

CPAC meeting minutes from 1/22/2014

Attendees: Deb Milkowski, Jeanne McClure, Shandrel Young, Catherine Gustaitis and Ronda Locke

1. Prior Meeting minutes tabled
2. Snowberry –no updates.
3. Honore update – Jeanne has secured signatures and all agreed to give it one more weekend to send off 'renaming' request. Target to mail week of 1/27.

Supervisor Update:

1. Thanked Jeanne for a great 'floor hockey' promotional blast. Jeanne requested that she be able purchase first aid supplies for floor hockey and park kids. Shandrel reminded all that they were not able to dispense, but the motion to spend \$50 of basic supplies was approved unanimously.
2. Discussion that the winter camp was poorly attended and that we may not need at Commercial, whereas Spring Camp is better attended.
3. Need to resolve partnership forms and dates for first quarter ASAP.

New Business

1. We agreed on a winter movie date of Friday Feb 28. Doors open and pizza at 6, movie at 6:30. We agreed to purchase pizzas from Naty's because of the quick turnaround should we need more. Shandrel to advance the partnership form. We will wait for a few weeks to understand what summer movie is selected of the two we requested and then determine what movie. RL to create flyer as well as put out 'save the date' notices. Jeanne recommended that we use Neal's projector since it has the easier to connect to sound jacks.
2. CITP meeting scheduled for 1/27. RL asked to be on the steering committee, so it looks promising that CP will get again.
3. Mural – the group made final, final agreement on photos. YEA! Ronda to confirm all permitting is still valid with John Gay of CPD. The plan is that during spring break week, we will recruit park patrons and kids to help with the final install. We agreed that due to the last weekend of spring break being Easter we would hold our ribbon cutting and volunteer appreciation event on Sat. April 26. This will coincide with FOTP clean and green. We will line up BuildON volunteers, plus request a street closure for the block party component as well as food and beverage donations.
 - a. Earth day clean-up 9-12
 - b. Lunch noon
 - c. Kid activity 12-4
 - d. Ribbon cutting ceremony 1:30
 - e. Block party volunteer appreciation 1:30-3
4. Jeannie Felknor going away appreciation party to commence at 6:30 same night.



May 20, 2014 Meeting Notes.

Attendees Shandrel Young, Jeanne McClure, Ronda Locke

Supervisor Report

- Working on fence to ensure happens before the movie, jazz and circus
- Per parent request, has submitted for Family sports program, an open gym program for the fall.
- Cement poured already for the bench installation.
- Waitlist – 30 names on the 10-12 age list. Only will be able to call people if someone drops out. Cannot add incremental group with current staffing or budget.
- Skate party is an option Fri July 18. Break by the age profile. 4-6 pm open to all. Decided to offer it up since equipment is here. Go low energy – not make a huge effort about it.
- Block party Sept 13 or 20? Use to promote for our Circus. RL to investigate alternate activities, request jumpin jack. Check with rest of advisory council to gauge interest.

Superior and Snowberry pocket Parks are fenced off. Expectations are that it will be finished by July. Cannot open it up regardless if workers are on site or not. (update – as of Thurs am – construction had commenced).

Honore – naming and ribbon is planned for same day, get quote for character to walk around as Bertha. Investigate options for Plaque – on rock or fence.

Jeanne will use budget up to \$500 and get quotes for outdoor kiosk, F/U Leslie regarding stone or fence.

Jeanne to ask for project manager to get kiosk to install with playground renovation. It is in phase 2 – not sure when ground breaking will occur.

Shirts Jeanne will secure quote and make a recommendation for new logo; size, cuts and counts.

Thought maybe we could sell for a few dollar mark up. Maybe by movie? Agreed not to pay rush charge.

