



## CPAC Meeting Notes from January 15, 2013

### Agenda:

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#### I. Old Business

1. Approval of November meeting minutes
2. Approval of Green Star Movement Meeting minutes
3. Review Holiday Party Ideas
4. Mural update/Review

#### II. New Business

- 1) Supervisor update
- 2) Commercial Park update
  - a) Upcoming Events / New Opportunities:
    - i) Skate Party
    - ii) Movie in Gym
    - iii) CITP Update
    - iv) Website Update
    - v) Mural Update / Review
    - vi) Storytime
    - vii) Future 2013 Activities:
      - Garage sale – March 30 or April 6. Do it or partner with school?

- Earth Day?
  - Stranger danger session update
- b) Maintenance / Equipment needs:
    - i) Tree trimming update
    - ii) Fixing of the equipment and landscaping/Lights
    - iii) Popcorn machine – funds may be available
    - iv) Air hockey machine
    - v) “Welcome to Commercial Park rugs”

1. Snowberry Update
  1. Art for fountain update / Progress on partnership
2. Superior Update
  1. Equipment replacement
  2. Paver walkway project
3. Honore Update
  1. “Truck” removal update
4. Financial Update:
  1. Bank move / on-line banking

### Notes:

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#### Attendees:

- Julia Johnson (New to group), Neringa, Ronda, Jeanne, Shandrel, Jen

#### Notes Approval:

- Postpone approval of November notes
- Postpone approval of Green Star notes

#### Mural:

- No Park District approval to date: meeting SNAFU, Need to resend pictures
- Reviewed where funding was coming from for Mural as many members were not with the board at the time, discussed Seed grant as well as the needed additional funds to come from CPAC
  - Fund earmarked for a while, need official quote, additional funds will be ~ \$3-5k, to come from FOTP, Alderman, etc.
  - Agreed to not do Corporate/Business logos as “bricks” at this time
- Photos to be on mural:
  - Big question remains as to whether we do this
  - Photos may be larger than we originally thought ~2x2 ft (?)
  - Need to qualify what pictures by the following categories as well as size (pixel) and resolution:
  - Establish certain criteria for photos, and send along to Green Star:
  - Historic Park, Garden, Festivals, Snake, Sports, Tot & Storytime



#### Supervisor Update:

- Feb 12 no school - Park open, also open on the 18
- Budget: Needs put in for requisition
- Rec Leader position open, intended to build Park Kids as well as better Saturday Staffing
- Spring 25-29 Spring Break Camp / 9a – 5p, Jeanne to flyer
- Christmas Camp, it happened, maybe not as well attended
- New: "Senior" Club Citizens, very Wed., activities i.e. Zumba, program being developed by Dianna and Florence Rose
- Coach Clinic in our area to occur: Baseball fundamentals and Sportsmanship
- New Popcorn Machine!
- Skate Party, Monday, January 21, 2013:
  - Skate Party 4:30p – 6:30p
  - Ages 6 - 12
  - Build-On High School Kids (Jessica leader), about 10 plus kids, will be there at 3:00p (help with set-up as well as use as "bouncers" on the skate floor)
  - Audio (Jeanne / Mark) will be there at 2:00p
  - If volunteers would like to come, ~2:30p will be good
  - Set - Up: Audio, mats, skate "rental" area, bleachers, concessions
  - Question on how many skate pairs we would get, and how they would come (in boxes, organized by sizes, etc.)?
  - Skate "withdrawal" skater will give one shoe to get skates
  - How to logistically move skaters in and out of skate "rental" area, and also how to move them in and off of the "rink"
  - Concessions, to be sold out of the kitchen with the dutch door (note, concessions and park district, in future need to be clearly denoted so there is no confusion of who is making "money" on concessions)
  - New waiver created - needs to be printed and made available
  - Needs: Pizza, Foot / deodorizer spray, Socks?

