



Meeting Minutes - Final

SECA Commission

Wednesday, March 22, 2023

6:00 PM

Lunchroom

A. CALL TO ORDER:

Chairwoman Brodhead called the meeting to order at 6:05 p.m.

B. ROLL CALL:

Present 9 - Judith Brodhead, Nancy Chen, Vicki Coletta, Natalia Dagenhart, Rich Gannon, Shannon Greene Robb, Tom Miers, David Scriven-Young, and Arthur Zards
Absent 2 - Vasavi Chakka, and Theresa Sullivan

Also present - Student Commissioner Priya Thachet

Staff present - Dawn Portner, Special Events Coordinator

Commissioners Miers and Scriven-Young participated via teleconference

C. PUBLIC FORUM:

Jane Burke from Naperville Preservation thanked the SECA Commission for their support and also provided an update on the organizations CY22 SECA funded projects.

D. OLD BUSINESS:

1. Approve the SECA Commission meeting minutes of December 1, 2022

Commissioner Miers made a motion, seconded by Commissioner Coletta, to approve the SECA Commission meeting minutes of December 1, 2022. The motion carried by the following vote:

Aye: 8 - Brodhead, Chen, Coletta, Dagenhart, Gannon, Greene Robb, Miers, Scriven-Young, and Zards

Absent: 2 - Chakka, and Sullivan

2. Review the CY23 SECA Grant Fund application/approval cycle and discuss recommendations for CY24

Portner informed the Commission that the City will be developing its own in-house grant application for all grants including SECA, as opposed to using an outside company. She said it will be ready to use for the CY24 application cycle

and save approximately \$8,000 each year in City Obligations.

Commissioner Zards requested consensus to create subcommittees to discuss 1) the current SECA mission statement to determine if its current purpose and meaning are still relevant, 2) the current SECA manual, and 3) accountability for when SECA policies are not followed.

The Commission did not reach consensus.

Commissioner Zards will send recommendations to Portner who will email them to the entire Commission for review prior to CY24 updates.

Commissioner Miers requested that Commission members who run a non-profit, or serve as a board member, complete the Disclosure of Interest form prior to allocating or applying for funding.

Portner stated the Disclosure of Interest form will be emailed to the Commission prior to the start of the CY24 SECA application cycle.

Commissioner Miers made a motion, seconded by Commissioner Zards, to require that the Disclosure of Interest form be filed with the City when a sitting Commissioner applies for SECA funding for an organization they run or participate in as a Board member. The motion carried by the following vote:

Aye: 8 - Brodhead, Chen, Coletta, Dagenhart, Gannon, Greene Robb, Miers, Scriven-Young, and Zards

Absent: 2 - Chakka, and Sullivan

Commissioner Gannon left the meeting at 6:30 p.m.

E. NEW BUSINESS:

1. Discuss the SECA Commission role in upcoming public arts and City beautification initiatives

Portner discussed the following Community Arts initiatives that may require involvement from the SECA Commission such as facilitating the public input process for the design and placement of the City's new gateway entrance signs, providing input on the new downtown wayfinding signs, assisting with either developing the new design, or choosing from a numbers of design submissions for a new banner honoring the City's first responders. She said she will keep the Commission informed as these initiatives progress.

This Report was received.

2. Approve the CY24 SECA Grant Fund application timeline

The Commission approved.

3. Approve the 2023 meeting schedule

The Commission approved.

F. ADJOURNMENT:

Commissioner Greene Robb made a motion, seconded by Commissioner Coletta, to adjourn the SECA Commission meeting of March 22, 2023 at 7:29 p.m. The motion carried by the following vote:

Aye: 7 - Brodhead, Chen, Coletta, Dagenhart, Greene Robb, Miers, Scriven-Young, and Zards

Absent: 3 - Chakka, Gannon, and Sullivan

/S/ Dawn Portner
Dawn Portner
Special Events Coordinatr