

UNIVERSITY OF ILLINOIS

URBANA-CHAMPAIGN • CHICAGO • SPRINGFIELD

AGREEMENT BETWEEN THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ILLINOIS AND WHEATON PARK DISTRICT

The parties to this Agreement are the Board of Trustees of the University of Illinois, a body corporate and politic of the State of Illinois, on behalf of its Office of Recreation & Park Resources on the Urbana-Champaign campus ("University"), and Wheaton Park District, a(n) Government Entity with a principal office at 102 E. Wesley St, Wheaton, Illinois 60187 ("Client") or ("YOU").

ARTICLE 1. PURPOSE.

Client desires to engage the expertise of University to perform certain services, and University has determined that performing the services will promote one or more of the University's missions of public service, research, teaching, and economic development.

ARTICLE 2. SCOPE OF SERVICES.

2.1. Services to Be Performed. University shall perform the following "Services":

ORPR will select a random sample of 2000 households to survey on behalf of the Wheaton Park District. ORPR and the Wheaton Park District will cooperatively develop a community survey. ORPR will deliver the survey, collect and analyze data and provide a report on the final results.

2.2. Deliverables. University shall deliver to Client the following reports or other deliverables:

ORPR will provide a report on the survey results and present on the results at a Wheaton Park District board meeting (date tbd).

2.3. Discrepancies and Omissions. If there are any discrepancies or omissions regarding the scope of Services, University will obtain written clarification from Client before providing the Services at issue.

ARTICLE 3. TERM AND TERMINATION.

3.1. Term. The term of this Agreement shall be September 08, 2015 or from the date signed by the last party to sign this Agreement through December 08, 2015.

3.2. Renewal Options. The parties may renew this Agreement only by written amendment in accordance with Section 9.7. The term, including all renewals, shall not exceed five years. The parties may adjust compensation rates at time of renewal.

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3.3. Termination for Cause. A party that defaults in performance or commits a material breach of this contract ("defaulting party") shall have 10 days to cure the default or breach after receiving notice from the other party. The other party may terminate this contract without further notice if the defaulting party fails to cure the breach within the prescribed period, or within an agreed period of time.

3.4. Termination for Convenience. Either party may terminate this Agreement for convenience upon 30 days' prior written notice to the other party.

3.5. Effect of Early Termination. In the event of early termination, Client shall pay University for Services performed to the date of termination and for the cost of all non-cancellable obligations made on Client's behalf.

ARTICLE 4. COMPENSATION.

4.1. Rate of Compensation. Client shall pay University compensation at the rate of \$11,025 for a maximum total payment of \$11,025 for all Services performed.

4.2. Payment Schedule. Client shall pay University according to the following schedule:
1/2 is due upon approval of the contract (\$5,512.50). The remaining balance will be due in January of 2015.

4.3. Remittance Instructions. Not more frequently than monthly, University will submit to Client an invoice for Services performed, including any allowable reimbursable expenses incurred. Within 30 days of its receipt of invoice, Client will remit the total due to University at the address indicated on the invoice. University will not pay interest on Client funds advanced or otherwise held on deposit.

4.4. Late Payments. University will assess a finance charge of 21% per annum (1.75% per month) on the unpaid balance each month. University may refer Client's past due account for collection or may authorize legal action against Client for collection. Client shall be liable for all reasonable collection costs and expenses, including any attorney fees and court costs.

4.5. Suspension of Services. University may suspend performance of Services with five days' written notice for Client's failure to make timely payments. University will resume performance upon Client's payment of all monies owed to University, provided that Client is not otherwise in default of its obligations under this Agreement.

ARTICLE 5. LIABILITY.

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5.1. DISCLAIMER. University makes no representations, and disclaims all warranties, express or implied, including any warranties of merchantability, fitness for a particular purpose and non-infringement, regarding all services, goods, and facilities furnished to Client under this Agreement.

