

Promote WPB Committee  
Minutes  
1/4/18

1. SSA logo/branding refresh – discussion with Gina Murphy
  - a. Logo designs nearing completion, with a few tweaks still to be completed before our January Commission meeting. Gina will prepare 5 different color schemes for the logo by 1/10 or 1/11. Once edits are received via email, the committee will decide whether to meet together once again before the February meeting.
2. Community Grants—the committee decided that all community grant applications **MUST** submit a completed application cover page. HK will have WPB special events coordinator Debbie create editable PDF doc and forward to 2018 applicants. This will be the standard going forward.
  - a. Collaboration Community Grant and Watercolor Wonder Community Grant pending until cover page has been completed and returned to SSA staff. HK will follow up with both applicants.

***Motion 1:*** *The committee moves to approve funding not to exceed \$4,000 from line item 1.10 (community grants) to grant funding for Watercolor Wonder program.*

3. Neighborhood Guide—the committee would like further details to be provided from neighborhood guide applicant, WHERE magazine. HK will follow up to answer committee's questions and report back.

***Motion 2:*** *The committee moves to approve funding not to exceed \$22,000 from line item 1.07 (print materials) for the production of the 2018 Neighborhood Guide.*

4. Annual Report—HK will follow up with Erin at Teska to confirm details about price jump compared to last year's product.

***Motion 3:*** *The committee moves to approve funding not to exceed \$10,900 from line item 6.01 (SSA annual report) for the production of the 2017 annual report.*

5. Holiday Decorations
  - a. Banners will start being de-installed, then changed out next week/when weather warms.
  - b. Polish Triangle lights—the committee discussed changing light colors for next year.
  - c. 606 Lights/Decorations—HK will ask Scott to get permits for as early as 11/18