



City of Naperville

400 S. Eagle Street
Naperville, IL 60540

Meeting Minutes

SECA Commission

Wednesday, March 20, 2019

5:30 PM

NEU

A. CALL TO ORDER:

Chairman Kovener called the meeting to order at 5:36 p.m.

B. ROLL CALL:

- Present** 10 - Rebecca Obarski, Jaqueline Clermont, Vicki Coletta, Shannon Greene Robb, Donna Kearney, Melvin Kim, Gary Kovener, Deana Losurdo, Colleen McQuillan, and Vaishnavi Tetali (Student Member)
- Absent** 2 - Richard Grimes, and Kevin Li (Student Member)

Staff present: Dawn Portner, Special Events Coordinator

Also present: Sarah Orleans, DuPage Children's Museum and Brand Bobosky, Century Walk Corporation

C. PUBLIC FORUM:

No speakers under Public Forum

D. OLD BUSINESS:

Approve the SECA Commission Meeting Minutes of January 16, 2019

Attachments: [Meeting Minutes 011619](#)

A motion was made by Commissioner Kim, seconded by Greene Robb, to approve the minutes of January 16, 2019.

Aye: 8 - Obarski, Clermont, Coletta, Greene Robb, Kearney, Kim, Kovener, Losurdo, McQuillan, and Tetali

Absent: 1 - Grimes, and Li

Accept the minutes from the SECA Commission Task Force meetings of February 21, 2019; February 27, 2019; March 4, 2019; and March 7, 2019

Attachments: [Taskforce Minutes 022119](#)
[Taskforce Minutes 022719](#)
[Taskforce Minutes 030419](#)
[Taskforce Minutes 030719](#)

Motion was made by Commissioner Kim, seconded by Commissioner Kearney, to approve the taskforce minutes.

Aye: 8 - Obarski, Clermont, Coletta, Greene Robb, Kearney, Kim, Kovener, Losurdo, McQuillan, and Tetali

Absent: 1 - Grimes, and Li

E. NEW BUSINESS:

Review the findings from the four SECA Commission Task Force meetings, determine a unified recommendation for each area, and direct staff to prepare agenda items for the April 29, 2019 SECA Grant Fund Comprehensive Workshop with the City Council

The Commission reviewed the following task force findings and made recommendations in preparation for the April 29 City Council workshop.

Sunset Policy

The Commission discussed if a Sunset Policy was necessary for SECA Grant Fund recipients, how would this be accomplished, when it would take effect, and the possible exceptions to the policy.

The Commission recommended no policy change and not to implement a Sunset Policy. The Sunset Policy should be driven by how the community supports the program/event. Funding should not continue to support a mature event if community support is lacking. The Commission will use criteria such as sponsorship, donations, and ticket sales as measures of community support.

Clermont entered the meeting at 5:50 p.m.

Lorsurdo entered the meeting at 5:55 p.m.

Grant Fund Categories

The Commission discussed creating grant fund sub-categories to provide more funding level detail.

The Commission recommended creating an initial breakdown of 50% for Special Events and 50% for Cultural Amenities divided among the following four sub-categories: capital projects/permanent installations; visual arts/temporary installations; performing arts (music, dance, theatre); new initiatives; and an Annual Call for Projects (targeted location or theme). Applications will be evaluated within the same structure the Commission currently uses and will need to follow the same eligibility and reporting requirements as current grant recipients. In the event there are no applications for a category, those funds will be made available to other categories at the recommendation of the Commission. If the Commission does not recommend any grant funding for a

particulat category after the first Commission meeting, those unallocated funds will be made available to other categories.

Upon approval by the City Council, the Commission will meet prior to the start of the grant funding cycle to determine the funding percentages for each category.

Applications and Workshops

The Commission is recommending the elimination of one Saturday workshop and the implementation of a Q/A process. The goal is to rely more on the application and receive more meaningful answers in a timely manner.

The Commission also recommended reducing the number of sections in the current online application.

Mission and Vision

The Commission is recommending no change in the current SECA mission statement and to not develop a vision statement at this time.

F. ADJOURNMENT:

Commissioner Grenne Robb made the motion, seconded by Commissioner Losurdo to adjourn the SECA Commission meeting of March 20, 2019 at 7:35 p.m..

Aye: 8 - Obarski, Clermont, Coletta, Greene Robb, Kearney, Kim, Kovener, Losurdo, McQuillan, and Tetali

Absent: 1 - Grimes, and Li

/S/ Dawn Portner
Dawn Portner
Special Events Coordinator