1. June 12 movie – ***Despicable me 2***
 - a. Yes to flyering b/w art for schools
 - b. RL to ask the LaSalle if we can do backpack, Park staff to distribute to Talcott, Columbus
 - c. Concessions – freezie pops, capri, Gatorade, ring pops and sour candy, water.
 - d. Spy type theme or Minion – ask Melanie what simple paper craft?
 - e. RL to try to line up HS kids for face painting.
 - f. start time 7:15 approx. 1 Hour before movie start time at sunset.
2. July Jazz night July 25 – Shandrel to get more info so we can promote it

3. Green Team Growers - not sure we have any takers to lead this at Jeanne will push hard to build the audience. Concerned about the 3 weeks she is gone in August. New flyer, push; themes tied to season.
4. CITP - likely to have kick off in next few weeks – expect Mid June.
5. Window discussion – Advisory council to consider replacing window sashes or flipping the bottom panel to make it safer for kids. In the interim, RL to create a Bilingual/trilingual language sign – ‘Safety alert --no children behind bushes.’ RL to get ballpark on the cost for windows to present to the advisory council.

Meeting adjourned 7:45.

Commercial Park Advisory Council
Monthly Meeting Minutes
August 26, 2014

CPAC meeting was called to order at 6:30 pm in the park meeting room.

Supervisors report: Ms. Young gave her supervisors report. Discussion with the board and membership followed.

Open Discussion: A loose discussion on the changing demographics in the neighborhood and around the park was held. Stephen Quan will gather additional data to help with the upcoming budget report.

Alderman Contributions: Alderman Moreno confirmed he is purchasing an ad for the Circus in the Parks program for \$1000. Alderman Fioretti confirmed he is donating \$1000 towards the Bertha Honore Park memorial boulder and plaque.

T-Shirts: The board decided that t-shirts will be sold for \$10 each, and they will reassess re quantity/color after sales commence and prior to the next order.

Pocket Parks: All pocket parks are now open, as the reconstruction is complete.

Honore Park Dedication: The Palmer House Hilton marketing department will be involving with promoting the event, and they will provide brownies as well. The monument cost will be approximately \$4,600.

Circus in the Parks: Shows will be at Smith Park on September 27th and 28th. The split of proceeds with Smith Park still needs to be confirmed and documented. 100% of ad sales sold by each park will go directly to the park that made the sales. An inventory of current concession supplies is necessary, and the board agreed to purchase the outstanding concession items following the inventory. Food for performers has not yet been confirmed. Jen Rees will be the volunteer coordinator and she will operate the Square for on-site purchases. Deb Milkowski and Florence Rose Kowalczyk will not be able to attend the shows, but Deb will handle putting up posters in businesses on Division St.

Holiday Party: Jen Rees will reach out to the St. Helen's Choir to see if they are available to perform at the holiday party.

Board Elections: Membership started a conversation of board applications, and decided to table a final vote until the October meeting.

Meeting Adjourned.

Commercial Park Advisory Council
Monthly Meeting Minutes
September 16, 2014

CPAC meeting was called to order at 6:30 pm in the park meeting room.

Supervisors report: The supervisors report was tabled, as Ms. Young was not present at the meeting.

Circus in the Parks: A discussion on Circus in the Parks planning was held. President Ronda Locke reported on the status of ticket sales for the Smith Park shows. Vice President Jeanne McClure reported that posters had been distributed and put up in businesses along Chicago Avenue. President Locke reported that she would add the circus dates to her "R's Blast" group email, and the dates would be posted on Facebook as well. Further discussion of the circus planning and details, including the proposed split with Smith Park, followed.

Pocket Parks:

Honore Park: The boulder with dedication plaque will be installed on Wednesday, September 17. The Palmer House put out a press release touting the opening ceremony and dedication, and they will be distributing a DVD and brownies at the event. East Village Association is also pushing out information about the dedication ceremony in an attempt to increase attendance, with the stated goal of 100 attendees. Regarding setup/preparation for the event, it was decided that 20 chairs were needed for the ceremony. The chairs will be loaded onto carts at Commercial Park and walked over to Honore. The board approved the purchase of balloons for decorations for the event. A themed craft will be prepared. Further discussion of event preparation followed.

