# YOUTH COMMISSION

## CJH MUNICIPAL CENTER
## PRO-ACCESS TEEN CENTER
## 1 SCHOOL STREET
## November 6, 2014
## 6:45 PM
## SPECIAL MEETING

# MINUTES

RECEIVED
2014 NOV -7 P 12: 06
TOWN OF BETHEL
TOWN CLERK

**PRESENT**:
Chairman, Kristen Nauheimer, Members: Lisa Bergh, Rob Deletis, Ex-Officio Member, Caroline Bruno, Kristin Riolo, Bob Korin and Richard Merritt, and Student Advisory Chair, Olivia Wootton.

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

Absent: Kate Shea

Chairman, Kristin Nauheimer called the meeting to order at 6:45 PM.

**CORRESPONDENCE:** None

**APPROVAL OF MINUTES:** Lisa Bergh made a motion to approve the minutes of September 9, 2014. The motion was seconded by Kristin Nauheimer. Vote all in favor. Motion approved.

**DIRECTORS REPORT:** Hilda Delucia presented the September/November Directors Report (see attached). Hilda reported on events that took place, and membership numbers.

Hilda also reported on the theft of approximately $260.00 from the Pro-Access mailbox outside the door. This was activity money dropped off. Discussion regarding a more secure box was discussed.

The hypnotist show was scheduled for Oct 31; Halloween was changed to November 3. The turnout was good, mostly due to social media.
The haunted graveyard trip to Lake Compounce was also very successful.

The Commission thanked former Chairman, Rich Merritt for his service; his term is up in January and after 14 years will not be asking to be reappointed.

Fund raising was discussed and a meeting of a few members without a quorum was recommended to brainstorm ideas. Bob Korin, Kristin Nauheimer and Rob Deletis volunteered.

The next meeting will be December 9, 2014

**ADJOURN:**

Kristin Riolo made a motion to adjourn; the motion was seconded by Rob Deletis. Vote, all in favor, motion unanimously approved.

Meeting adjourned at 8:15 PM.
Respectfully submitted,

Lisa Bergh

Lisa Bergh,
Recording Secretary

Teen Center Director Report

November 6, 2014

Prepared by: Hilda Maria DeLucia, Bethel Teen Center Director

1. Membership Update:

| Grade | Sept./Oct. 2014 | | Total | Aug. 2014 (last report) | Oct. 2013 total |
|---|---|---|---|---|---|
| | New Paid Members | Renewal Members | | | |
| 7 | 15 | | 15 | 13 | 15 |
| 8 | 5 | 7 | 12 | 10 | 12 |
| Freshman | 6 | 8 | 14 | 5 | 16 |
| Sophomore | 2 | 11 | 13 | 2 | 14 |
| Juniors | 4 | 13 | 17 | 2 | 12 |
| Seniors | 4 | 6 | 10 | 2 | 5 |
| | | | | | 5 |
| Totals | 36 | 45 | 81 | 34 | 79 |

Program Attendance (see report)

2. Program Discussion:
   a. Hypnotist
   b. Spa Day
3. Finance Report

**Oct. 15, 2014 – Nov. 5, 2014 PRO ACCESS ACTIVITY REPORT**

| | Activity | Date | Number attended | Comments |
|---|---|---|---|---|
| 1 | Pro Access – Wed. | Oct. 15 | 9 | |
| 2 | Pro Access – Thurs | Oct. 16 | 4 | |
| 3 | Pro Access – Friday | Oct. 17 | 7 | |
| 4 | Open Gym | Oct. 17 | 17 | |
| 5 | Lake Compounce | Oct. 18 | 39 | Plus 4 chaperones |
| 6 | SAG to work on trees and hypnotist | Oct. 21 | 11 | |
| 7 | Pro Access – Wed. | Oct. 22 | 9 | |
| 8 | Pro Access – Thurs. | Oct. 23 | 4 | |
| 9 | Homecoming Game | Oct. 24 | 4 | |
| 10 | Pro Access – Wed. | Oct. 29 | 6 | |
| 11 | Pro Access – Thurs. | Oct. 30 | 5 | |
| 12 | Hypnotist Show | Nov. 3 | 86 | Combination of teens, parents, and elderly |
| 13 | Pro Access – Wed. | Nov. 5 | 7 | |
| | | | 208 | Average of 16 participants/program |
| During this same period mid-Oct. to mid-Nov. 2013 209 participants were served with 29 programs for an average of 7participants per program. | | | | |

