

Joint Meeting - WPB SSA #33 Executive Committee & WPB Chamber of Commerce  
Executive Board  
March 25, 2010, 8:00 a.m.  
Chamber/WPB Offices (1414 N.Ashland)

## **MINUTES**

### Meeting Attendees

Chamber of Commerce Board of Directors: Robert Gomez (President), David Wolf (Vice President), Rochelle Guindon (out-going treasurer). *Not present:* Sonia Barrett (Secretary)

WPB SSA #33 Commissioners: Sheila Kailus, Larry Griffin, Joe Hall, Wayne Janik, Jessica Peterson

Paula Barrington, Executive Director, WPB Chamber of Commerce

Eleanor Mayer, WPB SSA #33 Interim Program Manager

### **I. Discussion was had regarding cooperation betw. Chamber and SSA on projects.**

- \* Discussed concerns about Chamber being out of the loop on major projects, perceived inequities in the relationship betw. SSA and Chamber, and a lack of an effective partnership between the organizations.
- \* SSA commissioners discussed the WPB's committee structure and improving WPB's efforts to communicate re: programming and planning to external stakeholders.
- \* SSA commissioners expressed concerns re: awarding of large grants to the Chamber for certain projects (e.g., a new Chamber Web site) without a well-concieved business plan and detailed proposal for particular projects.

### **II. Discussion was had regarding Chamber's relationship to SSA as service provider.**

- \* Chamber expressed concerns about defining role of SSA in performance evaluations and personnel decisions for SSA program staff.
- \* Participants agreed improving financial oversight should be another priority for service provider/SSA relationship.

### **III. The group discussed action steps to address concerns.**

- \* Chamber President Gomez suggested, and commissioners agreed, that the two groups ought to organize quarterly meetings between WPB Executive Committee and Chamber executive board, with minutes to be reported to the public in accordance with the SSA's disclosure obligations.

\* Chamber President Gomez suggested a meeting with Gina Caruso, AICP [*Assistant Commissioner, Community Programs Division, Department of Community Development*] from the City of Chicago on April 8, 2010 to discuss the service provider relationship and clarify duties and obligations among the two organizations in this respect.

\* SSA suggested that the two groups organize an informal "BBQ" at the Chamber/WPB offices to give chamber board members and SSA members an opportunity to directly interact and discuss ideas.

\* WPB commissioners discussed ways to improve communications.

1) Almost all WPB grants and programs are initiated at the committee level, and are subsequently brought to the commission for approval. WPB commissioners recommended that the Chamber Executive Board designate an individual or individuals to begin attending the relevant WPB committee meetings in the substantive areas for which the Chamber has an interest in pursuing projects funded by WPB (e.g., Promote WPB, Promote the Arts). SSA chair will present to Chamber executive board on SSA committee structure.

2) WPB will coordinate regular transmission of (i) committee-level info (e.g., meeting times and places and minutes) and (ii) commission-level info (commission minutes) directly to the Chamber executive board via e-mail attachments. (Said info is always available and archived on the WPB SSA Web site.)