

Boys and Girls Club Tutor/Mentor Meeting Minutes
Monday, May 20, 2019 at 10:00 AM – Covenant Breezeway

FUTURE MEETINGS – Inform Martha when and where a meeting is scheduled.

SPACE PLANNING

- I. NEED for a QUIET/Zen room that allows for tutors to help and quiet activity to occur
 - a. Meeting with Annie to designate a room for this purpose
 - i. After a room is designated, Karen will meet with Janey for space planning – call out to the congregation for what is needed
 - ii. Plan to have a summer book tree, possibly featuring it for one Happy Half Hour
 - b. Goal – to have the room ready before the 2019-20 school year (redo the room the week before school starts); think of a name for the room (Zen room, low decibel room, etc.)
 - i. Room should have a large white board
 - c. Present ideas and plan to Session in June (if it is ready)

POLICIES

- I. Implementing Policies and Procedures AND Behavior Guidelines for the Kids to Follow Next School Year
 - a. Small groups to meet and discuss what the policies should be
 - b. Guidelines for who should and should not be in “study” spaces and how to excuse an individual who is not participating in following the rules
 - c. Possible stop light that measures the decibels in the room
 - d. Rules placed in an OPEN space where all kids can see
 - e. Allow for 1 tutor per student, unless the tutor agrees to work with 2 that are working on the same assignment – children can be excused after or stay and work quietly on an activity
- II. Approval of the Tutor/Mentor Orientation procedures AND Volunteer/Communications Feedback Form by the Youth Development Committee – will get final approval from the Board on May 28th – will resend them to the tutor group

PROGRAMMING

- I. Things are continuing to improve – it would be paramount to have a tutoring space – and create a spreadsheet for Scott so he knows a tutors’ subject area focus and age group request
- II. TRAINING TOOLS for volunteers:
 - a. Accessing Leadership University Mentoring Program (geared for mentors but may be helpful here)
 - b. Compass Counseling Group (getting more information)
- III. Mary Baldwin – the Spencer Center - Christina Harrison is the organizer
charrison@marybaldwin.edu – I plan on reaching out to her once we have policies in place
- IV. SUMMER – we’re not ready to help with summer programming

SUPPLIES and TECHNOLOGY

- I. Technology – working towards software that prevents unauthorized use of computers
- II. Supplies – working in conjunction with the space planning needs