#### Audio Board (Jeanne):

- New board needed due to channel damage from excessive moving and items possible falling on panel
- Voted to approve new purchase based on research from Jeanne (also new vs fix was not logical)
- New bag with built in protection also approved, and decided to keep board on top of filing cabinet in staff office
- Costs: New Board = 327.39 / Protecting Bag = 109.99 // Total = 437.38

#### Movie Night, February 1, 2013:

- Movie – Hotel Transylvania (movie lease cost = \$379)
- Ronda will be gone, Peter committed to help if need be (do we need additional bodies for set-up?)
- Screen, can we get it from John Davidson, more importantly can we get it up and installed? If not we default to the "sheet", do we need to purchase new fabric?
- Concessions for small fee, donation jar, pizza donation from Pizanos, other from Alderman

#### Events:

- Note going forward need to denote on emails and marketing Park District sponsored events and CAPC sponsored events/activities (i.e. park district event, but CPAC selling concessions), need to double check it is on materials before pushing out to public.



#### CITP:

- NATO Conference funds did go into larger CITP "pot", \$250k over X amount of years
- 4 Target Parks for "development" that are in a lesser socio-economic area
- 7 Established Parks
- For CP, will likely have to merge CITP efforts with either Eckhart or Smith, will need to figure out which one as we go forward, general consensus at table was Eckhart was a great choice due to the community efforts that are needed including park updates and playground update needed
- Total funds received to CP from CITP program = \$17, 776
- Idea presented to "give back" a portion of funds to Midnight Circus due to particular circumstances. Ronda to send out separate email expressing idea and outlining funds to give back. Also need to discuss how the money is "given back"

#### Kids Fest via WestTown Chamber of Commerce:

- Vote at meeting was to decline offer, further backed-up in subsequent emails.
- Discussion started on having a CP Summer Block Party



## CPAC Meeting Agenda February 19, 2013

### I. Old Business

1. Approval of November meeting minutes - ?
2. Approval of Green Star Movement Meeting notes - ?
3. Approval of January Meeting minutes - ?
4. Mural update/Review – PEC meeting coming up, approval to be then
5. Skate Party review – great feedback, likely to do 2x more this year: 1 during summer camp, plus
6. Movie Night review - +\$245.50, donation jar went well, as did the craft

### II. New Business

- 1) Supervisor update – Rec leader close to being hired, Senior club to be implemented, when to start?, Feb 25  
Baseball clinic at Humboldt, 6:30p, focus on sportsmanship, Bitty sports camp to be rolled out (4-5yr), during summer, 1 week long, Summer Camp – 6 week camp (18 mos – 36 mos pre camp), PEC meeting coming up, Spring Camp: March 25 – 29, 9a – 5p (sign up during park district registration)
- 2) Easter Egg Hunt – 3/21, 3p – 5p Park kids, plus storytime, candy and other stuff to be bought, partnership agreement needed, three rounds: 0-3, 4-6, 6-10yr
- 3) Commercial Park update
  - a) Upcoming Events / New Opportunities:
    - i) CITP Update – Meeting, Adam Schwarover 9sp?), NATO funds = 1-3yr dispersion, 7 parks are lead, with 3 parks under their “wing” as under-served, CP likely to partner with Eckhart, perhaps nights get split out between parks. Follow-up from CITP CP Oct 2012, \$2k to give back to Midnight Circus, need to find a date for 2013 CITP // total from 2012 = \$19,499.89
    - ii) Website Update – need photos, and highlight sports championships
    - iii) Mural Update / Review – see notes from Shandrel PEC meeting
    - iv) Storytime – need new readers/volunteers – reach out to community for more volunteers including, possible high-schoolers.
    - v) Future 2013 Activities:
      - Field Day: Community Fun Day (?), CPAC funded, mad science, Changs
      - CP Summer “Block Party”: need to figure out what exactly this is, what activities, event, involvement, date. Opportunity to promote CP and garner volunteers
      - Garage sale – in conjunction with block party – decided against
      - Earth Day – Sat., April 20, partnership agreement needed, many activities: trivia contest, check on times to do events
      - Art Walk
      - Kid Fest / DECLINE
      - Summer movie – do we purchase? – July 19 or 26, need to see when WP is showing their moviewes
      - Winter movie Nov? - TBD
      - Stranger danger session update - TBD
  - b) Maintenance / Equipment needs:
    - i) Floor Hockey – Needed, two new goalie helmets for the younger kids, ages 6-9 – Approved, \$40.37x2 (Frnklin NHL Inferno Street Hockey SX Pro GFM 100 Goalie Face Mask) sourced by Jeanne
    - ii) Fixing of the equipment and landscaping/Lights



iii) Air hockey machine

iv) "Welcome to Commercial Park rugs"

