**Wednesday, June 7, 2023**

**7:00 to 8:30 pm**

**Gamon Room, Wheaton City Hall**

**In-Person or Virtual Attendance**

I. **Call to Order** Erica called the meeting to order at 7:06 David motioned; Ben seconded.

II. **Welcome**

III. **Roll Call**

   In Person: Meg Beasley, Scott Chedister, Sam Hardy, Erica Nelson, Laura Peccarelli, David Sohmer, Ben Waterman

   Absent: Saleha Jawaid, Marco Scola, and Angela Welker

IV. **Approval of Minutes**

   Laura motioned that the minutes be approved as amended; seconded by Sam; minutes will be amended.

V. **Old Business**

   a. Good Citizens Awards - Commission program
      i. Recap of 2023 Awards
      ii. Suggestions for 2024 Awards
   b. National Guard 300th Anniversary update - Partner Program-Discussion
      i. Update for July 1 event
         1. DuPage Historical Museum and Wheaton Historic Commission will cosponsor with CRC
         2. Cost for event - $500 with each entity contributing up to $200
         3. David made a motion to spend $200 from partner program - Sam seconded; the CRC will provide $200 for the anniversary event
         4. Need CRC members to pass out flyers for event at French Market
            a. David and Erica volunteered on June 17 from 9 am until 10 am

VI. **New Business**

   a. Festival of Cultures - WCRC Program
      i. Update -
         1. A reminder to reference Google Drive 2023 Event planning doc for CRC members

          https://docs.google.com/spreadsheets/d/1aMfIoWVCbkR8AHHz1AkayUxEbJxl_9dO9xv9gDM2s/edit#gid=1170849704

         2. Invitation to groups for participation shared with CRC for comment
            a. Added participation details based on applications and materials from other multicultural events in Skokie and Evanston
            b. Discussion about wording to ensure that cultural activities, materials, and exhibits align with festival purpose. Following sentence was agreed upon: “Exhibits, vendors and performers should further visitors’ understanding of a people’s way of living
and may not promulgate specific religious, nationalist, or political ideology.”

c. Logistics with booths (chairs and tables)
   i. Abbott Rental has 40 tables $993.63
d. Application deadline for cultural participants is July 21

3. Confirmed groups
   a. Kick off with Salsa del Norte playing from 1:30 until 2:30 pm
      Cost: $1,500
   b. Funkadesi closes the event with 90-minute set
      Discounted cost: $5,000

4. Budget for event is $11,000
   a. Have secured a $5,000 sponsorship from First Trust
      i. Need to confirm $3,000 match from the city
   b. David and Ben will work on additional sponsor tasks
      i. outline sponsor benefits and ensure we follow through
         ii. Seeking mid-level sponsors needed for Passports, Food Trucks, tables, promotional materials
      iii. 2021 sponsors included Milton Township, Wheaton Bank and Trust, and Wheaton Fine Arts Commission
   c. Gift sponsors - In 2021, Ivy, Sports Center donations were used for speakers or raffles

ii. Food Trucks - Laura
   1. Food trucks are confirmed
      a. All have generators and food permits
      b. Cilantro Tacos, Billy Bricks (pizza and ice cream), and Hello Boba

iii. Safety
   1. Erica applied for a permit to close Karlskoga for the event
   2. Safety procedures have been confirmed
      a. WPD will have a booth at the event

iv. Sound System provider has been contacted (budget is for $1,700)
v. Artwork competition - need a coordinator for artwork
vi. T-shirts for commission will be worn during Festival; need to find vendor and order. Erica will reach out to Angie who previously had expressed an interest

b. Month-long Observances - Parameters for the observances CRC promotes
   i. Ben’s research
      1. Looked at government-certified lists to define events
      2. There is no perfect list. Each department within state and federal governments differs.
      3. Some observances are deemed so by presidential proclamation
   ii. Review of commission discussion from 2020
      1. Outlined objectives/goals and commission’s role in any effort
         a. WCRC will continue with a program-focused approach while expanding recognition of diversity (senior citizens, special needs, and veterans)
      2. Programming ties into City of Wheaton Strategic Plan
      3. Referred to WCRC purpose statement
         a. Used principles when considering programs
            i. Partner and sponsor programs
ii. Ability to measure impact to gauge effectiveness of WCRC efforts

4. Programming historically has tied into national month-long events such as Black History Month, Women’s History Month, etc.

5. Outreach is limited to staffing and budgeting constraints
6. Continually monitor feedback from programming
   iii. Will look into creating a drop-down menu for other events
   iv. Will continue the discussion in upcoming meetings

c. Commission Vacancies and Officers
   i. Update on applications currently being reviewed
      1. Two applicants will be brought up at June 19 City Council meeting
   ii. Discussion and vote for role of chair, vice chair and other offices
      1. Motion to elect Erica Nelson as WCRC chair and David Sohmer as vice Chair was made by Ben and seconded by Laura. Unanimously vote to approve new roles.
      2. Still seeking someone to serve as secretary so that Meg can focus on Comms role.

VII. Public Comment

VIII. Adjournment Motion was made to end the meeting at 8:36 by Erica; seconded by Meg

Erica Nelson

Chair, Wheaton Community Relations Commission

August 3, 2023