

**MINUTES  
JOINT MEETING OF  
THE CULTURAL & SOCIAL AWARENESS COMMISSION  
AND ENVIRONMENTAL COMMISSION**

July 7, 2016  
City Council Chambers

The Special Joint Meeting of the City of Woodstock Cultural & Social Awareness Commission and Environmental Commission was called to order at 6:02 PM on Thursday, July 7, 2016 in the Council Chambers at City Hall.

**I. CALL TO ORDER AND ROLL CALL:**

**COMMISSION MEMBERS PRESENT:** E. Ellinghausen, J. Hudson, I. Sagrado, J. Rivera, J. Krandel, S. Wenzel, W. Donato, and Chair L. Crain.

**COMMISSION MEMBERS ABSENT:** Chair E. Poremba and L. Kacmar.

**STAFF PRESENT:** Assistant Public Works Director Tom Migatz, Human Resources Director Debbie Schober and Chief Deputy City Clerk Jane Howie.

**OTHERS PRESENT:** None

**II. APPROVAL OF MINUTES:** Motion by J. Rivera, second by J. Krandel to approve the Minutes from the June 16, 2016, Joint Meeting of the Cultural & Social Awareness Commission and Environmental Commission. Ayes: E. Ellinghausen, L. Kacmar, J. Hudson, I. Sagrado, J. Rivera, J. Krandel, S. Wenzel, and Chair L. Crain. Nays: None. Absentees: Chair E. Poremba and L. Kacmar. Abstentions: W. Donato.

**III. PUBLIC COMMENT:** None

**IV. DISCUSSION ITEMS:**

- a) Update on Zacatecas bag Provider:  
J. Rivera informed the Commissions that Zacatecas will more than likely be unable to participate.
- b) Update on permissions/use of designed logo including Chamber logo:  
D. Schober informed the Commission that the Woodstock Chamber of Commerce is allowing the City to use the logo that was created by Josh Dyra. The Commission needs to gather information about this student for the website. L. Crain would like a photo of the designer, as well. The Commission needs an image of the logo without the BYOBag and flagpole. A request will be sent to Josh to make these final edits; the image needs to be in vector art.
- c) Finalization and agreement of bag design:
  1. Remove BYOBag logo from tree trunk  
J. Krandel asked if the bag would still have the Sustainable Woodstock wording. Yes, this will still be listed.

2. Remove Flagpole from Old Courthouse dome:  
Josh Dyra will be asked to do this.
  3. Name of website – sustainablewoodstockil.com  
L. Crain asked if Commission members had other ideas for a web address. S. Wenzel asked if the ‘il’ is necessary. D. Schober said New Jersey is using sustainablewoodstock.com W. Donato would like sustainablewoodstockil.com used. The Commissioners agreed with W. Donato. Josh Dyra will more than likely need to include the website in his image. [Clarification – the website URL to be used for this initiative is actually sustainablewoodstockil.org.]
  4. Language before website – “check out our story and sponsors at...”  
S. Wenzel likes ‘check out our story’. The purpose is to drive more attention to our sponsors through the website. The Commission likes ‘check out our story and sponsors’ at [www.sustainablewoodstockil.com](http://www.sustainablewoodstockil.com) Focus on reusable bag initiative and sponsors. Deb Schober will look into whether City staff will create and maintain the website at this time. Include the history / story of how the program came to be, the reusable bag initiative itself, and information about the sponsors.
  5. Side panel items – circles in between items:  
No decisions yet from Mayor Sager.
  6. Receipt of all final designs in vector art file format:  
Josh can submit updated graphic in jpg, Denise can convert to vector.
- d) Placement of order-specifics needed-which supplier, quantity (15,000) pricing  
The Commission agrees with 15,000 quantity; 9000 homes in Woodstock. India’s prices were less than China. The Commission agrees to go with India. D. Schober will inform the Commission of the total cost. J. Krandel said it would be important to list the business criteria on the website. E. Ellinghausen said it’s important to explain how the Commission came up with this initiative. The history, the Defenders’ role, the City’s Proclamation, key components. QCA certified suppliers; and what that means, the stories of the two designers, the concept of how these two Commissions came together to create this initiative, the need for reusable bags. It’s also important to include a tip section to note how to care for the bags.
- e) Sponsorship Form:  
D. Schober said she was unaware if there could be a pay online capability; however, she will talk with the City’s IT Manager about this. When a business or person is interested in sponsoring, one should print out the form and mail it in with their check. L. Crain asked if the City would be able to add the online pay capability. D. Schober will look into this. L. Crain asked if someone could volunteer to handle the website and handle the pay online capability. J. Hudson would like the Commission to recommend this to the City. L. Crain will work on both the sponsorship form and the sponsor letter next week.

f) **Sponsorship Action Plan**

W. Donato, J. Krandel, and S. Wenzel all agreed to meet with potential businesses to ask for sponsorships. The big 7 retailers: Walmart, Menards, Harley-Davidson, Jewel-Osco, Walgreens, Blain's Farm & Fleet, and Kohl's. L. Crain said that Kraft Foods and Centegra may be interested. D. Schober said that G. Anderson, Economic Development Commission Liaison, has several forums that get companies together. There could be opportunities to get the word out about the reusable bag initiative. Any businesses that would be willing to participate will be welcome to sponsor, such as Dura-Bar.

**3 steps:**

- Make sure a website is developed and functional,
- Compose letter for all businesses,
- Have 3 volunteers (Commission members) meet with City and start the 'ask' process.

g) **Program Brochure:**

This will go hand in hand with the website once that is set up. L. Crain has already created some of the information for the brochure and website.

**V. ADJOURN**

Motion by E. Ellinghausen, second by I. Sagrado, to adjourn this Special Meeting of the Cultural & Social Awareness Commission and Environmental Commission. Ayes: E. Ellinghausen, J. Hudson, I. Sagrado, J. Rivera, J. Krandel, S. Wenzel, W. Donato, and Chair L. Crain. Nays: None. Absentees: Chair E. Poremba and L. Kacmar. Abstentions: None. Motion carried. Meeting adjourned at 6:58 PM.

Respectfully submitted,

Jane Howie  
Chief Deputy Clerk