1. Snowberry Update : Parkways Grant from ComEd to not be reinstated, Green Team growers to be done again, however momentum needs to be gained with amount of kids, kick-off with Earth Day
  1. Art for fountain update / Progress on partnership -
2. Superior Update
  1. Equipment replacement
  2. Paver walkway project
3. Honore Update
  1. "Truck" removal update
4. Financial Update:
  1. Bank move / on-line banking

**Next meeting date: March 19, 2013 - 7:30**



## CPAC Meeting Minutes March 19, 2013

**Attendees:** Jeanne, Diana, Florence Rose, Georgia, Shandrel, Ronda, Deb, Linda, Neringa, Cathy

### **I. Old Business**

- 1) Approval of February Meeting minutes – *Tabled due to them just having been sent out that afternoon*
- 2) Mural update/Review:
  - a) PEC Meeting Feb 28<sup>th</sup>: Concept overall approved, Install date of April likely delayed due to agreement needed to be signed protecting against damages/graffiti, permit completed, Green Star insurance expiring. Also, need CPD present for install, need to consider photo liability – *Insurance issue solved, Cynthia (last name) to be present during the install (unsure how this will work), waiting on John Gay for signed agreement*

### **II. New Business**

- 1) Park Advocacy Conference, Park Security Summit Feedback – *Seed Grant awarded to CPAC, however wasn't given at conference and unsure of the amount – should be in the mail, CPD has initiative to get teens involved more into system, overall, security summit, many parks have the same issues, and are asking for better lighting, etc., survey on lighting can be done, see Supervisor updates, also push from CPD to get gardening and kids involved in this, making sure kids understand where veggies come from, etc.. Some things learned from other parks: use newsletters to get more / arrange for volunteers, councils did share issues, talk about coming to visit other parks. Note, if you want a special event permit, it needs to be pulled 60 days prior to event.*
- 2) Supervisor update: *A teen of the park (need name) made it to citywide for the outstanding teen award, teen made it to the last round, but didn't win, very proud of her! New rec leader is on board, park for the first time is fully staffed. New rec leader (Sidale sp?) will focus on Park Kids, and Saturday Sports, kids, girls and boys are taking to her. Soccer has advanced to regional play, lots of wins for our sports groups, need to get photos and notices on the website. CP has very strong staff participation in comparison to other parks in terms of taking advantage of the overall PD events that are out there. Spring Camp – need more kids, only ~7 registered, can take at least 20 more, try to get the word out to schools, there will be two field trips, one to WP for a movie and to the Nature center*
  - a) Highlights from Feb 20 Meeting:
    - i) volunteer applications need to be redone with a copy of driver's license
    - ii) April 1st is the deadline for the summer Movies in the park application
    - iii) Block Party: 2 inflatables from our area, maybe a dunk tank available
    - iv) Future: a movie projector can be borrowed
    - v) Feb. 25 coaches clinic cancelled / postponed until March - TBD
    - vi) Earth Day hours needed
- 3) Friends of the Park / Pocket Park Update: *Note: there is an overall move to get parks from the rubberized surface to mulch. Snowberry as well as the others need mulch to fill in troughs that have been carved out under the swings, e.g., Alderman to be contacted for the playground refresh – Playground Replacement Program - for all three parks. 50 signatures needed for each park, need to get that out during Easter Hunt and Earth Day – petition at events*
  - a) Snowberry Update: *Applied for a new grant due to the fact that ComEd was not offering the Parkways grant again – if grant received Cathy was open to sharing goods with Commercial Park. New schedule*

## CPAC Meeting Minutes March 19, 2013

for Green Growers – Ronda to add in the Commercial Park dates alongside the schedule, new plantings will be needed, as well as a soil refresh,

