

# CITY OF WEST CHICAGO

WHERE HISTORY & PROGRESS MEET

## WEST CHICAGO CULTURAL ARTS COMMISSION

Thursday, July 11, 2023

West Chicago City Hall – 475 Main Street

7:00 p.m.

### AGENDA

1. Call to Order, Roll Call, Establishment of a Quorum
2. Public Participation
3. Approval of Minutes
  - a. Cultural Arts Commission Meeting: June 8, 2023
4. Items for Discussion and Possible Action
  - a. Roles & Responsibilities of Staff Liaison
  - b. Art Banner Exhibit
    - i. 2023 Schedule
      1. Final Voting: Monday, September 4
      2. City Council Presentation: Monday, October 16
    - ii. 2024 Schedule
      1. Deadline for Submittals
  - c. Loteria Update
  - d. 2022 Annual Report
  - e. Upcoming Meeting Dates
    - i. August: TBD
    - ii. September: Thursday, September 14
5. Other Business
6. Adjournment

CC: Mayor Ruben Pineda, City Council, Michael Guttman, West Chicago Cultural Arts Commissioners, Media, Daniel Peck

**West Chicago Cultural Arts Commission**  
**Thursday, June 8, 2023**  
**7:00pm**  
**MINUTES**

1. Call to Order at 7:02pm by Heidi Kuharich; Roll Call: Anni Holm, Uwe Gsedl, Heidi Kuharich, Buddy Plumlee, Deborah Walsh, and City Liaison Daniel Peck in attendance; Quorum established
2. Public Participation: N/A
3. Approve Minutes of May 4, 2023
  - a. Anni Holm made motion to approve, Buddy Plumlee seconded; Approved unanimously
4. Items for Discussion and Possible Action
  - a. Art Banner Exhibit 2023
    - i. Banner repositioning discussed last month confirmed by Anni Holm; she noted that they were moved differently than she suggested, but it works
    - ii. People's Choice voting ends 9.4.23; Commission may need to validate final result via electronic means; request put to Dan Peck to add presentation to October City Council meeting agenda; Heidi Kuharich will communicate to artists to provide ample notice
    - iii. Uwe Gsedl will begin design work on certificates for all participating artists; Heidi Kuharich will get him complete list for the purpose
  - b. Art Banner Exhibit 2024
    - i. Call for Art announcement requested; Dan Peck confirmed June for timing of the formal announcement
  - c. Arteculture
    - i. Commission members discussed concerns regarding failure of arrangements for reception refreshments
    - ii. Buddy Plumlee suggested a swing toward more local artists in future (goal: more than half); Heidi Kuharich described success with increased communication to banner artists and recommended increasing that effort for such situations—in effect, to develop a solid list of artists and work the list
  - d. Loteria
    - i. Discussion on budget: CAC currently has \$472; Buddy Plumlee will draft request for additional funds and deliver to Dan Peck by 6.13.23
    - ii. Buddy Plumlee will make concerted effort to appeal personally to local businesses as site locations for art
    - iii. Artwork will be held for cataloguing by Heidi Kuharich; Dan Peck will alert her as received at City Hall
  - e. Warhol at COD/Art in West Chicago
    - i. Discussion on other art or projects proposed as part of the Warhol push or any public art in West Chicago led to a renewed broader discussion of the role of the Commission as Curator for all public art in West Chicago, specifically with regard to Commission responsibilities and efforts on the part of all City players to direct any entity to present to CAC as part of the process for installing public art.
  - f. Public Art on City Website
    - i. Dan Peck reported that initial analysis of Public Art webpage confirms that the files are largely gone (corrupted or incorrectly posted); remaining are pages on WCTU Fountain, Forever Lily, Loveevenmore, Juan Chawuk's first mural (@Tampico), and In This Together (this actually has two separate pages)
    - ii. City staff work on this project continues
  - g. Roles & Responsibilities of Staff Liaison
    - i. Michael Guttman, City Administrator, issued a memo (6.8.23) outlining the responsibilities of the CAC Liaison role
    - ii. Commission members received copies of memo
    - iii. Action on this item was tabled to the July meeting for further discussion
  - h. Upcoming Meeting Dates
    - i. July 13
    - ii. August TBD: in light of notes below, may be best to position in latter half of August

- iii. September 14: date does not allow for time between meeting and Mexican Independence Day (if needed); may be better to push to second half of month to prepare for Banner wrap-up activities (City Council presentation, etc) if necessary
5. Other Business
- a. Uwe Gsedl expressed concerns with City signage and treatment of Sister Cities; approaching 25 year anniversary (2024)
  - b. Heidi Kuharich led discussion on issue of missed deadline for 2022 Annual Report brought to her attention 6.6.23 by Dan Peck; Anni Holm confirmed that the task has never fallen to the Commission, but has always been completed entirely by the Liaison, possibly with some review or confirmation from CAC--possibly not; Dan Peck will send the most recent version (2021) to Heidi Kuharich as template for her use in completing document
  - c. Annual Report discussion led to secondary points regarding longstanding desire to declare long- and short-term goals of the Commission; Dan Peck indicated that September would be appropriate for timing as City Staff begins work on budgets in October
  - d. Anni Holm announced WeGo Community Theatre presentation of Seussical, July 13 & 14 at 7pm, July 15 at 2pm
6. Adjournment: 8.14pm

**CITY OF WEST CHICAGO  
MEMORANDUM**

**TO:** Daniel Peck, Marketing and Communications Manager

**FROM:** Michael Guttman, City Administrator

**SUBJ:** Role of a Staff Liaison to a Volunteer Board or Commission

**DATE:** June 8, 2023

I understand that you have repeatedly been asked by members of the Cultural Arts Commission about your role as a staff liaison. This same inquiry has arisen a few times over the course of my tenure with other volunteer groups; to help, I will memorialize the organizational expectations so you may share them with the Commission members.

The primary role of any staff liaison to a volunteer Board or Commission is to provide administrative support and to facilitate the flow of information between the Board/Commission, the City Administrator and the City Council (or one of its Standing Committees). More specifically, the following responsibilities of staff liaisons should provide a clearer of understanding of what that means:

- Supporting the Chairperson in preparing agendas and facilitating productive meetings.
- Ensuring that the work of a Board/Commission is on target with the mission, goals and direction of the City Council or one of its Standing Committees.
- Communicating recommendations of action approved by a majority of a Board/Commission in a formal meeting.
- Assisting with recruitment and orientation of new members.
- Providing information on Board/Commission activities to the City Administrator and the City Council.
- Conducting research and providing professional advice and analysis on issues under consideration.
- Reviewing, approving, and processing financial transactions connected with approved work.
- Supporting the Chairperson in developing and providing an Annual Report to the City Administrator and the City Council.
- Ensuring compliance with the Open Meetings Act by creating, distributing, posting, and maintaining meeting agendas and minutes for all meetings.

For any volunteer Board or Commission that is not required by State Statute, staff liaisons must get approval from the City Administrator and/or the City Council for any project work not included in the approved annual Budget. On their own, Board/Commission members do not have authority

over the work programs of City staff and may not direct city staff, assign projects or provide direction without prior approval.

Our most successful volunteer Boards/Commissions, that are not required by State Statute, have developed short- and long-range plans. These plans are presented to the City Council or one of its Standing Committees, resulting in the inclusion of funds in the annual Budget. This allows the advisory group to proceed with desired projects and earmarks time of a staff liaison to help accomplish those approved goals.