Pro Access Usage by other groups:

| Month | Program | Days Used | Students |
|---|---|---|---|
| Oct. 2014 | Tutoring | 22 | Average of 1.5 students per day |
| August 2014 | Transition | 12 | 2-3 students per day with 2-3 coaches |

# Inspired Learning, LLC
## Pro Access Report
### October 2014

| | Pro Access | |
|---|---|---|
| Income | | |
| Consulting Income | | |
| Bethel Teen Center | 5,500.00 | |
| Total Consulting Income | $ 5,500.00 | |
| Membership Dues | 265.00 | |
| Program Income | | |
| All Day Program | 95.00 | |
| Camp Candy | 109.70 | |
| Candy | 135.47 | |
| Coffee Cart | 50.00 | |
| College Essay | 15.00 | |
| Football Game | 277.25 | income from 3 games |
| Lake Compounce | 1,000.00 | |
| Movie Night | 27.00 | |
| Nails | 45.00 | |
| Total Program Income | $ 1,754.42 | |
| Total Income | $ 7,519.42 | |
| Gross Profit | $ 7,519.42 | |
| Expenses | | |
| Computer and Internet Expenses | | |
| Computer Software | 20.17 | Quickbooks |
| Total Computer and Internet Expenses | $ 20.17 | |
| Insurance | | |
| Liability Insurance | 174.00 | |
| Total Insurance | $ 174.00 | |
| Internet Expense | 159.56 | Comcast |
| IT Expenses | | |
| Website | 175.00 | Infinity WebDesign |
| Total IT Expenses | $ 175.00 | |
| Marketing/Advertising/Networkin | 40.00 | Constant Contact |
| Office Supplies | 88.57 | |
| Payroll Expenses | | |
| Director's Salary | 3,517.00 | |
| Employer Taxes | 393.66 | |
| Payroll Service Fee | 30.00 | |
| Wages | 880.25 | |
| Total Payroll Expenses | $ 4,820.91 | |
| Professional Fees | | |
| Bookkeeping Services | 150.00 | |
| Total Professional Fees | $ 150.00 | |
| Program Expense | | |
| College Writing | 100.00 | |
| Famous Pizza | 325.73 | |
| Games | 37.77 | |
| Lake Compounce | 1,134.77 | |
| Manicures | 110.00 | two times |

| | | | |
|---|---|---|---|
| Movie | | *16.57* | |
| Peachwave | | *26.42* | |
| Refreshments | | *87.66* | |
| Spa Day | | *6.00* | clip art |
| Total Program Expense | $ | 1,844.92 | |
| Total Expenses | $ | 7,473.13 | |
| Net Operating Income | $ | 46.29 | |
| Other Income | | | |
| Fundraising Income | | | |
| Car Wash | | *218.00* | |
| Total Fundraising Income | $ | 218.00 | |
| Relay for Life Income | | *200.00* | bank advance |
| Total Other Income | $ | 418.00 | |
| Net Other Income | $ | 418.00 | |
| Net Income | $ | 464.29 | |

*Monday, Nov 03, 2014 02:29:49 PM PST GMT-5 - Accrual Basis*

Teen Center Director Report

Sept. 2014 information
reporteed on November 6, 2014

Prepared by: Hilda Maria DeLucia, Bethel Teen Center Director

1. Membership Update:
We did not have a meeting in October and so the Membership report will be combined in the November report.

| Grade | Sept. 2014 | | Total | Aug. 2014 | Sept. 2013 total |
|---|---|---|---|---|---|
| 7 | | | | | |
| 8 | | | | | |
| Freshman | | | | | |
| Sophomore | | | | | |
| Juniors | | | | | |
| Seniors | | | | | |
| | | | | | |
| Totals | | | | | |

