

VILLAGE OF DOWNERS GROVE
COMMUNITY GRANTS COMMISSION

MEETING MINUTES
January 25, 2002
Village Hall Ante Room

I. CALL TO ORDER

Dave Humphreys called the first meeting of the Community Grants Commission to order at 4:10 P.M.

Members in attendance: Dave Humphreys, Grace Beggs, Edward Bunting, Patricia Winter, Kathleen Nybo

Staff in attendance: Susan Brassfield

Visitors: None

II. NEW BUSINESS:

Discussion of budget

For FY2002-03 the Downers Grove Hotel Use Tax appropriation for the Community Grants Program is \$57,500 of which 1% will be used toward administrative expenses. These dollars won't be final until the budget receives Council approval. The ordinance for the Commission was handed out to all members and staff. Mr. Humphreys cited a change in the previous ordinance whereby, funds from donations or other sources will be sought in addition to the Hotel Use Tax to support the Community Grants Program. Ms. Brassfield suggested that a letter writing campaign could be initiated targeting Downers Grove businesses and/or corporations.

Review and approval of Community Grants Program brochure, application form and evaluation form

Ms. Brassfield asked members to evaluate the new brochure and forms and get back to her on Monday with any changes and/or corrections. Members suggested imprinting the Community Grants Program logo on the brochure as well as the forms.

Discuss possible placement of advertisement/s

Advertising was discussed and it was suggested that an advertisement be placed in the Village Corner and the Village Newsletter. Additionally, application announcements should be also made on the Village website, through Village e-mail, and the Village cable station. Since we had over \$100,000 in requests last year, the Commission unanimously decided not to publicize in the Downers Grove local newspaper.

Discuss mission and goals of newly formed Commission

Our new goal will be to explore new additional sources of revenue. The Commission will need to brainstorm to raise money for next year. Outside sponsors will have to be in agreement to our mission. Mr. Humphreys informed members that the majority of a quorum constitutes a meeting and since this Commission has five members, two members constitute the majority of a quorum. To be in compliance with the *Open Meetings Act*, when two members of the Grants Commission are together they should not discuss issues of the Commission. Commission members should work through Ms. Brassfield for any Commission issues outside the scheduled meeting date.

Identify resources to achieve goals

The Commission will need to strategize as how they should proceed in seeking outside sources; possibly arrange to meet with Steve Rockwell, Director of Economic Development to assist in obtaining names and addresses of local businesses. Further discussion will be held at a later meeting date.

Discuss and approve Commission's meeting calendar FY 2002-03

Saturday, April 27, 2002 from 9:00 A.M. –3:00 P.M. Presentations; Question and Answer Session to be held in the Village Hall Committee Room. Each applicant will receive between 10-20 minutes to discuss his organization and project.

Monday, May 6, 2002 at 10:00 A.M. Commission evaluates applications and makes recommendations.

Wednesday, May 8, 2002 at 3:30 P.M. Scheduled 2nd date in case there is a need for a follow-up meeting.

Recommendations will then need to be presented at the next scheduled Council Workshop meeting.

The Commission established a monthly meeting date and time which will be the first Wednesday of the month at 10:00 A.M.

III. **ADJOURN**

Meeting adjourned at 5:20 P.M.