

Topsham Community Center Committee (TCCC) Minutes July 19, 2022

Members in Attendance: Leslie Byrne, Ann Callahan, Steve Kessler, and Pam LeDuc

Members in Attendance via Zoom: Roger Nadeau and Lynn Sirois

Members Absent: Mary Kate Appicelli, Erika McKenney, and Mark Waltz.

1. Call to Order - The meeting was called to order at 6:40 p.m. to allow for a quorum to be present.
2. Minutes - A review of the minutes from the June 8, 2022 meeting was held. No additions or deletions were made. Thank you to Lynn Sirois for recording the June 8, 2022 minutes. Ann Callahan will take the minutes today.
3. Agenda - The agenda was accepted as presented.
4. Introductions - Several members introduced themselves to recently appointed members.
5. New Members - A discussion was held considering adding young members- high school or 20-year-olds for membership on the committee. The committee was open to having this demographic represented on the committee as a member, attendee, or as a small group to interview. Pam LeDuc has access to a list of high school and college students should the committee desire to move forward. High School counselors Krista Chase and Darcy Duncan may have additional names to suggest. Pam LeDuc inquired if she should ask the Select Board about adding new members; the committee declined at this time.

Action item: Members should list possible questions to present to those in the Teens Stakeholder list to discuss at the August meeting. Members are also asked to list questions that might be posed to the Athletics/Outdoor Activities group of stakeholders. Leslie will post a google doc to list these questions.

6. Updates – (check-ins, questions, or concerns) Steve asked a clarifying question regarding the discussion about Six Rivers from the June 2022 meeting. Pam LeDuc explained about Six Rivers, Pine Tree Curling Club, and how Six Rivers plans to raise money for the hockey rink. Steve also asked about the surveys from the Plan your Topsham and TCCC. Pam LeDuc said the survey results and the comprehensive plan are available online.
7. Bob Barcelona Update - Pam LeDuc contacted Bob Barcelona. He has provided his Clemson address. Any team member who would like to know more about Bob Barcelona's interaction with TCCC can review the February 2022 and March 2022 meeting recordings. The committee was reminded that Mr. Barcelona would make his decision about taking the lead on the Needs Assessment by August 1, 2022.

Action item: Bob will be invited to attend the August meeting if he decides to move forward with the Needs Assessment.

8. Social Media – Pam emailed Heather Hollenbach and provided her with a copy of the TCCC Mission Statement and asked if she would develop a logo and/or brand for the TCCC. Steve mentioned he liked "Creating A Connected Community" from the June 2022 Minutes.

Action item: Heather Hollenbach should be invited to the August/September meeting to discuss the Committee Logo and/or Brand. She may also have input with regard to naming the Facebook page.

9. Stakeholders – Thanks to the members who researched data for the stakeholder's spreadsheet. Stakeholders can be extended to outside Topsham if the stakeholder has many Topsham residents like People Plus, the Brunswick Synagogue, etc.

Action item: Please continue to fill in the missing data on the google doc located at https://docs.google.com/document/d/1SGSpyXWYMr_kn1eLDs98pJvkFFjWvJzv2O2MYIKZe4M/edit

10. Meeting Dates – The August meeting is tentatively set for Tuesday, August 16th at 6:30 p.m. The September meeting is tentatively set for Monday, September 19th at 6:30 p.m. Moving forward beginning in October meetings will be held on the 3rd Monday of the month, pending other members' input.
11. Action steps – Action items are listed and highlighted within the agenda topics throughout the minutes.
12. Parking Lot:
 - Committee Process/Agreements and In-meeting (ground rules, decisions making, time). This includes fully hearing someone, raising a hand, including Zoom attendees, etc. When Mary/Kate returns she will lead this discussion with the Committee.
Action item: The schedule for taking minutes was decided. The order beginning in July 2022 is Ann, Erica, Lynn, Mary Kate, Roger, and Steve (alphabetical order).
 - Communication and action items in-between meetings. This includes sending the minutes in a timely manner (two weeks or less) to Chair Leslie Byrne who will review them with Mary Kate and forward them to Pam for posting.
 - Participation/attendance – A reminder that members should not miss more than three meetings per year without an excused absence. Notify the Chair if you will not be able to attend a meeting so a meeting can be canceled if a quorum will not be met. This participation/attendance category will be removed from the tabled items list after this meeting.
 - Roles (Chair, Co-Chair, Secretary, Media/Communication, other) This discussion is on hold.
 - Location considerations for pop-ups (Continue to be tabled until Bob Barcelona responds by August 1st.)
 - Responding to survey respondents after we hear from Bob Barcelona. (Remains tabled)
13. Close Meeting – The meeting adjourned at 7:42 p.m.

Respectfully submitted,

Ann Callahan