



## COMMUNITY RELATIONS COMMISSION MEETING MINUTES

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

**Wednesday, June 5, 2019 -- FINAL**

**I. Call to Order**

7:02 pm

**II. Welcome**

**III. Roll Call**

Tony Asta  
Colleen Attwell  
Gail Forrest  
Kay Frederick  
Marcella Incarnati - absent  
Julie Kulovits - absent  
Shayne Moore  
Sandy McKeen  
Alex Mayster - absent  
Erica Nelson - absent  
Larniecia Smith

**IV. Approval of Minutes**

May Minutes approved

**V. Citizens to be Heard**

None

## VI. Continuing Business

### Finance / Social Media Reports / Other Meeting Reports

- a. Social Media Reports - Shayne asked City of Wheaton to publicize event and they did so. Next year Shayne feels we can get the information out earlier and perhaps more often. 6-8 interfaces in 2 months prior to the event.  

ACTION- Add our event to Paula Barrington's calendar of events, draft handout about WCRC for recruitment.

ACTION - Add Key Relationships - Point of Contacts - Key Dates to Agenda - Sandy.

ACTION - Source table runners and banners for events - Gail.

ACTION - Build database of potential event attendees and volunteers to maintain for events - Gail
- b. Finance - On budget for GCA, needed to purchase banners which had us go slightly over budget.
- c. Other Meetings Reports - Nothing to report
- d. Good Citizens of the Year - Great event, mayor was involved and happy. Overall feedback was great. Colleen will type up a report of suggestions and feedback. The event needs more than one person to manage event to include sub committees. Julie will be working as Co-Chair for Good Citizens of the Year.
- e. Festival of Cultures - We have a space and banner in the 4th of July parade to promote the Festival of Cultures. Julie is handling food, Erica is handling facility, renting canopies, tables and chairs, emergency plan, working with police and fire department, etc. International Arts area, working with Wheaton College on the interactive mural, there is a smaller stage.  

ACTION - Need someone for performance, communication plan, videography.
- f. Make a Difference Day - The testimonial video is completed and the next step to combine to become a loop. The purpose of the video is to document our PRC, the library and SMG activities that have made a difference to be posted on the city's website for PR and awareness of WCRC. 

ACTION - More time is needed on the agenda to discuss this in July.

Confirmed that Paula will add our event on her calendar for 2020.
- g. Military - Nothing to report.
- h. Sponsorship - Sandy met with Tony to discuss sponsorship levels, and met with Colleen to go over sponsorship letter. So far, \$250 has been committed by the DWA. There are 70+ additional potential sponsors that have not replied yet. Each of these has been contacted by phone and email.

## VII. New Business

ACTION- feedback needed from commissioners on the Annual Report for 2018.

## VIII. Adjournment Adjourned at 8:28