- b) Superior Update
  - i) Playground replacement program – looking to replace asphalt at gate with pavers, however a budget needs to be established to do this. The neighbors around Superior really like the state of the park and don't see too much improvement needed on park, like that is has an "adventure quality to it. The growth, old growth, has become so substantial, they are looking for someone who can, with knowledge, say what and how something needs to be trimmed, cut back, equipment, Levar, Georgia and Shandrel to work with Levar (?)
- c) Honore Update
  - i) Playground replacement program – Jeanne to handle signatures and get forms in
- 4) Commercial Park update: Overall Gardens, need more volunteers for not only Green Growers, but just to assist on what needs to be done to existing gardens and bushes, etc.
  - a) Upcoming Events / New Opportunities:
    - i) Garage Clean-Out: Date and Process – State of the shed needs to be resolved so that the advisory council has an open view to what it has bought, and the shed can easily be moved in and out of. Worried about fire hazard and just general state. Shandrel has agreed to get her group in there before Saturday so that they can go through and clean-out honestly, before CPAC gets there on Saturday. Many items to be tossed, given back to streets and san, etc., overall need to be more vigilant going forward in keeping shed a good storage facility. **Clean up on Saturday, March 23 – 8:30a – 12:00p**
    - ii) Easter Egg Hunt – Due to weather, most likely move the little ones inside, thus not having to "package" candy, and possibly move the older groups to the basketball court so that it isn't muddy. Shandrel will be able to move groups around no problem. **Set-Up at 12:30p / 1:00p**
    - iii) Commercial Park "Block Party: Scope of this event and what "it is" needs to either have its own meeting or email activity on this topic alone. So far establish 2 events that will appear to be linked, but in reality will be separated. "Kids / Field Day: 12p – 5p" "Adult: 5p – 9p", Jen to send around email for options, prices, electricity needs, etc. June 15<sup>th</sup> is the agreed date.
      - (1) Events, / Activities, Food / Beverage
    - iv) Storytime – need new readers/volunteers
    - v) Future 2013 Activities:
      - (1) Earth Day – didn't discuss outside of following: clean-up 9a – 11a, activities 11a, lunch noon
      - (2) Art Walk – generally believe to be outside of CP scope and will likely not be able to coordinate with circus as date and nights for CITP is in flux
      - (3) Summer movie – Ronda to submit three dates and three movie title wants, dates are July 19, 20 and 26
      - (4) Winter movie Nov – yes, TBD, as well as Nov Thanks for Giving event
      - (5) Stranger danger session update – not discussed
      - (6) La Salle Family LaSalle II Healthy Family Fest, Sunday June 9<sup>th</sup>, 10-2pm - CP to do a table: Jeanne to send around email, requires CP to do a table, great oppty to get volunteer sheets out
  - b) Maintenance / Equipment needs:
    - i) Fixing of the equipment and landscaping/Lights. "Welcome to Commercial Park rugs"

## CPAC meeting notes from Thurs May 23

Present: Jeanne McClure, Shandrel Young, Nerringa Northcutt, Diana Mason, Flo Rose Kowalczyk, Ronda Locke, Catherine Gustaitis,

Approval for meeting minutes from April tabled until next meeting.

### Friends of Snowberry update

- No progress on fountain art. Jon Pounds to be introduced to Snowberry leads to possibly help with the art component.
- Alderman to be contacted to ask for more graffiti remover chemical that we can keep on hand for small clean-ups. RL
- Green team going well at Snowberry.

### CPAC Block Party – scheduled for June 15.

- Park staff to reserve bounce house, dunk tank, and to help with organizing games
- Jeanne to take lead on entertainment. Power to come from Herbst (former tinson home). Changs, Gingaerte, dance demos. Still looking for an adult appealing band. (Dave hunt was not around on 6/15, but maybe new date?)
- Jeanne secured keg and Ronda secured cases of beer. Jeanne secured hot dog and bun donation. Still need burger or other meat donation. Lemonade and water in coolers.
- Games to be on top and bottom of the hour including sack race, tug o war, shoe shuffle, frozen T's, pass slimey, sack races.
- If weather nice, bring out kiddy pools and slip and slides.
- Flo Rose shared ideas on decorating fence and park
- Notice to neighbors went out few weeks prior and no parking signs hung by park staff.
- Build on Volunteers to come and help with games, facepainting, etc.
- RL to ask about horses.
- Still need to fix our grill and promote the baking contest.

