



# City of Naperville

400 S. Eagle Street  
Naperville, IL 60540

## Meeting Minutes

### SECA Commission

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Tuesday, May 22, 2018

5:30 PM

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#### A. CALL TO ORDER:

Chairman Kovener called the meeting to order at 5:34 p.m.

#### B. ROLL CALL:

**Present** 6 - Rebecca Obarski, Jaqueline Clermont, Richard Grimes, Donna Kearney, Gary Kovener, and Colleen McQuillan

**Absent** 4 - Vicki Coletta, Shannon Greene Robb, Melvin Kim, and Deana Losurdo

Student Representatives:

Present - Ganesan Narayanan

Absent - Cindy Lo

Staff Present:

Dawn Portner, Special Events Coordinator

#### C. PUBLIC FORUM:

No speakers under Public Forum.

#### D. OLD BUSINESS:

1. Approve the minutes of the March 7, 2018 SECA Commission Meeting

**Attachments:** [SECA Meeting Minutes Final - 030718](#)

**A motion was made by Obarski, seconded by Grimes, to approve the minutes.**

**The motion carried by the following vote:**

**Aye:** 5 - Obarski, Clermont, Grimes, Kearney, Kovener, and McQuillan

**Absent:** 4 - Coletta, Greene Robb, Kim, and Losurdo

2. Review the draft Application Scoring Criteria forms and provide direction for implementation

**Attachments:** [Draft Programs and Performances Evaluation Form](#)

[Draft Parades and Festivals Evaluation Form](#)

Prior to the discussion on this item, Chairman Kovener and the Commission

thanked Commissioner Grimes for serving the past three years as the SECA Commission Chairman.

The taskforce assigned to create the new scoring system criteria briefed the Commission on their progress.

Four Grantors were contacted and interviewed by the taskforce to learn how other organizations/institutions evaluate grant applications:

- Cleveland, Ohio Arts Council
- Milwaukee, Wisconsin Arts Board
- Indiana Arts Commission
- Sarah Orleans, the current Executive Director of the DuPage Children's Museum who has experience as a Grantor

Four current Grantees were also contacted and interviewed by the taskforce to receive their opinions and ideas on the new scoring system the Commission has been tasked with developing:

- Simply Vedic
- Little Friends
- DuPage Children's Museum
- Brightside Theatre

Based on the information collected the taskforce created two separate Evaluation Forms:

- Festivals and Parades
- Programs and Performances

The goal of the taskforce at this meeting was to review the progress being made towards developing criteria and a point system for CY19 and to see if any changes were needed to the evaluation forms. Initial suggestions were made by the Commission and Chairman Kovener will be updating the forms to include those suggestions. To test the forms even further Portner will be forwarding to the Commission two grant applications from SY17. The Commissioners will be asked to review the applications again, this time using the new evaluation forms to see how the forms worked and if additional changes need to be made, prior to the CY19 applications being sent for review and consideration. Since points have yet to be assigned per category, the Commissioners will be evaluating the applications by using:

- Excellent
- Strong
- Good
- Fair
- Weak

To stay on track, the testing needs to be completed by the middle of June.

Kovener left the meeting at 6:15 p.m. Grimes chaired the rest of the SECA meeting

3. Review and approve the SECA CY19 application timeline

**Attachments:** [CY19 SECA Timeline](#)

The Commission reviewed the CY19 timeline presented by staff and there were no comments or questions.

**E. NEW BUSINESS:**

Commissioner McQuillan requested to have the Final Reports submitted by each of our past applicants added to the CY19 online grant application, so everything can be easily accessible when reviewing the applications. Portner stated this could be accomplished especially this SECA cycle since the Commission will be reviewing the applications online through the Reviewer Module of the Gifts Online program.

**F. ADJOURNMENT:**

Commissioner Kearney made a motion, seconded by Boyd-Obarski to adjourn the SECA Commission meeting of May 22, 2018 at 6:41 p.m. The motion carried by the following vote:

**A motion was made by Kearney, seconded by Obarski, to adjourn the SECA Commission meeting of May 22, 2018 at 6:41 p.m. The motion carried by the following vote:**

**Aye:** 5 - Obarski, Clermont, Grimes, Kearney, Kovener, and McQuillan

**Absent:** 4 - Coletta, Greene Robb, Kim, and Losurdo

/S/ Dawn Portner  
Dawn Portner  
Special Events Coordinator