Snowberry: Catherine Gustiatis reported on the Snowberry dedication ceremony, stating that it was nice that the alderman was able to attend. She requested further information regarding reimbursement for event expenses. She then spoke about goals for park improvement, including an enhanced gardening program, upgrading the water fountain area and other perennial concerns. Discussion followed.

Superior Park: There have been neighbor complaints about the noise from the "bongo drum" feature on the new playground equipment.

The board and membership then engaged in a general discussion of how to increase neighborhood awareness of the pocket parks.

Healthy Family Fest: LaSalle II is holding its Healthy Family Fest on Sunday, October 5th from 10 am – 2 pm. The board decided that CPAC would have a table at the event. Vice President McClure will attend the event and coordinate supervision of a floor hockey demonstration. The focus will be on the sports programs for the fall

and winter sessions. The board approved expenditures for sports-themed small giveaways and balloons (if necessary). Ms. McClure will also explore selling CPAC t-shirts at the event.

Story Time: Vice President McClure reported that story time is going strong on Thursdays from 4:30-5 pm, with a target age from 0-4. She put out the call for additional volunteers.

The board and membership then held a discussion on starting a new push on volunteers.

Board Elections: Elections were tabled until the next meeting.

Meeting adjourned.

Commercial Park Advisory Council
Monthly Meeting Minutes
October 9, 2014

CPAC meeting was called to order at 6:30 pm in the park meeting room.

Supervisors report: Ms. Young gave the supervisors report. Discussion with membership followed.

Halloween Party: The board and membership decided to table all old/new business to next month's meeting to focus solely on Halloween Party planning.

The Halloween Party is scheduled for Saturday, October 25th, 2014 from 2:00 – 3:15PM.

Vice President Jeanne McClure will distribute a copy of the CPAC tax exempt letter to the board for purchasing purposes.

Treasurer Deb Milkowski will lead the "monster duty" (making food products to resemble gross innards/body parts). We may need new boxes to hold these substances. The board will request Melanie's assistance (art teacher on retainer for CPAC) to help with construction of new boxes if needed.

Treasurer Milkowski has already purchased materials for a craft and some candy from Oriental Trading Co.

Bill Wahl will be reading story time in the yoga room before each puppet show performance (there will be two performances).

Handbills have been sent to area schools. A larger flyer will be created for posting in local businesses.

The board approved a budget for the costume room of \$100. Stephen Quan offered to match funding up to \$100 from his personal account. The board agreed to open the costume room at 1:30 PM instead of 2 PM to accommodate demand. The costume room will close at 3:00 PM so people have time to line up for the parade, which starts at 3:15 PM. The recommended amount of volunteers for the costume room is 3 adults and one teen volunteer. At least one person should be bilingual (Spanish).

Karen Moran is taking on the role of "fortune teller" at this year's party. Dress and fortunes have already been provided.

Before party setup, there will be an inventory taken of games, costumes and signage.

Setup will begin Friday, October 24th from approximately 5:00 PM – 8:00 PM in the gym and yoga room. Members who agreed to participate in setup include Linda, Stephen Quan, Teria Stamatis and Vice President McClure. Others will likely be able to assist during that time frame. Setup will then continue on Saturday, October 25th at 11:00 AM. All board members and park staff, as well as teen volunteers, have agreed to be present.

Diana Mason will arrive at 1 PM on Saturday, October 25th to prepare the beverages (punch). Linda will handle other food items (not candy), which will most likely be cupcakes from Mariano's. The board will attempt to get them donated or discounted. The current price per unit is \$0.69. The board will acquire approximately 200 to start, with more likely if attendance/demand warrants.

Commercial Park staff that will be present for the event are Shandrel Young, Isaac Barbosa, Nick Martinez and Sydali Calderon.

Meeting Adjourned.

