



# City of Naperville

400 S. Eagle Street  
Naperville, IL 60540

## Meeting Minutes

### SECA Commission

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Wednesday, March 7, 2018

5:00 PM

Meeting Room B

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#### A. CALL TO ORDER:

Chairman Grimes called the meeting to order at 5:02 p.m.

#### B. ROLL CALL:

**Present** 7 - Shannon Greene Robb, Richard Grimes, Donna Kearney, Melvin Kim, Gary Kovener, Deana Losurdo, and Colleen McQuillan

**Absent** 3 - Rebecca Obarski, Jaqueline Clermont, and Vicki Coletta

Staff present:

Dawn Portner, Special Events Coordinator

Shebneem Ozkaptan, Budget and Administrative Coordinator

#### C. PUBLIC FORUM:

No speakers under Public Forum

#### D. OLD BUSINESS:

1. Approve the SECA Commission Meeting Minutes of February 5, 2018

**Attachments:** [Draft Minutes 2-5-2018](#)

**A motion was made by Greene Robb, seconded by Kim, to approve the minutes.  
The motion carried by the following vote:**

**Aye:** 7 - Greene Robb, Grimes, Kearney, Kim, Kovener, Losurdo, and McQuillan

**Absent:** 2 - Obarski, Clermont, and Coletta

2. Review the approved recommendations from the City Council SECA Grant Program workshop of February 26, 2018 and provide direction to staff on next steps

**Attachments:** [2018 Decision Matrix](#)

The recommendations from the February 26 City Council SECA Workshop were reviewed.

Lorsurdo entered the meeting at 5:35 p.m.

Recommendation #1 - Create objective criteria and an associated point system to score applications.

A Commission taskforce will be created to discuss and research a scoring system that will need to be in place prior to the August 1 SECA Application deadline. The taskforce will research several Arts Councils in the midwest to find what scoring criteria is used in their grant applications. The taskforce will report back to the Commission at the May 22 meeting.

Recommendation #2 - Maintain the diversity of the SECA Grant Fund program awards.

The Commission was pleased the City Council agreed with their recommendation to not change the direction of the current process being open to all types of events and cultural amenities.

- Recommendation #3 - Reinstate the 2% annual escalator.

The Commission discussed the direction to add either a 2% escalator or the Consumer Price Index (CPI), whichever is lower.

- Recommendation #4 - Eliminate the Legacy Events category.

There was no further discussion about this recommendation.

## E. NEW BUSINESS:

1. Review of the CY19 Gifts Online Application, discuss the recommendation to reinstate the Final Financial Report, and direct staff on next steps

Attachments: [Draft CY18 Final Financial Report](#)

The Commission reviewed the online application and the Final Report currently in place and recommended the following changes for CY19: reduce the maximum number of words per section and add the question, "If full funding was not received, how did this decision influence your event?" to the Final Report.

Ozkaptan and Portner introduced an updated Budget Worksheet for the Commission to review. The worksheet is user friendly and will provide additional information into the use of grant funds. The worksheet will show cost estimates and be reviewed with the SECA applicants at the upcoming mandatory workshops.

Ozkaptan exited the meeting at 5:50 p.m.

## F. ADJOURNMENT:

Commissioner Kim made a motion, seconded by Commissioner Kearney to adjourn the SECA Commission meeting of March 7, 2018 at 6:20 p.m. The motion carried by the following vote:

Aye: 7 - Grimes, Kovener, McQuillan, Kim, Losurdo, Greene Robb, Kearney

Nay: 0

**A motion was made by Kim, seconded by Kearney, to adjourn the SECA Commission meeting of March 7, 2018 at 6:20 p.m. The motion carried by the following vote:**

**Aye:** 7 - Greene Robb, Grimes, Kearney, Kim, Kovener, Losurdo, and McQuillan

**Absent:** 2 - Obarski, Clermont, and Coletta

/S/ Dawn Portner  
Dawn Portner  
Special Events Coordinator