



City of Naperville

400 S. Eagle Street
Naperville, IL 60540

Meeting Minutes - Final

SECA Commission

Tuesday, September 14, 2021

6:00 PM

Meeting Rooms A&B

Agenda Introductory Language

Due to the COVID-19 pandemic, members of the public attending the meeting may do so subject to compliance with COVID-19 safety protocols, including wearing face coverings at all times while inside City buildings.

TO SPEAK LIVE AT THE MEETING: To address the Commission, members of the public may sign up with staff immediately prior to the meeting.

PUBLIC ACCOMMODATION:

- Any individual who may require an accommodation to participate in the meeting should contact the Community Services Department at (630) 305-5300 by 4 p.m. on September 14.

PARTICIPATION GUIDELINES:

The citizen participation guidelines are outlined in 1-5-6-6: - CITIZEN PARTICIPATION of the Naperville Municipal Code.

- **ALL VIEWPOINTS AND OPINIONS WELCOME:** All viewpoints are welcome, positive comments and constructive criticism are encouraged. Speakers must refrain from harassing or directing threats or personal attacks at Commission members, staff, other speakers or members of the public. Comments made to intentionally disrupt the meeting may be managed as necessary to maintain appropriate decorum and allow for city business to be accomplished.

- **SPEAKER TIME LIMITS:** Speakers must limit their remarks to no more than three minutes.

- **IF YOU SIGNED UP TO SPEAK,** staff will call your name at the appropriate time during the meeting. Once your name is called you may identify yourself for the public record and then address remarks to the Commission as a whole. Speak clearly and try to limit remarks directly to the matter under discussion. Speakers are called in the order they sign up.

A. CALL TO ORDER:

Chairwoman Brodhead called the meeting to order at 6:01 p.m.

B. ROLL CALL:

Present 9 - Vasavi Chakka, Nancy Chen, Vicki Coletta, Colleen McQuillan, Shannon Greene Robb, Donna Kearney, Tom Miers, Theresa Sullivan, and Nancy Turner

Absent 1 - Jaqueline Clermont

Commissioner Coletta entered the meeting at 6:16 p.m.

Commissioner Greene Robb participated via teleconference.

Staff present: Dawn Portner, Special Events Coordinator

C. PUBLIC FORUM:

No speakers

D. OLD BUSINESS:

1. Approve the SECA Commission meeting minutes of July 19, 2021

Commissioner Chakka requested the minutes be amended to correct the spelling of her last name.

Commissioner Miers made a motion, seconded by Commissioner Chen to approve the minutes as amended. The motion carried by the following vote:

Aye: 8 - Chakka, Chen, Coletta, McQuillan, Greene Robb, Kearney, Miers, and Turner

Absent: 1 - Clermont

Abstain: 1 - Sullivan

2. Receive a status update on the Public Art Program initiative

Commissioner Greene Robb gave the following update on the progress of the Public Art Program initiative:

All three subcommittees (Vision, Program Administration, Arts Curation) have been meeting and are making progress, the Exploratory Task Force (ETF) will meet on September 21 and September 28 to receive subcommittee recommendations, and, after the ETF reaches consensus, the final recommendations will be presented to the City Council on October 19.

The Commission received the update.

3. Approve the recommended update to the SECA Grant Fund mission statement

The Commission reviewed the current SECA mission statement and the proposed mission statement presented by Chairwoman Brodhead and Commissioner Chakka.

Commissioner Miers made a motion, seconded by Commissioner Chakka to accept the revised SECA mission statement as follows: The mission of the Special Events and Cultural Amenities Grant Program is to assist the City in furthering Special Events and artistic and cultural experiences that support an inclusive community that values diversity for Naperville and its visitors. The motion carried

by the following vote:

Aye: 8 - Chakka, Chen, Coletta, McQuillan, Greene Robb, Kearney, Miers, and Turner

Absent: 1 - Clermont

Abstain: 1 - Sullivan

4. Approve the recommended SECA Grant Fund pre-payment process

Commissioners Chen and Miers reviewed the current SECA prepayment process and proposed the following seven guidelines:

1. All prepayment requests must be reviewed by the SECA Commission.
2. The request from the grantee must include a 1-2 paragraph description of why the prepayment is needed and all invoices/contracts that support the prepayment request.
3. New organizations/first-time events will be given primary consideration for prepayment in order to provide some financial relief.
4. Upon receiving approval for a prepayment, the organization may only use the funds for venue deposits, logistics expenses, honorariums/artist fees, and event promoters/planners.
5. Upon receiving approval for a prepayment, the grantee will be required to sign a revised SECA Grant Fund Agreement that includes a prepayment clause.
6. A prepayment will only be granted if the event organizer can guarantee the fees are refundable. If the fees are not refundable, and the program or event is cancelled, it is the grantee's responsibility to return the funds to the City of Naperville.
7. Organizations with cash on hand are discouraged from requesting prepayments.

Commissioner Kearney made a motion, seconded by Commissioner Turner to approve the seven changes to the SECA prepayment process as presented. The motion carried by the following vote:

Aye: 8 - Chakka, Chen, Coletta, McQuillan, Greene Robb, Kearney, Miers, and Turner

Absent: 1 - Clermont

Abstain: 1 - Sullivan

5. Approve the recommendation to include additional sustainability questions on the CY22 SECA Grant Fund application

Commissioner Turner presented three sustainability questions to be included on the CY22 SECA Grant Fund application:

1. **Waste Reduction and Recycling:** in 200 words or less, describe your plans to reduce waste by recycling and/or composting at your event. Include signage, procurement policies for event materials and supplies, and any giveaway policies that promote the use of durable items as appropriate.
2. **Transportation Accessibility:** In 200 words or less, describe

transportation options available to attendees. (e.g., bicycle-friendly, walking-friendly, close to public transportation, etc.)

3. **Clean Energy:** in 200 words or less, describe any on-site event energy usage and the fuel source used (e.g., electricity, diesel generators, biodiesel generators, solar power, etc.)

Commissioner Chakka made a motion, seconded by Commissioner Greene Robb to approve including the additional sustainability questions on the CY22 SECA Grant Fund application. The motion carried by the following vote:

Aye: 8 - Chakka, Chen, Coletta, McQuillan, Greene Robb, Kearney, Miers, and Turner

Absent: 1 - Clermont

Abstain: 1 - Sullivan

E. NEW BUSINESS:

None

F. ADJOURNMENT:

Commissioner Kearney made a motion, seconded by Commissioner Coletta to adjourn the SECA Commission meeting at 6:56 p.m. The motion carried by the following vote:

Aye: 8 - Chakka, Chen, Coletta, McQuillan, Greene Robb, Kearney, Miers, and Turner

Absent: 1 - Clermont

Abstain: 1 - Sullivan

/S/ Dawn Portner
Dawn Portner
Special Events Coordinator