

**APPROVED MINUTES OF THE  
COMMUNITY RELATIONS COMMISSION**

**Thursday, April 13, 2023  
Village Hall Rm 201 @ 7:00 p.m.**

**PRESENT:** Comms. Rodriguez, Puentes, Terreta, Bencola, Quinn-Pasin,

**ABSENT:** Comms. Sakiyama

**STAFF:** Not present

**CALL TO ORDER:** 7:00 p.m.

**APPROVAL OF AGENDA:** Motion by Comm Quinn-Pasin; seconded by Comm Puentes

**APPROVAL OF MINUTES:** None

**PUBLIC COMMENT:** None

**OLD BUSINESS:**

**Final decisions on the grant process, to be voted on in May's regular meeting.**

On Friday, 4/6 JR met with Dr Walker and Cassandra to discuss what CRC needs to define about the grant process by the June Village Board meeting. Four (4) main areas:

1. Announcement and Communications to build awareness
  - How will we keep people informed?
  - Village of OP FB page (last time we posted twice)
  - Day in the Village
  - Oak Park Public Library
  - Wednesday Journal - Press release or Letter to the Editor
  - Quarterly event - Zoom meeting for Info Session unless we hear that an In-Person meeting will be needed to ensure highest level of inclusivity

May - CRC Meeting to finalize the Grants process

June - Village Board reviews process and gives feedback

July - CRC makes tweaks based on Village Board feedback

August - Info Session (zoom/recorded)

September - Applications due

October - Vote on grant awards

## 2. Allocation amounts

- Any amount up to \$2000

## 3. Accountability

- If project doesn't happen, grantee must return funds (per Village Accountant)
- But -they can apply for approval to use funds for another/related purpose
- A post-event report will be required
  - Consider assigning 2 commissioners to each grantee to develop a relationship over the year so that there's no way we can't work together to complete a post-event report
- Set up a QR code feedback survey for grantees to use at their events
  - "What did this event mean to you?"
  - Consider obtaining in-kind donations to incentivize grantees to really promote the survey
- Future idea: grantees can be invited to become mentors to future grantees

CRC will not insist on being able to attend every event because not every event will be for the CRC.

## 4. Applicant Criteria

- Size of org
- First-time applicant? Can only apply 3x every 5 years
- Scale of reach
- Depth of focus/impact
  
- How will it impact historically marginalized groups?

## **NEW BUSINESS:**

### **1. Discuss and plan goals for quarter two.**

- Storytelling festival to showcase grantees
  - Offer a Storytelling workshop to provide grantees with skills to help tell their story
- Pride -
  - Village sponsored panel - CRC to consider being a facilitator

- July 22 - Queer families picnic organized by OPALGA
- Juneteenth
  - CRC member to join committee – Helen
- Day in the Village
  - Sunday June 4th - need CRC commissioners to sign up for 3 shifts
- 4<sup>th</sup> of July, no interest
- Asian American Heritage Month - Yoko to find out what is being planned

**2. Review of RFP for racial equity assessment.**

For next time - review RFP JR sent out - racial impact assessment awarded to UIC, seeking CRC input on whole process

**3. Racial Equity Toolkit training with Chief Diversity, Equity & Inclusion Officer, Dr. Walker.**

May: Toolkit Training? Voting on Grant Process

**ADJOURN:**

Next Meeting: Our next meeting is scheduled tentatively for Wednesday, May 17th, 2023.

Motion to adjourn was made by Comm. Puentes and seconded by Comm. Terretta. Meeting adjourned at 9:00p.m.