

## Promote Committee Minutes

Thursday, October 4th, 2018 - 8:30am-9:30pm

Wicker Park Bucktown Chamber of Commerce - 1414 N. Ashland Ave.

In attendance: Rebecca Dohe (chair), Elaine Coorens (voting member), Garrett Karp (SSA Program Manager), Alice Howe (SSA Program Specialist)

1. 2018 Annual Report
  - a) RFP is up (deadline 12/14/18)
  
2. Holiday Lights
  - a) Promote Committee responsible for Polish Triangle and (hopefully) Bicycle Lights at Damen/606 overpass
  - b) Put up RFP for Polish Triangle lights
  - c) Staff will follow up with Scott Parish/Illuminite Lighting about Bicycle Lights and Damen/606 because they may have already been created
  - d) Staff will need to figure out where 2017 budget for Bicycle lights currently is and if it can be used for 2018-2019 season and if it requires a new motion
  - e) If the Bicycle Lights are not ready research other easy options to use remaining holiday lighting budget
  
3. Grant Funding / Application Process
  - a) Staff will be revising all SSA grants/forms/applications in the coming months and will provide draft of revised Community Grant application to Promote Committee for November or December meeting
  - b) Promote Committee will use this as a template to make decision about total grant funding distribution and qualifying categories/requirements beginning Jan 1, 2019
  
4. Remaining 2018 Budget
  - a) Financial Activities and remaining budget for Community Grants (1.10) were reviewed – we are close to reaching total budgeted for Community Grants (1.10) the season, but there is some carryover from last year
  - b) It was requested by Committee that staff bring this information for 1.10 (community grants), 1.02 (Special Events), and 6.01 (Annual Report) to every meeting
  - c) It was also request by Committee that staff bring spreadsheet with status (payment, follow up report, 10% payment, etc.) for each Community Grant to every meeting
  
5. Status Update on Chopin Theatre Book Project (18-0910)
  - a) GK provided brief update on recent Arts Committee meeting