

**Portland Youth Services Advisory Board
Special meeting Tuesday, January 23, 2024**

Call to Order

The meeting was called to order at 4:38 p.m. by Michelle Donahue

Roll Call

Advisory Board: Michelle Donahue, Sara Donahue, Margaret Stewart, Anne Whalen (called in)

Absent: Erin Livensparger

Others: Courtney Fitzkee, Meg Scata

Approve Agenda

Michelle made a motion to accept the agenda, Margaret seconded; vote approved unanimously.

Approve Minutes

Minutes of the last meeting of the Youth Services Advisory Board were read and approved. Sarah made a motion to approve the minutes from November 14, 2023, Michelle seconded; vote approved unanimously.

Old Business:

A. Upcoming Event Planning

The group discussed the upcoming tree lighting event in December. All agreed it went well despite the last-minute change of date due to inclement weather. Next year we plan to try for Saturday again instead of Sunday with a rain date.

New Business:

A. There was a discussion on what the group should do for Park and Rec's Easter egg hunt in March for an activity. Michelle brought up how the weather can be very hit or miss that time of year. Currently planning to do a craft but Courtney will discuss with Andy the date and what's already being planned and we will revisit at the next meeting. Courtney brought up the end of the school year event just to put it on everyone's radar and we should start to think about what we want to do for it.

B. Courtney described the programs that are being worked on and upcoming:

- Courtney has been leading a drop in themed craft on second or third Friday every month at 10:30-11:30 and 4:30-5:30. She is doing a drop-in vision board activity at 2:30-4:30 on Thursday, January 25th for intermediate/middle school students and will continue to do a drop-in activity monthly for this particular age group. Drew Unikewicz is doing a sensory art program for toddlers in February that filled up quickly so we are excited for that program. Courtney did a cupcake decorating program at Chatham Court in December

during the school break that went really well. They had about 10 plus kids attend. She is also planning a social media safety speaking engagement with the Brownstone Intermediate students. She will be attending the next PTO meeting to figure out dates for this program.

- The group discussed doing every kid healthy week in April again this year with social media initiatives and prizes

C. Administrator's Overview:

- LGBTQ+ groups still running these groups twice a month. 1st Wednesday is activity nights and 3rd Wednesday is support style groups for teens and parents. Attendance is still low, but looking for ways in increase it. The program will end in June and Courtney will not continue the program past June if numbers in attendance do not increase.

D. March 5th, 2024 at 4:30 for next YSAB meeting

Michelle made a motion to adjourn, seconded by Margaret; vote approved unanimously.

The meeting was adjourned at 5:25 p.m.

Respectfully Submitted,

Courtney Fitzkee, Youth & Family Services Administrator