Minutes special Meeting Nov. 18th

CPAC meeting was called to order at 6:30 pm in the park meeting room...present were Vice-President Jeanne McClure, Secretary Jen Reese, Diana Mason, Karen Moran, Stephen Quan, and Ms. Shandrel Young. A quorum not being present, no official motions were made. The Supervisors report was given, and general planning for the Holiday Party was undertaken, and agenda items were identified (see attached) for the next regular meeting.

Supervisors report:

Ms. Young reports that the park will be closed Dec. 27. Dec 28th the hours will be 9am-5pm. You can view winter online schedule now. Dec 2 will be online registration. Sat. Dec 6, in person registration will be held. Fri. Dec 5th is the trophy ceremony for flag football, 6pm. Boys and Girls won regional floor hockey championship. Citywide Boys Hockey tournament is Dec. 13, same date as holiday party. Ms. Young will inquire about game times.

No check yet received for trophies, check will be issued after Isaac presents bill.

The report concluded; a discussion commenced about the city-wide championships and CPAC support as summarized below:

Parties for winning Citywide teams were discussed. Fundraising opportunities were identified. Perhaps 3 parties would be thrown, one for each season. An idea, which garnered much consensus was that, every championship banner brought home to the park gets a party, underwritten by CPAC per participant. Will add item to agenda for vote at next regular meeting.

Holiday Party Planning- The party will be held from 12 pm-2:30pm Sat. Dec. 13th

Items discussed were:

Food/Drink

Decorations

Crafts/Activity Melanie-Jeanne...

Puppet Show

Santa

Gifts

Entertainment-Moon Cats and LS2 choir.

Horse and Wagon (insurance needed for this).

Fire Pit

Tree Donation-Christie Weber (Ronda)

Volunteers

Marketing Signage- donation opportunities. Your donations provide: trophies, parties, programming for kids in need. Scholarship endowments.

General Notes for each item follows:

Budget for Party is 1500.

Food-Diane, Linda will chair. Rice Krispie Treats- Teria to get quote from Tess. 500 rice krispie treats for 100 bucks is the request. Audit existing supplies. Donations of prepared food will be solicited. Water needed. Hot chocolate will be served.

Decorations- Fri 12th 5-8. Sat. 10-12. Stuff will be pulled before. Dec. 8 outdoor decorating will begin, inventory will be conducted.

Santa-Ronda is point on Sgt. Clas. Presents have been purchased and wrapped. Karen is back up for Deb's present duty. Adult needed for Santa line and someone needs to retrieve presents from Deb's house (day of Steven? Russ?) Present for Sgt Clas has been purchased

Entertainment- Raffle Prizes done. Deb has 4 bundles. Jeanne will get Dietch and Vigilante Comics. Bags and signage needed. Ronda is point. Firepit volunteer needed.

Music- Is2 choir for free and talking about moon cats for \$300

Puppet show- Yoga Room Jeanne, Teria and Jen take point along with Isaac and back-up for Isaac might be needed due to the citywide hockey championships...go Commercial!

Wagon-Ronda point. MORE BLANKETS!

Sound System- Mark Ruggiero

Lay out map so jobs can be divied out well.

Jeanne will check with Ronda to mine her contacts.

Circus and Elections were tabled.

E-mail will be circulated to set date for Dec. meeting...agenda includes elections and circus debrief.

The meeting was adjourned at 7:49

These minutes duly recorded by Teria Stamatis at the request of the chair.
Submitted Wed. Nov. 19th for consideration.

Commercial Park Advisory Council
Monthly Meeting Minutes
December 12, 2014

CPAC meeting was called to order at 6:30 pm in the park gymnasium.

Supervisors report: The supervisors report was tabled.

Recaps of Recent Events: Recaps of the Healthy Family Fest, Circus in the Parks and Honore Park dedication were tabled due to time constraints.

Board Elections: Elections were held for board positions. The results are as follows:

President: Jeanne McClure
Vice President: Ronda Locke
Secretary: Jen Rees
Treasurer: Karen Moran

The Publicist position remains open.

Stephen Quan was named fundraising chair. Fundraising Chair is not a board position.

Meeting Adjourned.