

Chatham Business Association, SBDI  
Service Provider for SSA #51 800 E. 78<sup>th</sup> St.  
Chicago, Illinois 60619



***Minutes of the 4rd Quarter  
Commissioners Open Meeting  
Wednesday, November 8, 2023 –  
6:00. p.m. - 7:15. p.m.  
Location: Help at Home, 800 E  
78<sup>th</sup> Street Chicago, Illinois  
60619***

***Meeting*** was called to order at 6:00 p.m., by Jennifer Adkins, Interim Executive Director, Chatham Business Association, SBDI, Service Provider for Special Service Area #51.

***SSA Commissioners in attendance were:*** Vita Caldwell-Charles (TailorRite Complete Clothing Care), Clarence Glover (Majestic Florist).

***SSA Staff in attendance were:*** Jennifer Adkins, Interim Executive Director, Cliff Bonner, Field Program Manager, Rachel Hawkins, SSA #51 Program Manager, Charles Edwards III, IT Program Manager, Chatham Business Association

***Roll Call and Approval of Minutes:*** The meeting began with a roll call and approval of the minutes from the previous meeting.

***Discussion***

Jennifer Atkins welcomed everyone and noted that the agenda was light due to covering important topics in previous meetings.

The proposed 2024 Commissioner calendar was presented, with meetings scheduled quarterly on the 10th of the month following the quarter end. The team agreed to add budget meetings and team lunches/dinners to the calendar, with specific dates to be determined later.

Jennifer presented ideas for holiday decorations, proposing simple wreaths and bows installed high on pillars throughout the corridors. The team expressed approval for this plan.

A reminder was given about the online ethics training requirement for

appointed officials, which must be completed before January 1st, 2024.

Jennifer provided updates on various topics, including:

- Introduction of a new project manager, Alen D, responsible for SSA operational procedures.
- The upcoming Building-to-Business VAC Can See Abatement initiative starting in Q1 2024.
- Appreciation gift bags for the Commissioners.

Rachel expressed interest in having a Christmas party, but it was decided to hold off for now and potentially revisit the idea in the new year.

The meeting concluded with well wishes and plans to schedule a time for distributing the appreciation gift bags directly to the Commissioners.

**Action Items:**

Finalize the 2024 Commissioner calendar with budget meeting and team lunch/dinner dates.

Distribute appreciation gift bags to the Commissioners.

Consider planning a Commissioner social event in the new year.

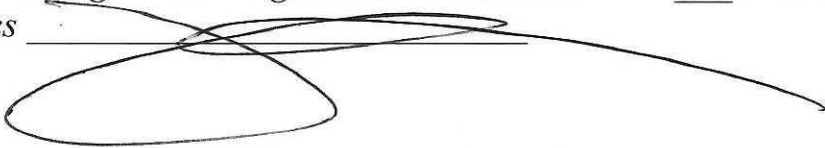
***Meeting Adjourned at: 7:***

***15 p.m.***

*Minutes taken by:*

*SSA #51 Program Manager, Rachel Hawkins  
Charles*

           *Chairman, Veta*

A large, stylized handwritten signature in black ink, likely belonging to Veta, the Chairman mentioned in the text. The signature is written over the line for the Chairman's name.



*Chatham Business Association, SBDI  
Service Provider for SSA #51 800 E. 78<sup>th</sup> St.  
Chicago, Illinois 60619*

***Minutes of the 3rd Quarter  
Commissioners Open Meeting  
Wednesday, October 18, 2023 –  
6:30. p.m.  
Location: Help at Home, 800 E  
78<sup>th</sup> Street Chicago, Illinois  
60619***

***Meeting*** was called to order at 6:00 p.m., by Jennipher Adkins, Interim Executive Director, Chatham Business Association, SBDI, Service Provider for Special Service Area #51.

***SSA Commissioners in attendance were:*** Patricia McCoy (Help-at-Home), Clarence Glover (Majestic Florist), Lamont Smith (Sizzlin Skillet).

***SSA Staff in attendance were:*** Jennipher Adkins, Interim Executive Director, Cliff Bonner, Field Program Manager, Rachel Hawkins, SSA #51 Program Manager, Richard Wilis, Financial Coordinator / HR Director Chatham Business Association

***Roll Call and Approval of Minutes:*** The meeting began with a roll call and approval of the minutes from the previous meeting.

***Review of 3rd Quarter Service Report***

**Budget:**

The budget for SSA 2024 was discussed, and it was mentioned that it is still pending approval from two aldermen. The commissioners were informed that the budget will likely be approved sometime in late December.

**Advertising and Promotions:**

The social media guide created by the Chatham Business Association was presented, and the commissioners were encouraged to utilize it to promote their businesses. The success of the Black Business Month campaign was also highlighted, with Sizzlin Skillets being mentioned as a specific beneficiary.

**Public Way Maintenance:**

Cliff Borner provided an update on public way maintenance activities, including de-weeding and graffiti removal. He also shared his plans for holiday decorations.

**Safety Programs:**

The cybersecurity program was mentioned, and Jennifer Adkins announced plans to implement the Block Serve app, which would synchronize cameras on a block to improve security.

**Building to Business Initiative:**

Jennifer Adkins presented a new initiative to address vacant buildings in the SSA #51 district. The plan involves contacting property owners and potential buyers/lessees through a website and a "Building to Business" campaign. The initiative will be launched in the second quarter of 2024.

**Ethics Training:**

Rachel Hawkins reminded the commissioners about the mandatory 2023 online ethics training for appointed officials, which must be completed before January 1, 2024. Instructions were provided on how to access and complete the training.

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**Chicago Art Institute Tickets:**

Jennifer Adkins confirmed that free tickets to the Chicago Art Institute are available for commissioners, but the specific exhibit and dates need to be verified due to the holidays.

**Commissioner Announcements:**

Jennifer Adkins wished Alderman Hall safe travels as he returns from Texas and wished Commissioner Pat McCoy a happy birthday.

*Meeting Adjourned at: 7:*

*15 p.m.*

*Minutes taken by:*

*SSA #51 Program Manager, Rachel Hawkins  
Charles*

*\_\_\_\_Chairman, Veta*

