

Meeting Minutes
Greater Ravenswood SSA #31 Commissioners' Meeting
December 8th, 2011 3:00 p.m.
1756 W. Wilson Ave.

Attending

Jerry Cuzelis
Diane Walch
Paul Puttrich
Stephanie Spiegel (via conference call)

RCC staff

Ryan Lowry
Chris Shickles

Guests

David Berger
Cleetus Friedman

Welcome: R. Lowry welcomes and introduces two new interested Commissioners, D. Berger and C. Friedman.

Call to Order: The SSA #31 Commissioners' meeting is called to order at 3:10 p.m. by P. Puttrich. Seconded by D. Walch. **Motion carried.**

Review of Septmeber meeting minutes

D. Walch motions to approve the September meeting minutes. G. Cuzelis seconds. **Motion Carried.**

Budget Variance and Cashflow

G. Cuzelis indicated that cash is very good with money in the bank. For the budget variance, there are several line items still waiting for completion with December work to finish up the year. There is an estimated surplus of \$31,000 with \$67,000 in potential carryover into next year.

SSA 2012 meeting schedule

R. Lowry presented the Commission with a 2012 meeting schedule, and dates for next year's meetings correspond with contract awarding, the audit and the budget/workplan approval. The Commission agrees the schedule looks good and it will be sent out to the Commissioners and posted on the RCC website.

New/Renewing Commissioners

D. Berger and C. Friedman have filled out necessary paperwork to be filed with the city to become new Commissioners. D. Berger was to be introduced at the December City Council meeting and R. Lowry will check with the City to make sure. The city is still waiting on an Aldermanic Support Letter for C. Friedman and once received he will be introduced. RCC is also reaching out to 2-3 more potential new Commissioners are the first of the year.

R. Lowry also told current Commissioners the process for renewing their terms if they so desire and will get that process started in January/February.

Tree lights approval

RCC had asked SSA #31 for \$400 to help with the cost of tree lights for the RCC "Light Up Ravenswood" event on Dec. 9. The Commission approved the cost prior to the meeting via electronic mail. A motion is made by D. Walch to approve the \$400. G. Cuzelis seconds. **Motion carried.**

RCC Invoices #5 and #6

The RCC had presented Invoice No. 5 for Sept.-Oct. services to the SSA before the meeting in the amount of \$7,380. The Invoice was approved unanimously through electronic mail. G. Cuzelis motions to approve Invoice #5. D. Walch seconds. **Motion Carried.**

RCC has presented Invoice No. 6 for Nov.-Dec. services to the Commission in the amount of \$8,045. The Commission notes that the line item for rent will be over budget for 2011. R. Lowry explains this is due to not foreseeing the Ravenswood Chamber leaving the office earlier in 2011 and having to pick up the extra rent for the remainder of the year. The 2012 budget reflects the increase and was adjusted accordingly. D. Walch motions to approve Invoice No. 6, the final invoice of the year. G. Cuzelis seconds. **Motion carried.**

New Business

RCC is hosting a tree lighting event and encourages any Commissioners to attend.

Motion to adjourn by P. Puttrich at 4:00 p.m. G. Cuzelis seconds. **Motion carried.**

The next SSA #31 Commissioners meeting is scheduled for Thursday, March 8, 2012.

Recorder: RL