Promote Committee Minutes
Thursday, January 3rd, 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.