

WPB (SSA #33) Commission Meeting Minutes
Wednesday April 18, 2018
Wicker Park Field House
1425 N. Damen Ave.

In attendance:

Brent Norsman (BN)
Joe Hall (JH)
Rebecca Dohe (RD)
Wayne Janik (WJ)
David Ginople (DG)
Marcy Huttas (MH)

Minutes

1. Call to Order at 7:00 p.m. Brent Norsman chairing.

Introductions by Chair—**BN**

In attendance: Pamela Maass (Executive Director), Samantha Choudhury (SSA Program Manager), Hans Kumler (SSA Program Specialist), Fernando Moreno, John Yi, Sean Khokhar, Zainab Khokhar, Chris Toepher, Jessica Freiburg (Sasseti LLC).

MH arrives 7:05

2. SSA #33 2017 Audit Report, delivered by Jennifer Freiburg of Sasseti LLC
Found no issues, all systems of control are good.

Discussion:

JH asks (to Ms. Freiburg): do you have any recommendations for the Commission with regard to internal financial controls?

Ms. Freiburg- no, there seem to be appropriate controls in place.

BN-suggests that the commission should draft a plan to address annual carryover amount in September/October 2018 to ensure SSA carryover amount is consistent, year-to-year.

SC-large carry over total reported in audit report is due to ongoing projects from 2016-17 that are still being implemented.

A motion to approve the DRAFT audit report as presented will be put forward and voted on at special SSA Commission Meeting on April 26th.

3. Review of March 21, 2018 Meeting Minutes

PM arrives 7:10

Motion to approve the minutes made by: WJ; Seconded by: RD

Discussion:

MH-requests commissioners directly receive commission meeting minutes after each commission meeting.

SC-we can arrange this. Commissioners are welcome to view, download, and/or print minutes available on SSA website, which are typically posted within 3-5 days after a commission meeting.

SC/HK will communicate to commissioners when the meeting minutes are available.

JH-can we budget for a professional service to record meeting minutes?

All in favor, no opposed, no abstentions.

4. Review of Financial Reports, February and March 2018, delivered by WJ

Motion to approve the February financial reports made by: RD; Seconded by: JH

No Discussion

All in favor, no opposed, no abstentions

Motion to approve the March financial reports made by: JH; Seconded by: MH

No Discussion

All in favor, no opposed, no abstentions

5. Chamber of Commerce Report, delivered by PM
We had a great mixer at Related Realty in March and The Delta in April, over 60 people attended the March event; 1st annual Wellness and Rejuvenation Crawl was Sunday 4/8 and was well attended, although not the turnout that was hoped for. On the positive side, WPBCC received lots of media coverage for the event; State of the Wards is May 24; WP Fest updates; Chamber is working on developing a list of vacant commercial spaces to host “pop-up” shops for startups; Chamber conducted workshop at annual retreat to develop a strategic plan for 2018, the final plan is now available.
6. Program Manager Report, delivered by SC
Initial concepts presented by Thirst for Wayfinding project at 4/5 transportation committee meeting; SSA seeking applicants for WPB Ambassador program to start in summer; SC provided copies of DRAFT annual report to meeting attendees for review/feedback, as well as drawings for 2017’s art installation “One Big Thing”.

PASS CHAIR TO RD

7. Reports of Committees

a. Executive, delivered by BN

Motion 1: To approve Nicole Plecas as a voting member of the Guide Development Committee.

Motion to approve made by: BN; Seconded by: WJ

Discussion: BN provides attendees with background on Ms. Plecas' involvement with the Guide Development committee in 2018.

all in favor, no opposed, no abstentions

Motion 2: To approve spending not to exceed \$4,000 to construct and install planter box fences at Mautene Court from line item 2.02 (landscaping). Service to be performed by Why Not Iron.

Discussion:

DG-we need to amend the motion for 2 additional planters and price for fencing for a total of 4 planter boxes at this plaza.

WJ-amends motion: To approve spending not to exceed \$8,000 to construct and install planter box fences at Mautene Court from line item 2.02 (landscaping). Service to be performed by Why Not Iron.

BN-how many linear feet does the quote estimate? Answer: this is not included on the quote. SSA staff to follow up with vendor for updated quote with additional detail on quantity of linear feet of fencing needed for project.

Motion 2 (amended): To approve spending not to exceed \$8,000 to construct and install planter box fences at Mautene Court from line item 2.02 (landscaping). Service to be performed by Why Not Iron.

Motion to approve (as amended) made by: BN; Seconded by: WJ

all in favor, no opposed, no abstentions

CHAIR BACK TO BN

b. Promote WPB, delivered by RD.

Motion 1: to approve funding of Heaven Gallery's Benefit Event, to take place May 5th, 2018, in the amount of \$5,000 for production of print and digital marketing from line item 1.10 (community grants).

Motion to approve made by: RD; Seconded by: BN

Discussion?

SC-provides copies of grant application for review.

RD-provides background on application discussion from Promote Committee April meeting.

JH-question: is this too much money to award, considering the budget for this line item?

RD-the applicant is seeking funds to help pay for services provided by videographer and print/online marketing materials to raise awareness about event. Anticipated costs for services exceed \$4,400.00.

BN-support of this application is in line with SSA's Master Plan to support "maker spaces" in WPB.

DG-this is true, but worry that this would set a precedent for other area art galleries & businesses.

JH-question: is the applicant designated as a non-profit entity? Answer: yes

BN, MH, RD, WJ, JH in favor, no opposed, DG abstains. Motion carries.

Motion 2: to approve funding of Do Fashion Show at Do Division Fest, to take place June 1-3, 2018 in the amount of \$4,000 from line item 1.10 (community grants).

Motion to approve made by: RD; Seconded by: MH

Discussion: JH- is there an admission fee? Answer: no.

All in favor, no opposed, no abstentions

c. Transportation, delivered by JH.

JH provides added details on the concepts presented by Thirst at the April Transportation committee meeting. No other items to report on.

d. Guide Development, delivered by MH.

Motion 1: To approve spending not to exceed \$10,000 from line item 2.03 (Façade Enhancement) to support artists to activate vacant storefronts with conjunction with the arts committee.

Motion to approve made by: MH; Seconded by:

Discussion: JH- who will be identifying vacant storefronts to pursue? Answer: Jordan Miller (SSA Arts & Social Media admin.) with assistance from Nicole Plecas (guide development committee member) and SSA Staff.

All in favor, no opposed, no abstentions

e. Clean and Green, delivered by WJ.

WJ-no report, SC covered it in the program manager's report.

f. Arts, delivered by DG.

DG-no report, SC covered it in the program manager's report.

8. Questions & Announcements (5 minutes)

9. Adjournment Motion

Adjournment at 8:32 p.m.

Motion to approve made by: BN Seconded by: RD

Passes unanimously