goal is to create a pipeline of permanent funding for a Club by securing completed planned gift agreements today.

The success of the Planned Giving program requires close working relationships with local Club staff, volunteers and prospective donors. Above all, the department strives to develop and maintain ethical, trusting and personal relationships with local Club staff, volunteers and donors, while promoting the financial and philanthropic benefits of supporting a Boys & Girls Club.

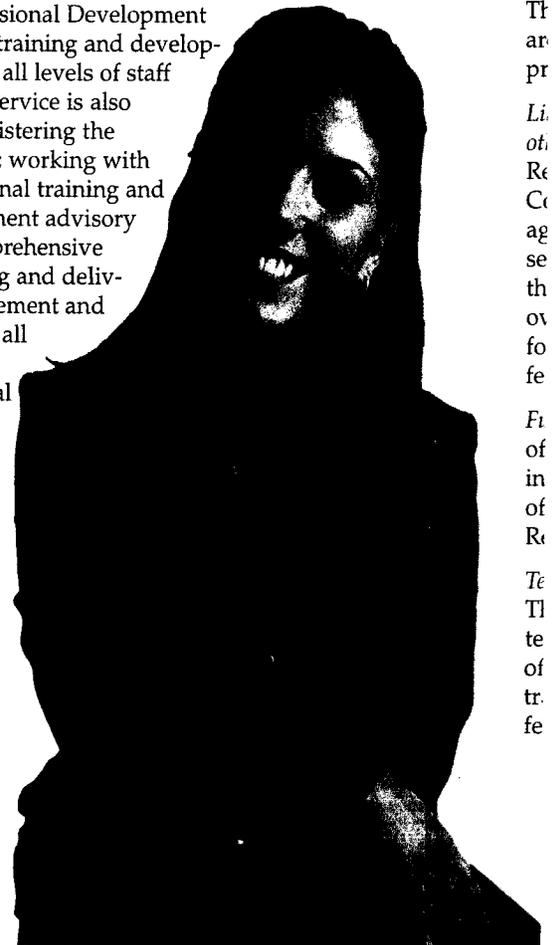
## **FIELD SERVICES**

Utilizing regionally based service centers, Field Services assists local member organizations in the development and implementation of a strategic planning process that will ensure stability, growth and impact. Some of the areas in which national and regional staff can assist local Clubs are:

- ✓ organizational development and assessment
- ✓ establishment of new Clubs or expansion of Club services
- ✓ merger and alliance readiness
- ✓ board and staff development
- ✓ crisis intervention
- ✓ program planning and development
- ✓ building management and long-range facility planning

## **TRAINING & PROFESSIONAL DEVELOPMENT**

The Training & Professional Development department provides training and developmental experiences to all levels of staff and leadership. This service is also responsible for administering the national training plan; working with the national and regional training and professional development advisory committees on a comprehensive program of developing and delivering training; management and leadership courses (at all levels); and career development. A special focus of this department is the need for continuing education and training required for participation in the Academy of Boys & Girls Club Professionals.



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## **FINANCIAL SERVICES**

Financial Services provides financial management services to BGCA including: accounting; financial analysis and reporting; budgeting; management of investment function, insurance coverage; and legal/tax compliance issues. Through its Federal Grants department, Financial Services oversees the administration of all federal grants received by BGCA. All disbursements of federal funds to local Boys & Girls Clubs are reviewed and processed by the Federal Grants department. Financial Services also conducts financial and operational reviews at local Clubs that receive pass-through federal grants from BGCA.

In addition, the senior vice president of Financial Services oversees administration of the Boys & Girls Clubs of America Pension Trust Plan and provides financial management leadership to the Boys & Girls Club Workers Association Insurance Trust.

## **GOVERNMENT RELATIONS**

Through a full-time office in the Washington, D.C., area, the Office of Government Relations serves three primary functions:

*Liaison to the federal government, state governments and other national organizations.* The Office of Government Relations works closely with the White House, Congress, state legislators, various federal and state agencies, and other prominent organizations representing the best interests of the nation's youth. In this role, the Office of Government Relations also oversees, interprets and develops official positions for BGCA in regard to the policies and actions of the federal government.

*Funding to local Boys & Girls Clubs.* Hundreds of millions of dollars in pass-through and direct funding have been generated for Clubs through activities of the National Board of Governors' Government Relations Committee.

*Technical assistance to local Boys & Girls Clubs.* The Office of Government Relations provides technical assistance to local Clubs through a variety of vehicles. These include publications, consultations, training workshops, and help with formulating federal and statewide funding strategies.

## **ADMINISTRATIVE SERVICES**

Administrative Services performs functions related to internal operations of the national organization. These include directing the strategic planning process, managing the National Conference and overseeing operations at the national headquarters building.

## **CLUB SAFETY AND DESIGN**

Club Safety and Design utilizes licensed professionals to provide direct consultation, resources and training to local Boys & Girls Clubs in three key areas:

*Safety:* emergency response planning; day-to-day Club safety and security procedures; and strategic risk management.

*Design:* facility feasibility planning; conceptual building design; renovation and adaptive-use strategies; architect selection; and project management strategies.

*Property Management:* maintenance and cleaning guidelines; energy conservation; loss prevention; code compliance strategies; and long-range property management planning.

## **NATIONAL SUPPLY SERVICE**

National Supply Service is the point of purchase for publications, program enhancements and marketing materials used by member Clubs in their ongoing operations. The service offers a full line of custom Club awards, wearables, emblematic jewelry, custom flags and banners, fleet decaling, and other specialty gift items.

National Supply Service also serves as a primary resource for various BGCA departments in the development, production and procurement of awards, enhancements and/or materials that are used to promote newly developed and existing national initiatives.

## **BUSINESS & FACILITY OPERATIONS**

Business & Facility Operations provides general office supplies, photocopying, printing, shipping, mailing, logistic and cargo, warehousing, facility and maintenance, catering, purchasing, special projects, and support to all departments.

*For more information about any department or service, visit [www.bgca.net](http://www.bgca.net).*