1.1. Limitation of Liability. University shall not be liable to Client for any indirect, special, exemplary, consequential, or incidental damages or lost profits arising out of, or relating to, this Agreement, even if University had been advised of the possibility of such damages. University's liability to Client for breach of contract damages shall not exceed the amount of compensation actually paid by Client for Services performed.

1.2. Libelous Matter. Client shall be responsible for all claims and liabilities arising out of any libelous or other unlawful matter contained in data furnished by Client to University.

ARTICLE 6. INSURANCE.

During all times relevant to this Agreement, each party shall maintain general liability insurance, whether through a commercial policy or through a program of self-insurance, with minimum limits of \$1 million per claim and \$3 million aggregate, and shall furnish the other party with evidence of such insurance upon request.

ARTICLE 7. RIGHTS IN WORK PRODUCT.

Title to existing intellectual property used by University in performing the Services shall remain vested in the original owner. Title to all intellectual property conceived or made by University employees and agents in performance of Services shall vest in University. Title to all tangible property made by University employees and agents in performance of Services shall vest in University unless specifically identified as a deliverable under Section 2.2. In such event, title to all deliverable tangible property shall vest in Client upon delivery by University.

ARTICLE 8. THIRD PARTY INTELLECTUAL PROPERTY RIGHTS.

Client shall pay all costs and expenses, including royalties and license fees, incident to any third party intellectual property rights required to perform the Services. Client shall indemnify University and its trustees, officers and employees against all third party infringement claims arising from intellectual property rights furnished by Client to University for its use in performing this Agreement.

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ARTICLE 9. GENERAL PROVISIONS.

- 9.1. Force Majeure.** A party is excused from performing its obligations under this contract when conditions beyond its control and unforeseen by the parties make its performance commercially impractical, illegal, or impossible. Conditions of excuse include, but are not limited to: natural disasters, strikes, fires, war, terrorism and threats of terrorism, government actions, and acts or omissions of third parties. So long as the conditions continue, the party whose performance is affected shall keep the other party fully informed about the conditions and the prospects of their ending.
- 9.2. Independent Contractor.** The parties are independent contractors with respect to each other. Nothing in this contract is intended to create any association, partnership, joint venture, or agency relationship between them.
- 9.3. Use of Name.** YOU shall not use University's name or protected marks for any commercial purpose without University's advance written consent.
- 9.4. Headings.** Headings in this contract are intended only to assist with readability and are not substantive.
- 9.5. Severability.** If any provision of this contract is held by a court of competent jurisdiction to be unenforceable, the provision shall be severed from this contract so long as severance does not affect the enforceability or essential purpose of the remainder of the contract.
- 9.6. Assignment.** Neither party may assign its obligations under this contract without the prior written consent of the other party.
- 9.7. Amendments.** No modification of this contract shall be effective unless made by a written amendment signed by each party's authorized signatory.
- 9.8. Compliance with Laws.** Each party shall perform its obligations in compliance with all relevant laws governing its performance. Breach of this provision is a material breach of this contract.
- 9.9. Waiver.** The failure of either party to enforce any provision of this contract shall not waive the party's right to later enforce the provision or the contract.
- 9.10. Non-Exclusivity.** This contract is non-exclusive.
- 9.11. Counterparts/Facsimile Signatures.** This contract may be signed in counterparts. Facsimile signatures constitute original signatures for all purposes.
- 9.12. Ambiguities.** Any rule of construction that would resolve ambiguities against the drafting party shall not apply in interpreting this contract.

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9.13. Notices. To be enforceable, all notices must be in writing and delivered to the party's representative named below by either certified mail, return receipt requested, or commercial carrier with delivery receipt. Notices are effective upon receipt by the designated representative. A party may change its representative at any time by written notice to the other party.

University Representative:

Jarrold Scheunemann

Office of Recreation & Park Resources

104 Huff Hall, 1206 S. Fourth St.

Champaign, Illinois, 61820

217.265.5296

scheune1@illinois.edu

Client Representative:

Wheaton Park District

Mike Benard

102 E. Wesley St

Wheaton, Illinois 60187

630-510-4945

mbenard@wheatonparks.org


9.14. Choice of Law. This contract shall be interpreted by application of Illinois law without regard to its conflicts provisions.

