

Minutes of the Community Resources Commission

September 10, 2014

7:30 p.m.

Vogt Conference Room

Meeting was called to order at 7:32 p.m. by Chairperson Reta Brudd.

Roll Call:

Present: Reta Brudd, Chair; Members: Mike Cutrano, Janet Czuchra, Garrett Gray, Deb Melchert, Mike Sevier, Al Siegers, Don Budny, Ron Centanni, Sheri Reiplinger, Barbara Rose Whalen, Assoc. Member John Carey, Staff Liaison Donna Framke

Absent: Dave Szumigalski, and Liaison Trustee Tom Staunton

Approval of the Agenda:

Motion was made by **Don Budny**, second by **Deb Melchert**, to approve the agenda as submitted.

Correspondence:

Reta Brudd distributed a get well card for everyone to sign for former studio volunteer Chris Gee.

Minutes:

Motion was made by **Don Budny**, seconded by **Sheri Reiplinger** to approve the minutes of the August 13, 2014 meeting.

Unfinished Business:

Studio

Reta Brudd reported that budget improvements need to be submitted for next May's meeting. These improvements would include having floor fixed, painting and carpeting of the Studio. Donna Framke stated requests would be included in next budget. Donna Framke is now the CRC staff liaison and Jason Freeman will be her back-up for when she cannot attend.

Old Business:

Youth in Government

Ron Centanni will be sending out the Youth in Government letters to the high schools the beginning of October. The schools will have until the end of October to provide him with names of the students involved. He is still waiting for confirmation on the meeting dates of November 4th and 18th. Prefers to have the 2 weeks to work with in order to give the students more time to meet with their counterparts.

Discover Tinley

Review of Discover Tinley documents and update for next year's event.

Staff Liaison, Donna Framke, reported that she will assist the CRC in soliciting quotes for any goods or services over \$500.00. A Request for Qualifications ("RFQ") may be necessary if professional services over a certain dollar amount are needed. This includes printing, pipe and drape, etc.

Ron Centanni would like to have check in for vendors changed from 7:00 am to 7:30 am because student helpers do not arrive until 7:00 and he needs time to check students in and give them instructions before taking them out to help vendors. Vendors who arrive at 7:00 may need to wait to get help as students do not always arrive right at 7:00 am.

Al Siegers suggested having vendors who specifically request an earlier set up time would be allowed in at 7:00.

New Business: **Christmas Market**

Christmas Market/Santa's Arrival is December 5th through the 7th at the Oak Park Avenue train station. **Reta Brudd** stated that quotes are needed for the photographer and Santa. Friday is the tree lighting and Studio will film it. Everyone needs to be available for work on Saturday and Sunday. Everyone is not needed on Friday for set-up. Deb Melchert will be working the booth. Dave will be available on Saturday and Sunday to play elf up front.

Donna Framke has two photographers for bids and asked for any others that anyone would like to submit bids to.

Ron Centanni will only be available to work at the market on Sunday due to personal commitments.

Good of the Order

Need to decide on shirts for next meeting.

Adjournment

There being no other business, a motion was made by **Debra Melchert**, seconded by **Mike Sevier** to adjourn the meeting. The meeting was adjourned at 8:22 p.m.