

COMMUNITY CENTER LEADERSHIP TEAM

MINUTES - FINAL

MONDAY, JULY 13, 2020 – 6:00 PM

Remote via Zoom: LebanonNH.gov/Live

MEMBERS PRESENT: Rick Desharnais, Laura Dykstra, Jim Gruber, Wendy Hall, Meagan Henry, John MacLean, Laura Perez, Jared Rhoads, Liz Swanton, Jill Vahey

OTHERS PRESENT: Jacques Kenjio

MEMBERS ABSENT: Deb Herndon, Angie Leduc, Mary Rainey

1. **CALL TO ORDER:** The July 13, 2020 Community Center Leadership Team Meeting is hereby called to order at 6:05 pm
2. **ACCEPTANCE OF MINUTES:**

June 23, 2020 Meagan Henry made a motion to accept the minutes as written. Laura Dykstra seconded the motion

Roll Call Vote:

Yes - Jared Rhoads, Meagan Henry, Rick Desharnais, Laura Dykstra, Wendy Hall

Recuse – Laura Perez
3. **DISCUSSION ITEMS**
 - a. **Welcome**
 - i. Introduce Laura Perez from the Special Needs Support Center and Jacques Kenjio who is going to be analyzing the data from the survey.
 - b. **Reflect on Meeting Responses**
 - i. Most people mentioned that they enjoyed the visuals regarding the community center spaces. Rick offered an opportunity for people to give more feedback. No one had more feedback.
 - c. **Review Draft Survey**
 - i. Jim Gruber gave an outline for a survey. We feel like the questions represent the questions that the members sent to Rick. Rick presented the survey from Survey Monkey on the screen and mentioned that it is a draft and can be tweaked. One of the main goals is to keep the survey brief. Rick reviewed the statement for the introduction of the survey.
 - ii. **Survey Introduction:** Laura D. felt like she needed to backtrack when reading the draft. She suggested making a visual break after the brief 3-5 minute survey part. Start a new line with “It is the vision.” Wendy suggested to add in what we are hoping to gain from them or what we are asking them to do after the 1st sentence but before getting to the vision. John suggested putting in titles of the Leadership Team rather than just their name. Meagan asked that people send what their title would be to her. Laura D. asked if the survey is going to be distributed via e-mail. Rick talked about how each team member will send the survey through our databases and each message should be unique and the main focus is community engagement. Laura D. suggested that there could be different areas where we put the message of why we are doing this, such as in an e-mail rather than the introduction. Laura P. agrees with separating the

vision from the opening statement and suggested doing the same with the funding statement. Laura D. suggested having a brief explanation of our process/timeline and what comes next to help the public understand that we are doing more than just a survey. Rick mentioned that the end of the survey has an invite to the community forum. Wendy suggested a city page where we can provide more information for those looking. Wendy asked how we ensure that we are not overwhelming people's inboxes with overlap. Rick thinks that there will be a lot of overlap. He asked if the school district would be willing to share their database or would Rec be able to share theirs. Peter or Dianne Estes manage that through their School Messenger. Rick said he'd love for the school to send out the survey because community engagement is important. He will look into if there is a way to avoid overlap and is hoping the school will send out a very specific email for this project. Jim said we can set it up so that only one survey can be completed from each computer. He suggested sending out a boiler plate message that each organization can customize.

- iii. **Vision Statement:** Jim suggested the modification, "enhance the quality of life for all of our citizens." John said the vision is very generic. He was wondering how to hook the attention of the public to say "What could this community center be like?" Jim said to give a broad vision where the overall frame needs to be shaped. Jared suggested that during analysis, the comments equate to the correct response and/or level of support. Jim said that Jacques will handle the qualitative information. Wendy asked if the vision should be the bigger picture and then deeper in the survey, the public would rate the programs, spaces, etc. She suggested making it a more broad vision and adding in "a place that brings our community together."
- iv. **Priority/Usage of Future Community Center Programs/Activities:** Rick began the conversation by stating that this question should be switched to facilities and spaces and the following questions would be regarding the activities. Laura D. agrees and suggested changing it. Jim clarified that the first question explains whether you support it, and the second explains whether or not you would use it. Laura P. felt like the questions are repetitive and felt like it wasn't a good use of her time. She is wondering if we can make it one and assume that if someone is supportive of a commercial kitchen, for example, then they would participate in cooking classes. She also suggested only putting examples if they are necessary. Rick said he felt like we could do some trimming of the list. Jim suggested putting activities first and then the spaces after. Jared suggested having the default as Do Not Know or No Opinion. He also suggested to modify Youth Court Sports and Youth Turf Sports to Court Sports and Turf Sports, respectively.
- v. **Side Note Regarding Fees:** Wendy suggested adding: What kind of things would Leb Rec be able to provide free or at a low cost? What types of programming would you pay for? What would be bigger drivers of the income that will help support the building? Wendy said trying to find out what types of fees people are willing to pay is important. When do we need this information? How far in

the process are we going to go before we tell people you're going to need to pay for this. Rick said economic support is going to be important. Rick is feeling like we need to find out what people want before finding out the business plan on how its going to be run.

- vi. **Special Accommodations:** There were no questions or comments on the questions regarding Special Accommodations.
- vii. **Zip Code:** A question was asked on why we will be asking for zip code and if non-residents will be taking the survey. Meagan stated that it's important to have information from both residents and non-residents. The information from the residents will help the City Council to make decisions. Laura said it is her understanding that there are 40,000 daytime occupants in Lebanon. Rick also mentioned that outside user groups are going to be paying to use the facility which will help offset the operating costs of a building.

d. Process/Timeline

- i. Meagan spoke briefly on the updates to the timeline. The plan is to have the survey out to the public by early August. Rick mentioned that the goal is to have the community forum in October. A Doodle Poll will be sent to determine the best date.

4. OTHER BUSINESS

a. Homework:

- i. Complete the Doodle Polls to set the next date and the date for the Community Forum.
- ii. Rick and Meagan will work on the basic draft to send along with the survey. The team can then finetune the message to fit their organization.
- iii. Continue to explore databases and seek permission to share the survey.

5. ADJOURNMENT – Meeting adjourned at 7:08 PM.

Recorder: Meagan Henry