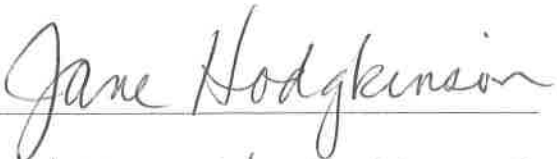
9.15. Integration. This contract with its attachments, amendments and incorporated references constitutes the parties' entire agreement regarding the subject matter.

9.16. Authorized Signatories. The individuals signing this contract on a party's behalf represent that they have the requisite authority and intent to bind that party to this contract.

THE BOARD OF TRUSTEES OF THE
UNIVERSITY OF ILLINOIS

WHEATON PARK DISTRICT

By: 
Walter K. Knorr
Walter K. Knorr, Comptroller

By: 
Printed: Jane Hodgkinson

Title: President

Date: July 15, 2015

Pre-approved for legal form by LMP 3/7/2011.



Wheaton Park District

Proposal for
The Development of a Community-Wide Survey
2015

Office of Recreation & Park Resources
University of Illinois at Urbana-Champaign



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Office of Recreation & Park Resources
"Helping Build Healthy Communities"

Wheaton Park District

Proposal for:
The Development of a Community-Wide Survey
Fall 2015

Research Team Members

Robin Hall, Director, ORPR
Jarrold Scheunemann, Community Services & Education Coordinator, ORPR
Dr. Michael Mulvaney, Professor at Eastern Illinois University & Consultant

Office of Recreation & Park Resources
University of Illinois
104 Huff Hall
1206 S. Fourth St
Champaign, Illinois 61820
www.orpr.illinois.edu

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Photos courtesy of Wheaton Park District



>> Introduction

Park District Commissioners with park and recreation professionals are responsible for providing their community with quality recreation opportunities. Today, the provision of recreational services and facilities is recognized as an essential component of a community's master plan. Citizens want opportunities for participation in quality recreation services, attractive parks and safe recreation facilities. Only through local government provisions can recreation truly be made available to all citizens. Park District sponsorship provides the primary opportunity for many people, and the only opportunity for some individuals, regarding access to recreational facilities such as parks, natural areas, recreation centers, tennis courts, softball and baseball diamonds, swimming pools, and other specialized facilities.



In remaining accountable for expenditures and to meet these community needs, the Wheaton Park District is interested in developing a community-wide survey. The purpose of the community survey is to provide accurate insight into community attitudes, opinions, and perceptions toward the park and recreation agencies programming, facilities and services. The data collected from this survey will be used by the Wheaton Park District to more accurately plan for the provision of programs, resources, and facilities to best meet the needs and interests of the residents. However, to ensure the results of the survey are valid indicators of the residents' recreation attitudes and behaviors, proper survey methods and procedures are needed. In response to this need, the Office of Recreation and Park Resources is interested in working with the Wheaton Park District to identify the specific purpose, techniques, and procedures of the community-wide survey to obtain a clear planning direction for the Wheaton Park District.

>> Statement of Qualifications

Since 1969, the Office of Recreation & Park Resources (ORPR) has been a principal link between the University of Illinois, the Department of Recreation, Sport & Tourism, and the communities of Illinois in the field of parks and recreation.

The activities of ORPR are carried out through a multi-method approach that includes applied research, workshops and seminars, teaching, preparation and dissemination of informational materials, community visits, consultations and surveys.