**See October Report**

Program Attendance

**Sept. 6, 2014 – October 14, 2014 PRO ACCESS ACTIVITY REPORT**

| | Activity | Date | Number attended | Comments |
|---|---|---|---|---|
| 1 | Pro Access – Wed. | Sept. 10 | 8 | |
| 2 | Pro Access – Thurs. | Sept. 11 | 9 | |
| 3 | Pro Access at football game | Sept. 12 | 5 | Members sell raffle tickets at the game |
| 4 | Pro Access – Wed. | Sept. 17 | 9 | |
| 5 | Pro Access – Thurs. | Sept. 18 | 7 | |
| 6 | Pro Access – Fri. | Sept. 19 | 5 | |
| 7 | Pro Access – Wed. | Sept. 24 | 8 | |
| 8 | Pro Access – Wed. evening | Sept. 24 | 9 | |
| 9 | Pro Access – Thurs. | Sept. 25 | 9 | |
| 10 | Pro Access at football game | Sept. 26 | 5 | |
| 11 | Car Wash | Sept. 27 | 15 | |
| 12 | Baking and Music Jam Session | Sept. 29 | 6 | |
| 13 | College Essay Writing Program | Oct. 1 | 3 | |
| 14 | Pro Access – Wed. | Oct.1 | 10 | |
| 15 | Pro Access – Thurs. | Oct. 2 | 8 | |
| 16 | Pro Access – Fri. | Oct. 3 | 8 | |
| 17 | Open Gym | Oct. 3 | 14 | |
| 18 | Manicures for High Schoolers | Oct. 8 | 5 | ½ day |
| 19 | Pro Access – Wed. | Oct. 8 | 3 | |
| 20 | SAG | Oct. 8 | 10 | |
| 21 | Pro Access – Thurs. | Oct. 9 | 5 | |
| 22 | Pro Access at football game | Oct. 10 | 6 | |
| | | | 167 | Average of 8 participants/program |
| During this same period mid-Sept. to mid-Oct. 2013 124 participants were served with 20 programs for an average of 6 participants per program. | | | | |

Pro Access Usage by other groups:

| Month | Program | Days Used | Students |
|---|---|---|---|
| Sept. 2014 | Tutoring | 20 | Average of 1.2 student per day |
| Sept. 2014 | Transition | 14 | 2-3 student per day with 2-3 coaches |

# Inspired Learning, LLC
## Pro Access Report
### September 2014

| | Pro Access | |
|---|---|---|
| Income | | |
| Consulting Income | | |
| Bethel Teen Center | 5,500.00 | |
| Total Consulting Income | $ 5,500.00 | |
| Membership Dues | 355.00 | |
| Total Income | $ 5,855.00 | |
| Gross Profit | $ 5,855.00 | |
| Expenses | | |
| Computer and Internet Expenses | | |
| Computer Repairs | 129.46 | |
| Computer Software | 20.17 | Quickbooks |
| Total Computer and Internet Expenses | $ 149.63 | |
| Christmas Tree for Ann's Place Event | 35.00 | |
| Internet Expense | 159.56 | Comcast |
| Marketing/Advertising/Networkin | 40.00 | Constant Contact |
| Office Supplies | 15.81 | |
| Payroll Expenses | | |
| Director's Salary | 3,517.00 | |
| Employer Taxes | 56.01 | |
| Wages | 586.50 | |
| Total Payroll Expenses | $ 4,159.51 | |
| Postage and Delivery | 147.00 | |
| Printing and Reproduction | 108.96 | |
| Professional Fees | | |
| Bookkeeping Services | 300.00 | (2 months) |
| Total Professional Fees | $ 300.00 | |
| Program Expense | | |
| Cooking Club | 60.46 | |
| Games | 42.04 | |
| Hypnotist | 50.00 | deposit |
| Movie | 16.57 | Netflix |
| Refreshments | 138.66 | |
| Total Program Expense | $ 307.73 | |
| Total Expenses | $ 5,423.20 | |
| Net Operating Income | $ 431.80 | |
| Other Expenses | | |
| Fundraisers | | |
| Car Wash | 41.50 | |
| Total Fundraisers | $ 41.50 | |
| Total Other Expenses | $ 41.50 | |
| Net Other Income | -$ 41.50 | |
| Net Income | $ 390.30 | |