

Record of Special Meeting
Citizen Involvement Commission (CIC)
Wednesday, September 4, 2019, 7:00 p.m.
Village Hall, room 101

I. Call to Order

Chair Troelstrup called the meeting to order at 7:02 p.m.

II. Roll Call

Present: Commissioners Robbie Erickson, Emily Masalski (7:13 p.m.), Novack-Gottshall, Frank Pond, Conrad Terry, Erika Washington, and Chair Troelstrup.

Absent: Commissioner Curtis Lott

Also present: Village Clerk Vicki Scaman

III. Approval of Agenda

It was moved by Commissioner Novack-Gottshall and seconded by Commissioner Terry to approve the agenda for September 4, 2019. A voice vote was taken and the motion was unanimously approved.

IV. Approval of Minutes

It was moved by Commissioner Pond and seconded by Commissioner Washington to approve the minutes from August 7, 2019, with the correction that Conrad Terry was in attendance. A voice vote was taken and the motion was unanimously approved.

V. Public Comment

There was none.

VI. Reports

• **Vacancy Report**

Clerk Scaman provided a brief update on current vacancies, recent appointments and resignations. Clerk Scaman conveyed the desire of the Disability Access Commission (DAC) to have representation from members of the community with lived relevant experience. Members of CIC noted agencies and organizations that may be helpful in spreading awareness of the commissions' work; Opportunity Knocks, Township, and PTO's.

VII. Work Plan Updates

• **Volunteer Recruitment**

Commissioners Washington, Masalski, and Terry presented on the plan and logistics for a "Volunteer Forum" to be held at the Oak Park Public Library on October 1, 2019. Commissioner Washington provided the purpose and format in writing for the event as a "brief presentation on the importance and availability of volunteer opportunities from each of the participating organizations interwoven with/ followed by the sharing of experiences, ideas,

and questions. We will have tables arranged to display commission materials as well as sign-up sheets for additional information.” Members of CIC were assigned tasks to assist with the event. Commissioner Washington made an Eventbrite listing that Clerk Scaman will share with all commissioners. A contact person was identified at the Oak Park Township, Library, and Park District to share the invitation with their volunteer network. The Village will add the event to their calendar. The event will be open to the public.

- **CIC Work Plan 2020**

Members of CIC reviewed the 2019 work plan and discussed their overarching goal of spreading awareness of volunteer opportunities vastly in order to seek representation that accurately reflects the makeup of our community on commissions. The commission identified projects that are complete, projects that are ongoing, and hurdles that have gotten in the way of other projects.

Projects for 2020 were identified:

- Increase support for new commissioners.
- Review commission procedure manual for relevance and update.
- Continue commission surveys.
- Provide results to the Village Board.
- Highlight Commission accomplishments on social media.
- Schedule one volunteer recruitment event per quarter.

Clerk Scaman will compile information from discussion and present a 2020 Work Plan for review at the next CIC meeting.

VIII. Adjourn

Commissioner Masalski moved to adjourn. Commissioner Erickson seconded the motion. A voice vote was taken and the motion was unanimously approved. Chair Troelstrup adjourned the meeting at 8:59 p.m.

Respectfully submitted,
Village Clerk Vicki Scaman