

Carver Center Program Committee Meeting Notes 10/4/17

In attendance: Jen Prather, Sam Ortiz, Sonia Alcantarilla, Claire Diesen-Steinberg, Judy Diaz

After doing introductions, we spent some time discussing last year's HBS project to give Judy some background on the work the Program Committee and the HBS team had done last year. We discussed the dashboards, data collection and the new IT systems that will be implemented across Carver.

We then discussed a handout from Leanne titled "Carver's Continuum of Lifelong Learning." We talked through the new structure that is by age range, rather than by program. This will present new challenges for the committee as we figure out the best way to structure ourselves to align with Carver.

We then went over the assignments of which committee members will cover what areas:

- Sonia and Judy will cover School Aged Children
- Sam and Claire will cover Tweens & Teens
- Jen will cover Infant/Toddler, Adults & Seniors. Food pantry will fall under Jen as well.

The facilities will be covered by Jen, but they are really just part of the programs, not separate entities. We briefly discussed the possible need for a Recreation Director in the future to oversee these areas and report to Leanne. The Food Pantry is also an area that is of big importance to the Carver community, but it is currently not a learning area, so falls under the direction of Alex Chavarria.

Leanne as the Chief Learning Officer is doing a lot of the work that we had discussed last year with respect to data collection and management. She is working with her team to create a culture where data is crucial in managing the various programs. (We have copies of several "snapshots" as well as the handouts used during the data protocol sessions Leanne held with her team.)

We discussed the fact that the Program Committee's main priority and goal at this time is to open the lines of communication with the various staff members. We want to be supportive of the initiatives that are in place and act as a resource. The main focus is to create relationships with the program directors so we, as board members, have the pulse of Carver and so the program directors know that we are here to support them. All of us are in agreement that priority number one is communication and solid relationships. Over time, we will look to find better ways to assess and analyze the programs to maintain alignment with the mission.

We are looking forward to getting more guidance at the board retreat as to our ultimate role and goals. We also want to better understand how Leanne is managing the teams now. Questions arose regarding Saturday programming, for example, which used to be a stand-alone area, and now touches many/all age groups. Who should we work with to analyze the Saturday programming for our age range? We believe Leanne is the right person, but want to speak to her to confirm our understanding.

Our first to do is to have a follow up meeting with Leanne next week before we break off into groups to begin cultivating our relationships with the program directors.