### CPAC free programming

- Need to push out for more volunteers for story time. Maybe high school opportunity?
- Need to address concerns of yoga program. Park is cracking down on partnerships and wanting the program to have broader reach.
- Flo Rose and Jeanne to volunteer at LaSalle II Health and Wellness Fair.

### Playground improvements

- All three pocket parks received grants. Need to understand 'what that gets' each.

### Budget update

Current balance is 63,400

Earmarked 10,000 Honore, 10,000 Superior, 10,000 Commercial Park. Need to allocate the balance towards specific improvements.





## CPAC meeting recap June 19

- I. Old Business
  - Motion to approve May meeting minutes by Georgia Burke, Second by Eric Benderoff.
  - Mural update – still awaiting approval. Green star has concepts ready to show.
- II. New Business
  - West Fest and Opus Partnership
    - Opus group putting on kid section with West Fest, but looking to use park facilities. Requesting mural opportunity. Suggestion was to paint on something that could then be hung inside the park, maybe even an alternative to the mural in the yoga room.
    - Opus group interested in bringing a classic music performance series to the park!!!  
[www.OpusInstitute.com](http://www.OpusInstitute.com)
  - Programming update
    - Only 5 openings in 11-12 age group for summer camp
    - Details for after-school camp; 3-6pm after-school program option still being worked out.
    - Tumbling program – looking for 'wants and needs' to augment program.
    - Coaches Clinic – Eric and Shandrel to still talk.
    - Deborah to contact the trophy company to set-up a streamlined billing program since we always use same resource and have an order every session.
  - Commercial Park update
    - Gardening -- Myra Mazzei and John Nussbaum along with Scott Leff and Christy Webber have all spent time in the park pulling weeds. Thank you!!!
    - Damage to bins possibly dogs; getting one donation, Christy Webber fixed the other. Still need volunteers to help with watering and weeding!!!
    - Green team Growers up and going!
    - Teen club will resume in fall.
  - CITP –Oct. 6&7 at CP
    1. Next meeting July 9 or 16 to fill out permits
    2. Sell ads, sell ads, sell ads!!! Ronda to create a google doc so the CP team knows who is approaching whom... and what other parks have 'first rights' to businesses that had previously purchased an ad.
    3. Get family and friends to attend – push out save the date notices to all facebook and lists.
    4. Will need about 12 volunteers during the course of the weekend. Georgia to email list from last year
    5. Georgia will pursue creating a large banner if Ken Kocinzki will allow us to hang a sign up on his high post the week leading up to our CITP weekend. Ronda to follow-up with owner of property.
    6. Eric agreed to help with the media efforts promoting full tour.

rding the program, suggestion was to create nicely layed out pages that highlight some of the formers or large pieces for each advisory council to help make it look more collectible and professional.

ter feature fixed with 10 min on, 5 min off, and only during hours of 10am to 7:45pm. NO MORE 4/7 running. **Maybe change timer to 9pm.**

Movie is Wizard of Oz Aug. 16– to be made into a fun event:

Costume contest with prizes for all 16 and under that participate (Deb will start shopping), adult prizes for 17+, flying monkey contests, crafts, dinner concessions! Jeanne volunteered to help with food, Deb will review with Flo Rose to gauge her interest. Suggestions include creating a YELLOW brick road in paint or chalk on the ground, emerald city on the fence, etc.

- Dates picked for other activities:

- Halloween 10/27
- Holiday Party 12/8

- Snowberry Update

- Monthly cleanup took place last Saturday
- Today's GTG involved understanding how potatoes grow. Each participant took home a small pot with a seed potato to grow. We also planted some basil and parsley and watered the crops.
- Next meeting is in THREE weeks: July 10th. We'll be mapping the garden.
- We received word that Snowberry has been granted a Parkways Foundation grant of \$750! We're going to need to ask for some changes in how we spend the money. The original grant asked for money to buy raised beds but we bought them already and have been reimbursed. I'll ask Liz if we can use that money for a new and better compost bin, one that you can rotate.

