

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

August 4, 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 6:00 PM on Thursday, August 4, 2016 in the Council Chambers at City Hall.

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

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

**COMMISSION MEMBERS ABSENT:** Chair L. Crain.

**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 W. Donato, second by I. Sagrado to approve the Minutes from the July 7, 2016 Joint 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, Nays: None. Absentees: L. Crain. Abstentions: L. Kacmar, and E. Poremba.

**III. PUBLIC COMMENT:** None

**IV. DISCUSSION ITEMS:**

**a) Update on Zacatecas bag Provider**

D. Schober said, following the last meeting, she sent the bag specifications to and requested a quote from the Zacatecas reusable bag provider; he cannot meet the requirements, which is unfortunate. The company is hoping to become QCA certified so perhaps they can assist in the future.

The final quote received from India was handed out to Commission members. Approval from City Council is needed before the bags can be ordered. At the August 2, 2016 City Council meeting, Council members were not comfortable approving this request on the Consent Agenda. This item will be on the Agenda at the August 16, 2016 City Council meeting. J. Krandel thought the purchase of the bags had already been approved by City Council. D. Schober indicated that the appropriation within the budget was approved to fund the bags, but any purchases or expense over \$10,000 must be presented and approved by City Council; this had not been done yet. Once approved by Council, the order will be sent to American Ad Bag.

The sample bag was passed around to commission members. D. Schober said D. Graf-Ponstein recommended that 5000 of the 15,000 bags be put in plastic so that they don't get

dirty and dusty while they're being stored. Each printed bag will cost \$2.57, which includes printing on all 5 sides in colors and with the 'luggage' hang tag. D. Schober will be contacting the artist from the Chamber to gather more information so that both artists can be highlighted on the website.

Both the front & back of each bag will include the logo plus 'Check out our story and sponsors at sustainablewoodstockil.org'. You may see the website in previous minutes as a .com; however, .org is what will be used. Retailers can attach their own price tag to the luggage tag very easily. J. Rivera asked if the sample bag is from India. D. Schober said yes it is. Once the order is placed, hopefully on August 17, India will print and send us a sample bag. E. Poremba asked if the bags will be available by Halloween. D. Schober said they will not. The target arrival date will be closer to Thanksgiving. The Mayor is aware of this; he's happy the project is moving forward.

The website is sustainablewoodstockil.org since sustainablewoodstock.org (without the 'il') was already taken by a company out east. The City's IT Manager is in the process of getting the website up and running. It is anticipated that the entire design; artists' story, sponsorship, account through PAYPAL – which will include a fee, (hoping the fee can be reduced for government entities), etc... will be available in the near future. This link will be included, perhaps on the community page. It will become a page on the City's website. This may land on the Environmental Commission page. D. Schober said Mayor Sager intends for all sponsorship money to reimburse the environmental fund. Once the environmental fund is totally replenished, then incoming sponsorship monies may be used for other things.

L. Crain has taken on the formalities pertaining to what a sponsor gets on the website and what items a sponsor may be putting in the bag. The Commission should make a decision as to what information is placed on the website before members go out for 'the ask'. Commissioners would like the website created, up and running, before 'the ask'. D. Schober informed the Commissioners that the website creation will take the City's IT Manager approximately 4-6 hours to create.

b) Bag Order (D. Schober)

1. D. Graf-Ponstein at American Ad Bag will be placing the reusable bag order from India, 15,000 bags (10,000 are unwrapped, 5,000 wrapped in plastic)
  2. Front and Back Panel Logo – Check out our story and sponsors at sustainablewoodstockil.org
  3. Side Panel Items and artwork
  4. Luggage tag purchased
  5. Website – sustainablewoodstockil.org – work has begun. Chamber artist information requested
- c) Sponsorship Form (Commission Chair L. Crain will create; however, she was absent at this meeting). Other items were tabled until the next meeting
- d) Sponsorship Action Plan was tabled until the next meeting
- e) Program Brochure was tabled until the next meeting

**V. ADJOURN**

Motion by I. Sagrado, second by W. Donato, to adjourn this Regular 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, W. Donato, and Chair E. Poremba. Nays: None. Absentees: L. Crain. Abstentions: None. Motion carried. Meeting adjourned at 6:25 PM.

Respectfully submitted,

Jane Howie  
Chief Deputy City Clerk