

## Promote Committee Minutes

Thursday, January 3<sup>rd</sup>, 2019 8:35 am – 9:30 am

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

*In attendance: Rebecca Dohe (Chair), Elaine Coorens (Voting member), David Ginople (SSA Chair), Alice Howe (SSA Program Specialist), Garrett Karp (SSA Program Manager)*

### Grant Applications:

1. The committee discussed changing grant disbursements in 2019 from 90% upfront to 50% upfront.
  - a. SSA staff will continue to be more diligent with following up for final reports and proper promotional materials.
2. Watercolor Wonder 2019
  - a. The committee would like to see metrics for attendance and proper promotion of the class.
  - b. EC suggests we request follow-up reports after every class' completion.
  - c. DG suggests Silverman write a PR for the program.

### In Progress:

1. 2018 Annual Report by Teska
  - a. RD suggests highlighting planters for this year's report.
  - b. The committee agrees on moving forward with a "street furniture" theme to highlight benches, bike racks, planters, and Hebru Brantley's mural.
  - c. Report should highlight at least one project from each committee from 2018.
2. Holiday Lights/Banners/Decorations
  - a. Staff will communicate more effectively for next year's installation and rotation of the brackets.
  - b. RD suggests the Commission discuss holiday decoration duties at the retreat in February.
3. 2019 Commission Retreat
  - a. RD suggests staff begin an e-mail thread for topics for February's retreat

*Motion 1:* to approve spending not to exceed \$4,000 from line item 1.10 (community grants) to fund Watercolor Wonder's 2019 programming at Wicker Park Field House, 1425 N. Damen Ave with the committee's new stipulations of dispersing 50% of the funding before the programming and 50% upon completion and requiring metric data.

**RD motions. EC seconds. All in favor. Motion passes.**