- Superior Update

– Clean-up every Tues at 5:30. Looking for volunteers, two gardeners have been working. Still looking for paver path fixed and stick rides replaced. Georgia to find commitments from former Alderman's office so that we can review with current Alderman.

- Honore Update – Request that park staff look at the equipment and make sure dangerous piece on back of fire truck has been removed.

- Board Transition

- Welcome to Deb Milkowski, new treasurer
- Nominations for new board members are as follows:
  - Publicist – Eric Benderoff
  - Secretary – looking for candidates
  - Vice President – Jeanne McClure

**NEW idea** – hold a Thank you, volunteer recognition reception, approximately last week of July. Ronda will contact Roots to get a quote for using the same space that we used for Trivia night. Flyer to promote – 'if you helped Commercial Park any time over last few years, come out to get to know your fellow volunteers'.

**Next Meeting July 17, 7:30 pm** Free, open to all – get involved! Email [Rondalocke@sbcglobal.net](mailto:Rondalocke@sbcglobal.net) to get added to community meeting list, or visit [CommercialPark.org](http://CommercialPark.org)



## CPAC Meeting Agenda July 16, 2013

Attendees: Shandrel Young, Heather Sorgatz, Jen Pope, Deb Milkowski, Jeanne McClure, and Ronda Locke

### **I. New Business**

- 1) Supervisor update: day camp going well and taking up a lot of focused time by all staff. Baseball league on Saturday going well. It was asked if there was no games on 7/22 which was confirmed, but because of a usual one week 'by'. This was picked before we rescheduled our block party on Aug. 3, which means the park may need to cancel some afternoon games for older kids. It was suggested to not cancel, but to just abbreviate the games. Also it was asked and approved, the advisory council to create a card to be distributed with trophy ceremony letting parents know that the trophies are from the advisory council and to encourage participation.
- 2) Elections – Nominations for Jen Reese for Secretary and Jeanne McClure for Vice President approved. No other candidates nominated. Vote to confirm will be in August.
- 3) Friends of the Park / Pocket Park Update:
  - a) Snowberry Update – Catherine requested that we try to get the spray fountain power washed since it is getting sticky and asked if we could find GTG help for Aug. 12 since she will be on vacation. Shandrel to ask Shirron re: power washing and RL to ask the other GTG instructors.
  - b) Superior Update – No update
  - c) Honore Update – no update, Jeanne offered to create a flyer regarding receiving the grant and requesting input on what community wants. She will share with other pocket parks. To be laminated and hung with the ability to email ideas.
- 4) Commercial Park update
  - a) Upcoming Events --
    - i) Saturday July 27 Gastrochisis Avery Angels Illinois event to be held In the Gym and Basketball court. This is an awareness and fundraising event. Looking for Silent Auction donations. Heather to promote (RL to provide list of locations). Looking for volunteers and face painters. Jeanne and Ronda to face paint, Shandrel to ask kids to help for community service hours.
    - ii) Commercial Park/EVA "Block Party"
      - (1) Food – hot dogs from Alderman, RL to send to Jeanne alternate food ideas to come from Windy City. Jeanne trying to secure a new keg donation.
      - (2) Entertainment being lined up by Jeanne,
      - (3) Inflatable and dunk tank ordered, Rope already at the park. Deb to provide a list of games and how to run the frozen t-shirt contest because she will not be able to make it. Sack race, tshirts still frozen
      - (4) Flo Rose made supplies for the bake off contest
      - (5) Rain or shine – set-up at noon.
    - iii) CITP – RL push out the ad sales to group. Will request volunteers at the Night Out in the Park parks, the first four parks starting mid-August.
    - iv) Skate party Aug 2<sup>nd</sup> Friday before block party. Concessions to be simple; candy, popcorn and juice 4-6 pm public. Set-up for Day Camp noon, camp skate 12:45-3:30. Low on popcorn bags -- RL will hit Jetro if Shandrel cannot get from Humboldt Park .
    - v) Movie in the fall - Tabled
    - vi) Who will take lead for Halloween and Holiday - Tabled