Our team knows parks and recreation in Illinois. Our staff has over 100 years of professional experience in leadership roles for Illinois park and recreation agencies. In the past year alone, ORPR has visited or provided consultations to over 40 communities on park and recreation issues, delivery and planning. ORPR staff have

been involved in surveys for the Frankfort Square Park District, the Oak Brook Sports Core, the Oak Lawn Park District and state-wide surveys for the Illinois Department of Natural Resources (2008, 2010 & 2013), Trails for Illinois (2012 & 2013), 4H Extension (2013) and the Illinois Park & Recreation Association (2009, 2011 & 2013). Final reports are available online at www.orpr.illinois.edu under the Resources, Reports and Research tab. We are currently under contract with the Illinois Department of Natural Resources and the Oak Lawn Park District to conduct surveys similar to this proposal.

>> Purpose & Tentative Objectives

The purpose of the community-wide study is to develop a base of research to direct short-term and long-range planning that will meet the needs of community residents.

The following tentative objectives are designed to meet the stated purpose; however, they are subject to change according to the needs of the Wheaton Park District:



1. To determine the resident's satisfaction with current parks, programs, facilities, and personnel services.
2. To determine current participation rates with existing parks, programs, and facilities.
3. To determine the quality of existing parks, programs, and facilities.
4. To encourage input from residents on needs for expansion or development of new parks, facilities, and/or programs.
5. To determine if residents are willing to increase their tax support for the possible development/expansion of recreation facilities and parks.
6. To determine the most effective form of publicity.
7. To obtain demographic and personal characteristics of Wheaton Park District residents.

>> Statement of Work to be Performed

Initial meeting(s)

ORPR will conduct an initial start-up meeting with Mike Benard, the Executive Director. The meeting should be scheduled soon after acceptance of the proposal. The purpose of this meeting will be to discuss the overall project with particular attention devoted to the project objectives and survey methodology. Focus groups will also be scheduled with Department Heads and Board of Commissioners. In addition, two focus group meetings will be held with community stakeholders and residents.

Sample Selection

A community survey will be mailed to 2000 households within the Wheaton Park District. An adult member of the household will be asked to complete the survey. Based upon previous studies and trends in survey research, the agency can expect about a 20% or higher response rate from a survey distributed to 2000 households, which falls within the 95 percent confidence interval.

Survey Development

A survey will be developed to collect information to meet the stated objectives of the study. Specifically, discussion from the start-up meeting(s) and focus group(s) will be used to develop the survey in partnership with the Wheaton Park District Board, Executive Director and staff. Staff and board involvement in this process are important to ensure the content of the survey meets agency needs. Staff and board participation is also important for successful implementation of surveys and recommendations based upon the study. It is expected a draft of the survey will be delivered to the Wheaton Park District early in the project. A follow-up meeting will be scheduled to discuss the Wheaton Park District's review of the survey in preparation for the final community survey. We desire to create a survey instrument that is not only statistically reliable and valid, but also meets the needs of the Wheaton Park District. Therefore, we will set a mutually agreed upon print date. Changes or updates can be made until two weeks prior to that date, but no later.



Information items likely to be part of the questionnaire may include: household demographics; usage patterns of parks, programs and facilities; attitudes about personnel, parks, programs, and facilities; quality of personnel, parks, programs, and facilities; opinions on future expansion and/or development projects, and; input on the effectiveness of various marketing strategies. The research team and representatives of the Wheaton Park District will collaborate throughout the survey development to satisfy the informational needs of the Wheaton Park District.

For this study, it is suggested a post card be mailed to all households in the sample, alerting them to expect to receive a survey. Three to four days later, a second mailing will be received by the participant. The second mailing will include a cover letter, the survey and a business reply envelope to return the survey to the Office of Recreation & Park Resources. Participants will have the opportunity to complete the survey online. A follow up post card will be mailed to all participants seven days following the receipt of the survey reminding them of the importance of their participation.

>> Results & Analysis

Data Collection

The data collection will involve three mailings to 2000 households in the Wheaton Park District. The mailing will include a cover letter, survey, and a return postage-paid envelope. Each survey will have a unique identification number stamped on the survey that can be matched to a household on the sample list. This is necessary to track who has returned a survey and will serve as the passcode for the online survey.

