



## COMMUNITY RELATIONS COMMISSION MEETING MINUTES

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WHEATON CITY HALL, 303 W WESLEY STREET, WHEATON, ILLINOIS 60187

**WEDNESDAY, JANUARY 9, 2019**

**7-8:30 PM**

Prepared by Shayne Moore

1. Call to Order
  - a. Gail Forrest at 7:05 pm
2. Welcome
3. Roll Call
  - Tony Asta
  - Vickie Miller -- absent
  - Alex Mayster – absent
  - Gail Forrest
  - Kay Frederick
  - Larniecia Smith
  - Erica Nelson
  - Shayne Moore
  - Julie Kulovits
  - Colleen Attwell
  - Erik Miller – absent
  - Marcella Incarnati – absent
4. Approval of Minutes from December 5, 2018
  - a. Approved
5. Citizens to be heard
  - a. No citizens to be heard
6. Continuing Business
  - a. 2019 Priorities and Budget
    - i. WCRC Discussion Notes for January 9, 2019
    - ii. \*see handout prepared by Gail Forrest
    - iii. Discussion around sponsorship opportunities. For 2019 WCRC will focus on Festival of Cultures for pursuing sponsorship revenue.

- iv. Goal is to not ask sponsors more than once during the year with the goal of being more structured and purposeful in our asks.
- b. Discussion around administrative and project management tools. ASANA? WORD? WCRC will continue to try to find a simple, *free* tool.
  - i. For now, WCRC will use GOOGLE docs and calendars.
- c. Relationship building and key relationships for the commission.
  - i. Gail offered an invitation to members willing to attend Coffee with the Council. **ACTION: indicate on the GOOGLE calendar the coffee you will be attending.**
  - ii. Kay gave a brief report from her attendance at the last Coffee with the Council and a brief discussion of the benefit to the council to develop a relationship with the police department.
  - iii. Reminder to vote April 2<sup>nd</sup>
  - iv. Gail will put the Relationship Priority Document in the GOOGLE Folder. **ACTION: All members vote on the GOOGLE DOC your top 5 votes for key relationships to pursue for 2019 by February meeting.**
  - v. Committee Roles discussion
    - 1. **Erik Miller** is cycling off the WCRC and received a recognition plaque from Gail Forrest. Thank you, Erik!
    - 2. **Erica** to chair the Military Initiative
    - 3. **Colleen** to be Vice Chair and Treasurer for WCRC
    - 4. **Kay** to co-chair Make a Difference Day
    - 5. **Shayne** to co-chair Military Initiatives
    - 6. **Business Sponsorship – OPEN**
  - vi. Tony brief update on Festival of Cultures details. **ACTION: Need to solidify a 2019 location asap.**
  - vii. WCRC member consensus is the Festival should take place downtown Wheaton either Adams Park or French Market location.

## 7. New Business

- a. What is the strategy to get more commission members?
  - i. AD in city newsletter **ACTION: Shayne to communicate with Arin**
  - ii. Council Meeting, “public comment” time we can get up and invite public to apply
  - iii. Gail requests that chairs of committees bring a Draft Plan to the February meeting for their event/initiative. **ACTION: CHAIRS to write a draft plan 2019/2020**
  - iv. Communication to Arin goes through Shayne

## 8. Adjournment

- a. 8:16 pm