



Meeting Minutes

SECA Commission

Wednesday, January 16, 2019

6:00 PM

NEU

A. CALL TO ORDER:

Chairman Kovener called the meeting to order at 6:02 p.m.

B. ROLL CALL:

Present 11 - Rebecca Obarski, Jaqueline Clermont, Vicki Coletta, Shannon Greene Robb, Richard Grimes, Melvin Kim, Gary Kovener, Deana Losurdo, Colleen McQuillan, Kevin Li (Student Member), and Vaishnavi Tetali (Student Member)

Absent 1 - Donna Kearney

Staff present: Dawn Portner, Special Events Coordinator

Commissioner Losurdo entered the meeting at 6:10 p.m.

C. PUBLIC FORUM:

No speakers for Public Forum

D. OLD BUSINESS:

1. Approve the SECA Commission Workshop minutes of October 27, 2018

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

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

Absent: 1 - Kearney

2. Approve the SECA Commission meeting minutes of October 30, 2018

A motion was made by Commissioner McQuillan and seconded by Councilwoman Obarski to approve the minutes. The motion carried by the following vote:

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

Absent: 1 - Kearney

E. Reports and Recommendations

1. Review of the event criteria forms/point system created to run concurrently with the CY19 application cycle, with CY20 implementation.

Chairmen Kovener reviewed the results from the ten applications the Commission used to pilot the evaluation criteria.

The Commission discussed the need to refine some of the criteria before using it to determine funding recommendations. The commissioners will continue to refine the evaluation forms with the goal of a CY20 funding cycle implementation.

F. NEW BUSINESS:

1. Year End Review

Portner reviewed the following metrics that were tracked in CY17 and CY18 as part of the 2016 recommendations to the City Council:

- Attendance numbers which helped determine the cost per participant based on the grant award
- Additional sources of revenue generated by the organization such as sponsorship, donations, and funds raised through ticket sales
- How many years it will take for the organization to be self-sustaining

The metrics will be one of the tools used to help determine future funding recommendations.

2. Input for the upcoming SECA Workshop with the City Council

Due to the cancellation of the February workshop, the commissioners discussed updates and changes to the SECA Grant Fund Program that should be recommended to the Council in April.

A decision was made to divide the Commission into four different task forces to discuss the following issues:

- The implementation of a Sunset Policy on grant awards per recipient
- Review the current SECA workshop schedule, grant application, and Final Report document
- The creation of a Vision Statement for the grant program
- Review the current SECA Grant Fund categories

The task forces will review their findings and recommendations with the full Commission at its Wednesday, March 20, 2019 meeting.

G. ADJOURNMENT:

Commissioner McQuillan made a motion, seconded by Commissioner Coletta to adjourn the SECA Commission meeting of January 16, 2019 at 7:46 p.m. The motion carried by the following vote:

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

Absent: 1 - Kearney

/S/ Dawn Portner
Dawn Portner
Special Events Coordinator