### **II. Old Business**

## CPAC Meeting Agenda July 16, 2013

- a. Approval of April and June Meeting minutes - Tabled
- b. Mural update/Review - Tabled

### III. Open forum

Next meeting date: Aug 20, 2013 - 6:30p



**Approval of July Minutes**

**Supervisor Report**

**Old business**

**T-Shirts**

**CPAC Stipend to counselors**

**Jeanne / Nick sourcing new carts;**

**Ribbon cutting Pocket Park Update:**

- a. Snow Cone Social and Ribbon Cutting at Snowberry Sunday Sept. 7,
- b. Ice Cream Social and Ribbon Cutting at Superior Playground Saturday Sept. 13, 4pm.
- c. Park #520 to be renamed in honor of Bertha Honore Palmer Saturday Sept. 20, 11 am.

**CITP –**

Poster distribution

Volunteer coordinator

Ad sales

Count on existing concessions

**Board elections**

**Deb appreciation?**

**Flo Rose Going away party at Tecalitalan**

## CPAC meeting minutes from 9/17/2013

Attendees: Flo Rose Kowalczyk, Deb Milkowski, Jeanne McClure, Jen Reese (and Charlotte), Shandrel Young and Ronda Locke

1. Committee reports; Secretary report -- April, May, June and August tabled
2. Snowberry –GTG last session.
3. Superior – needs to do a clean-up, Shandrel will put in a request to do a trim/clean-up. RL to investigate if there is CWL freelancer for a sat cleanup before circus. Try free first, but consider paying if not.
4. Honore update – Jeanne finalized plan to get signage up at the pocket parks to solicit input for new equipment.

### Supervisor Update:

1. Classes started this week and going well.
2. Park Kids should do an art project once a week, all art supplies should be the same. Order what we need, put out a request as items are needed. Consider a bin to hold supplies earmarked for a specific project that can be set aside.

### New Business

1. CPAC looking to have a table at the LaSalle II Health & Wellness Fair 10/6 Sun. 10-2 pm. Push Circus in the Parks, Halloween and any programming list. Hockey demo by Mark Ruggiero. Looking for a volunteer to sit with Jeanne. Deb will check but may be able work with Jeanne
2. Midnight Circus in the Parks;
  - a. RL to confirm the times that the field house needs to be opened by Midnight Circus folks
  - b. Park staff to pick up from Hamlin; programs, noses, and popcorn.
  - c. Talk to Big Shoulders and Smoke Daddy about contributions.
  - d. Dessert requests for performers, closer to the event
  - e. All the cotton candy is bought. RL to buy some waters.
  - f. Subsidized tickets – call De Diego & Columbus, Boys and Girls Club \$7 subsidy.
  - g. 11x17 – create a flyer geared to the hipster/younger guys.
    - i. Jeanne will do some of the bars, Deb will do division, Russ will do the record stores.
3. Halloween Party – Ask for bakers, update the flyer – Jeanne to do a version that combines a call for donated costumes and party attendance for LaSalle II.
4. Budget Hearing - 9/24 Fosco Park, 5:30. Prepare deck tht compares parks attendance, fees, programming and budget. Goal is to get more equitable budget.

**Post mortem -- Movie in the park;** MIB3 a bit to geared to boys and too mature. Next movie try for a classic or more family friendly animated, make sure we are not overlapping any key holiday, school function and ideally more in a winter month.



## CPAC Meeting Minutes October 16

### I. Old Business

1. Sept. meeting minutes approved
2. Mural update - art graphics to be revisited at 6:45 prior to next CPAC meeting as there are some reservations on the DNA motif. Consider gardening, T-ball or multi generation.
3. FOTP tour – thank you!!!
4. CITP recap and thank you! Final numbers not yet in, but full tour was a huge success. Our little park did \$2900 in ad sales and \$3269 (both gross numbers).