Data Review and Coding

Respondents will return surveys in a sealed envelope to the Office of Recreation and Park Resources at the University of Illinois. Participants will also have the option to complete the survey online. Once the surveys are received, they will be checked for completeness and accuracy, and entered into the computer.

Data Analysis

After the data have been coded, data analyses will be conducted. Analyses will include frequency distributions with descriptive statistics. Analyses beyond descriptive information will be conducted to meet the stated objectives of the project. Results will be presented in mixed formats, including data tables and visual graphics (pie-charts, histograms, bar charts, etc.).

Final Report

The results will seek to provide the following information:

1. Residents' current use, satisfaction with and perception of the quality of existing parks, facilities, programs and services.
2. Residents' evaluation/views concerning current issues and future needs for expansion, rehabilitation, and/or development of parks, facilities, programs and services.
3. Residents' willingness to support rehabilitation, development and/or expansion of any projects.

Resident preference on how to receive information from the Park District.

Upon completion of analysis, a PowerPoint presentation will be developed and presented to both the Board of Commissioners and staff (preferably in the same day). Following the presentations, a final report will be produced in partnership with the director. Final deliverables include 10 bound copies of the final report, an electronic copy of the PowerPoint presentation, and the raw data in Excel format.

During the reporting process, the research team will collaborate with representatives of the Wheaton Park District to organize and prepare the report to meet their needs in the most effective and efficient manner.



>> Timeline

After project initiation, it is estimated the project will take approximately 5 months to complete. A proposed timeline can be found in the addendum on page 11. The project director and Mike Benard, the Executive Director of the Wheaton Park District, will work together to develop a detailed timeline upon contract approval.

>> Project Staff

Robin Hall, Director of the Office of Recreation and Park Resources will serve as project co-director with respective project responsibilities of 35%. Jarrod Scheunemann, Community Services and Education Coordinator for ORPR, will serve as the project co-director with respective project responsibility of 35%. Other ORPR and Recreation, Sport & Tourism staff will be involved in the data collection and analysis process of the project. Additional information on the project staff can be found in the Addendum: Organizational Profile on page 9. Robin Hall and Jarrod Scheunemann will serve as the contact persons for this project. Robin's cell phone number is 217.621.4317 and his email is rrhall@illinois.edu. Jarrod can be reached at 217.265.5296 or via email at scheunel@illinois.edu.



Proposed Budget

Budget Item	
Salary	
Project Director and Assistant: (responsible for facilitating meetings, study design, survey development, sample selection, data collection, analysis and report writing)	\$2000
Support Staff (responsible for assisting with project implementation and data coding and data entry, and report writing)	\$1,500
Focus Groups & Interviews	
Focus group with Board of Directors	\$500
Interviews of Staff (Executive Director, Supervisors, etc.) & Community Leaders	\$500
Focus group with park district and community stakeholders (school district, etc.)	\$500
Questionnaires	
Survey mailing to 2,000 households (includes supplies, printing, and postage)	\$5,500
Final Report & Presentation	\$250
Indirect Cost – 10%	\$1025
Total Project Cost	\$11,025

The total cost for this project will be \$11,025 of which \$5512.50 is payable upon acceptance of the proposal. The remaining balance is due upon receipt of the executive summary report. Please make checks payable to the University of Illinois.

Payments may be sent to the following location:

The Office of Recreation and Park Resources
 Attn: Mr. Jarrod Scheunemann
 University of Illinois
 Room 104 Huff Hall
 1206 South Fourth St
 Champaign IL 61821



>> References

Frankfort Square Park District
Jim Randall, Executive Director
7540 West Braemar Lane
Frankfort IL 60423
Phone: (815) 469-3524

Trails for Illinois
Steve Buchtel, Executive Director
1639 Burr Oak Rd.
Homewood, IL 60430
Phone: (708) 365-9365

Oak Lawn Park District
Maddie Kelly, Executive Director
9400 S Kenton Ave
Oak Lawn, IL 60453
Phone: (708) 857-2225



>> **Addendum: Organizational Profile**

Robin Hall: Co-Director

Hall is the Director of the Office of Recreation and Park Resources, a position he has held for ten years. He has over thirty-five years of experience in the field of community parks and recreation management. He served as the Executive Director of the Urbana Park District for thirty-three years and has also worked as a consultant to park and recreation departments and agencies.

