
MINUTES OF THE COMMUNITY RESOURCES COMMISSION

January 13, 2016

7:30 p.m.

Vogt Conference Room

CALL TO ORDER

The regular meeting of the Community Resources Commission was called to order by Chairperson Reta Brudd at 7:32 p.m. in the Kallsen Center.

ROLL CALL

Present and responding to roll call were the following:

Chairperson: Reta Brudd

Members: Ron Centanni
Mike Cutrano
Garrett Gray
Mike Sevier
Al Siegers
Barbara Rose Whalen
Brian M. Younker, Assoc. Member
Donna Framke, Staff Liaison
Visitor Joe DeNova

Absent: Don Budny
Janet Czuchra
Deb Melchert
Sheri Reiplinger
Dave Szumigalski, Assoc. Member
John Carey, Assoc. Member
Brian H. Younker, Village Trustee

APPROVAL OF THE AGENDA

Motion was made by **Barbara Rose Whalen**, seconded by **Mike Cutrano**, to approve the agenda.

CORRESPONDENCE

No correspondence.

MINUTES

Motion was made by **Barbara Rose Whalen**, seconded by **Brian M. Younker** to approve the minutes of the December 9, 2015, meeting with revisions. All in favor of the minutes with revisions.

UNFINISHED BUSINESS

Studio

Reta Brudd reported on the Studio. She stated that the Studio is completely up and running on the new system with a few kinks to work out. Reta all reported that three Studio volunteers will now be employed by the village to film village board meetings. A test run on filming the board meeting will be on Tuesday, January 19th. At that meeting it will be determined if two cameras will need to be used for future meetings.

Donna Framke stated that a policy will be in place regarding tapings.

Mike Cutrano ordered 200 blank DVDs and cases for the Studio tapings.

Reta Brudd suggested that two copies be made with one being the “master” and one a “copy” to be given out if someone needs to review it. The master would remain in the archives and never be given out.

Al Siegers volunteered to deliver any tapes of board meetings to Comcast.

Ron Centanni reminded **Al Siegers** that old tapes would need to be to be picked up from Comcast when the new ones are delivered. Al needs to call ahead and find out what the office hours are at Comcast as they are not there every day/all day.

Reta Brudd stated that Joe DeNova’s brother will be volunteering at the Studio.

NEW BUSINESS

Discover Tinley

Discover Tinley letters, envelopes and applications were mailed out during the first week of January 2016.

Reta Brudd reported that Dave Niemeyer met with the convention center and got them to lower the invoice for our event. We need to get the revised contract from him.

Al Siegers stated that he is not planning on any major changes with the layout. It will be very similar to or the same as last year. He will talk to Samantha at the convention center as the date gets closer to firm up the details.

Reta Brudd reported we have another year on contracts with Sharp Mill Graphics and AAA. **Al Siegers** reported the signs are still in really good shape, many will be reused.

Donna Framke reminded everyone the budget for Discover Tinley 2017 is being worked on. We need to increase the budget for new signage, give away bags, etc. if needed.

Reta Brudd will proofread the Discover Tinley handbook. The State of Illinois changed the boundaries, representatives, etc. This handbook will be available on-line for everyone to review. **Donna Framke** stated the handbook needs proofing. It was a tricky job with the changes and formatting.

Al Siegers would like to see more PR for Discover Tinley as the crowd was a bit light last year.

Donna Framke thinks Tinley can do the same type of PR that was done for the Holiday Market. Maybe create some posters or signs for the event, distribute information through the schools.

Reta Brudd talked to Jackie at the Chamber. The Chamber will be sending out an email blast to their contact list advertising Discover Tinley.

Al Siegers suggested allowing early birds waiting in the lobby to come in and sit in the chairs by the stage area. This would allow them to sit and wait, get a cup of coffee, donut, etc. This will also eliminate the need for the PA system in the lobby. Instead, the whole house PA system would be used and everyone would inside to hear the opening ceremony. Stanchions would be set up to block off the vendor area until start time. Also, then the early birds will know the entertainment area is there and it will make them want to come back to see the entertainment.

Reta Brudd thought it was a great idea and the opening ceremony would take place on the stage. Reta reported that Dave Niemeyer would like Public Works to be in a booth this year if the staffing is available. Reta also reported that Tinley Park Chamber Ambassadors may be available to assist vendors who are by themselves and need a break. She thinks we should consider adding this information on to the follow-up letter this year. *The Exchange* is also due out the end of March so that should help with advertising right before our event.

Donna Framke asked if the follow-up letter is mailed or emailed out and if we could mention the volunteers in the letter.

Al Siegers thought we could put a sentence in the follow-up letter stating that there would be relief volunteers available, based on availability. **Reta Brudd** wants the ambassadors to commit before putting that in the letter. When final, that information can be added.

Reta Brudd stated we need to get two vendor quotes for copying the program. We need to emphasize the need for a quick turnaround and delivery on Friday to the Convention Center.

Donna Framke thinks Dave Niemeyer might want to handle things differently this year. Possibly have a booth for the village board members. **Reta Brudd** reminded her the booth needs to be manned the whole five hours.

Al Siegers would like to hire Donna the balloon lady this year. **Reta Brudd** is concerned over the amount of breaks she is asking for in her contract and disappointing the kids and parents. **Brian M. Younker** thought the new balloon lady should be given a chance and work out smaller breaks with her.

Al Siegers contacted Bettenhausen Automotive for any ideas they might have to promote their dealerships and draw more people over to their area.

Scholarships

In **Don Budny**'s absence, **Reta Brudd** reported on the Scholarship program. Copies will be made in-house and folded in-house. Reta asked **Denise Maly-Politano** to create the scholarship labels and get them to **Don Budny** who will handle the mailing. Letters and application packets will be mailed out to the schools by February 10th, with a return date of April 1st at 5:00 p.m. There will be eight scholarships given this year.

Good of the Order

No items.

Adjournment

There being no other business, a motion was made by **Barbara Rose Whalen**, seconded by **Garrett Gray** to adjourn the meeting. The meeting was adjourned at 8:49 p.m.