### II. New Business

#### 1) Commercial Park update

##### a) Halloween Party:

- i) Set-up 10/26 day before at 5pm; event 10/27 2pm-3:15pm, parade at 3:15. Will try to line up community service hour kids for Tues or Wed to help with hanging ghosts and flyers.
  - (1) End of parade route at playground. Parade route notes placed on Sat. 10/20.
  - (2) Costume drive continues; Diana Mason, Teria and Jeanne have all hit resell shots, plus we are still collecting at LaSalle II and the park.
  - (3) Deb has bought lots of candy and I will look for simple bags of candy to add to parade route if necessary when we make a Jetro trip.
  - (4) Activities: Puppet Show- Jean & Ronda, Crafts table (kids) / Games table (kids) / Fortune Telling Madam Deborah and Lizbeth, Storytime (Suzi), front (Dianna to see if Rachel McKnight is willing?) and Food station (Flo Rose?) Tattoo (kids or self administered), facepainting (kids).
  - (5) Melanie working on craft ideas for three age ranges.
  - (6) Deb to confirm with Amy if we have bags left or where bags were from
  - (7) Shandrel has 15 students showing up to help.
  - (8) Baking request out Monday 10/22. Will fill in from store if necessary.
  - (9) Request to rework layout, flip food station.
  - (10) Thanks to crew who organized last year, everything is pretty accessible in shed. Few signs to be made.  
Thank you!!!

##### b) Holiday

- i) 12/8 noon – 2:30 .
- ii) Ronda to find out from Jeannie who is the carriage people and line them up.

##### c) Upcoming Events / New Opportunity:

- i) Next movie in the gym Feb. 1
- d) Thanks for Giving Volunteer appreciation night @ Roots: Wed. Nov. 14 at 6:30, set-up at 5:30
- e) Skate Party Jan. 21 for ages 6-12 3:30-6:30, Jeanne to do a killer audio track.

##### f) Maintenance / Equipment needs:

- i) Air hockey machine – quotes to be reviewed next month
- ii) “Welcome to Commercial Park rugs” - Request submitted
- iii) We have our own new popcorn machine courtesy of CPD!!!

#### 2) Snowberry Update

- a) Art for fountain update / Progress on partnership not yet updated
- b) Perennial area enhanced – thanks CPD community garden staff
- c) Ramp and swings fixed

or Update

Equipment replacement – stick ride replaced, still need better quality

Paver walkway project – PM to get the project moving

Honore Update

- a) "Truck" removal update – Scott Waguespack removed some of the rusty brackets but entire truck has not been taken out.
- b) Repace sticks, longer chains, keep unlocked.

**Next meeting date: Nov. 20, 7:30**





## **CPAC Meeting Green Star Movement – Mural Discussion Dec., 17**

The following are the discussion points from the meeting to discuss the Mural development:

### **Current Situation:**

- Original designs revisited
- Rice side fairly set
- Door more complex due to building materials, Park District restrictions as well as the nuances of the door opening and closing

### **Discussion Points:**

- Design for Rice side: For the most part all agreed on design, noted that the sports needed to switch “quadrants” to better represent logical fit of sport to season:
  - “Mushroom” - revealed to be a lady bug, asked that it be a more obvious lady bug
  - “Sun Spots” – discussion whether or not that would come out as the sun spots/explosions, discussion around the fact that the brickolage aspects of the material would better emphasize the design
- Design for Entryway Doors:
  - Discussion about DNA /Möbius, overall everyone approved the DNA aspect of the design, discussion around whether or not the materials will help to make it pop more as the design on the iPad had a “flat” quality to it
  - Inclusion of photos into door design – whose photos, how well they would come across, who to identify, waivers needed, also do we pull the historical photos for inclusion
  - Donation “bricks” – debated and being thought over

### **To-Dos:**

- Amass what photos CPAC and Park district may have to see if this is something we want to include
- Park District needs to approve final design and installation method on doors

### **Next Step:**

- Discuss at Jan 15 meeting

### **Additionally:**

- Eric gave a very nice and elegant resignation speech as he and his family moves on to Logan Square. Eric will be missed. As there was a majority of CPAC people, there was a successful vote to add Nerringa Northcutt to the CPAC Board as the publicist.

**Next CPAC meeting date: January 15, 7:30**