Hall has expertise in the planning, operation and evaluation of park and recreation agencies, citizen involvement in the planning and evaluation of parks and recreation, the relationship between park design and park use, public policy issues and trends that relate to parks and recreation, and art in outdoor public spaces.

He has conducted surveys and studies for the Illinois Department of Natural Resources, the Illinois Association of Park Districts, and local park and recreation agencies.

Hall has been active with the Illinois Park and Recreation Association. He has served as its president, as director of the Administration and Finance Section and on the Board of the Professional Development School. Hall currently serves as the co-chair for the Illinois Association of Park District's research committee.

Hall has a Bachelor and Master Degrees from the University of Illinois in community recreation administration. He also has a certificate from Indiana University's Fundraising school, Indiana University's Professional Development School and the Illinois Park and Recreation Association's Professional Development School.



Jarrold Scheunemann, MS – Co-Director

Jarrold is the Community Services and Education Coordinator for the Office of Recreation and Park Resources. He holds a Master's degree in Recreation Management from the University of Illinois. He also received a Bachelor's degree in Geographic Information Systems from the University of Wisconsin-Oshkosh. Prior to joining the Office of Recreation & Park Resources, Jarrold was responsible for the sales of over six million dollars' worth of construction and industrial supplies in a ten year sales career.

Jarrold has completed work involving park planning, policy and urban planning. He has assisted in surveys for the Illinois Department of Natural Resources (IDNR) and the Illinois Park & Recreation Association (IPRA). He has also helped produce technical reports for the National Great Rivers Research and Education Center (NGRREC), IDNR, IPRA, Trails for Illinois, the Champaign Park District, and the City of Pontiac. Jarrold has made presentations at local, statewide and national conferences.

He is an active member of the Illinois Park and Recreation Association and National Recreation and Park Association. Jarrold is the recipient of the 2011 Ronald H. Dodd award for graduate student excellence in the Department of Recreation, Sport and Tourism at the University of Illinois. He is also Red Card certified in wildland firefighting and prescribed burns.

Michael Mulvaney, Ph.D. – Project Assistant

Michael Mulvaney is an Assistant Professor in the Department of Recreation Administration at Eastern Illinois University. Dr. Mulvaney is a member of the National Recreation and Park Association, the Illinois Park and Recreation Association, and several regional park and recreation associations.

Dr. Mulvaney has extensive experience working with public park and recreation agencies and professionals on a variety of management topics, including comprehensive planning projects, compensation and benefits administration, performance appraisal systems and practices, and training and development programs. Dr. Mulvaney's areas of research include human resource management functions in public park and recreation agencies, management and organization of public park and recreation agencies, learning and the use of learning technologies in employee training, and planning processes in park and recreation agencies.

Publications authored include two textbooks, journal articles, technical reports, and several national and international presentations. Dr. Mulvaney received a Ph.D. from the University of Illinois. Prior to obtaining his Ph.D., Dr. Mulvaney was employed with the Decatur Park District (Decatur, Illinois) in a variety of capacities including, Facility Management, Fitness, Programming, and Special Recreation.

