

City of Naperville

SECA Commission Taskforce Meeting

Wednesday, February 27, 2019

5:30 pm

CMO Conf Room

A. Call to Order

The taskforce meeting was called to order at 5:37 p.m.

B. Roll Call

Taskforce members present: Commissioners McQuillian, Kim and Clermont

Staff present: Dawn Portner, Special Events Coordinator

C. Public Forum

No speakers for Public Forum

D. Old Business

There was no Old Business for this task force meeting

E. New Business

Eliminating workshops and the review of the SECA Grant Fund application and Final Report

The commissioners reviewed the **current** SECA meeting schedule which consists of the following workshops:

- Workshop #1 – The commissioners have reviewed the submitted grant applications but have yet assigned their individual funding recommendations. At this workshop, the commissioners can ask questions of the applicants and the applicants can supplement information listed in the grant application.
- Workshop #2 – The commissioners have submitted their individual funding recommendations which are compiled on one spreadsheet. At this workshop, the commissioners reach a unified allocation recommendation for each application.
- Workshop #3 – The applicants have one more opportunity to address the Commission about their funding request and the Commission makes any final

adjustments to their unified recommendations. After this workshop, the recommendations are forwarded to the City Council for review and approval.

The task force is recommending the following adjustments to the SECA workshop calendar:

- Workshop #1 – The Commissioners have reviewed the submitted grant applications but have yet to determine their individual funding recommendations. The Commission, as a whole, will review each application in detail but will not decide funding recommendations. The goal is to have the application speak for itself and if the Commission has a question about the application the applicant may come forward to respond.
 - The Commissioners will discuss the applications based on the following criteria:
 - Budget
 - Metrics for success
 - Preview of the current year's event/program
 - Timeline for the event
 - Feasibility of that timeline
 - These criteria will be detailed with the grant applicants during the mandatory meetings held prior to the beginning of the SECA cycle.
- Workshop #2 – There will be no change to this workshop
- Workshop #3 – The task force is recommending the elimination of this workshop.

The Commissioners also reviewed the current online grant application and the Final Financial Report. Recommendations were made to eliminate and revise sections of both documents. The recommended changes will be reviewed with the Commission during the March 20, 2019 meeting.

F. Adjournment

The taskforce meeting was adjourned at 7:30 p.m.

/s/ Dawn Portner