>> Addendum: Tentative Timeline Chart

Task	Week																			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Meeting with staff & focus groups																				
Survey development																				
Sample/Population selection																				
Survey printing																				
Data collection																				
Data coding/entry/cleaning																				
Meeting with Superintendent of Rec																				
Data analysis																				
Draft community study report																				
Meeting with Superintendent of Rec																				
Final community study report																				
Meeting with Board & Director																				

Office of Recreation & Park Resources
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Downtown Wheaton Association

Committees and Meeting Schedule 2015

DWA Board of Directors Meeting

Meets the 2nd Wednesday of every month at 8am

Elected directors, liaisons and the executive director

Meeting dates:

<i>Jan. 14, 2015</i>	<i>July 8, 2015</i>
<i>Feb. 11, 2015</i>	<i>Aug. 12, 2015</i>
<i>Mar. 11, 2015</i>	<i>Sept. 9, 2015</i>
<i>April 8, 2015</i>	<i>Oct. 14, 2015</i>
<i>May 13, 2015</i>	<i>Nov. 11, 2015</i>
<i>June 10, 2015</i>	<i>Dec. 9, 2015</i>

Executive Committee (organizational management and oversight)

Meets the 1st Wednesday of each month at 8am (or as needed)

Donna Hesik-President	Dick O’Gorman- Vice President
Ronald Diener- Treasurer	Jodie Schillinger – Secretary
Jim Mathieson- Past President	

Meeting dates:

<i>Jan. 7, 2015</i>	<i>July 1, 2015</i>
<i>Feb. 4, 2015</i>	<i>Aug. 5, 2015</i>
<i>Mar. 4, 2015</i>	<i>Sept. 2, 2015</i>
<i>April 1, 2015</i>	<i>Oct. 7, 2015</i>
<i>May 6, 2015</i>	<i>Nov. 4, 2015</i>
<i>June 3, 2015</i>	<i>Dec. 2, 2015</i>

Business Outreach (planning educational programing for members)

Meets the 3rd Tuesday of every month at 9am (or as needed)

Kerry O'Brien Matthew King

Meeting dates:

Jan. 20, 2015	July 21, 2015
Feb. 17, 2015	Aug. 18, 2015
Mar. 17, 2015	Sept. 15, 2015
April 21, 2015	Oct. 20, 2015
May 19, 2015	Nov. 17, 2015
June 16, 2015	Dec. 15, 2015

**Economic Development (leasing and commercial real estate activity in
Downtown Wheaton)**

Meets the 3rd Wednesday of each month at 12pm

Jim Kozik- Chairperson	Tonya Parravano	Jim Atten
Tony Stefancic	Ron Diener	
Andy Kammes	Dorothy Chapin	
Will Grosch	Kerry O'Brien	

Meeting dates:

Jan. 21, 2015	July 15, 2015
Feb. 18, 2015	Aug. 19, 2015
Mar. 18, 2015	Sept. 16, 2015
April 15, 2015	Oct. 21, 2015
May 20, 2015	Nov. 18, 2015
June 17, 2015	Dec. 16, 2015

Marketing Committee (planning of advertising and branding campaigns)

Meets the 3rd Thursday of each month at 9am (or as needed)

Donna Hesik Dick O’Gorman

Cheryl Armstrong Richard Card

Meeting dates:

Jan. 15, 2015	July 16, 2015
Feb. 19, 2015	Aug. 20, 2015
Mar. 19, 2015	Sept. 17, 2015
April 16, 2015	Oct. 15, 2015
May 21, 2015	Nov. 19, 2015
June 18, 2015	Dec. 17, 2015

Events Committee (establishment and coordination of special events in Downtown Wheaton)

Meetings held every third Wednesday at 3pm

Jason Sandquist – Chairperson	Jim Mathieson
Richard Card	Erich Geopel
Tyler Fivecoat	Andrew Parravano
Michael Bernard	Dick O’Gorman

Meeting dates:

<i>Jan. 21, 2015</i>	<i>July 15, 2015</i>
<i>Feb. 18, 2015</i>	<i>Aug. 19, 2015</i>
<i>Mar. 18, 2015</i>	<i>Sept. 16, 2015</i>
<i>April 15, 2015</i>	<i>Oct. 21, 2015</i>
<i>May 20, 2015</i>	<i>Nov. 18, 2015</i>
<i>June 17, 2015</i>	<i>Dec. 16, 2015</i>

Organizational Committee *(coordinates annual election process for DWA)*

Made up of Executive Committee members

Meets the 4th Friday of every month at 2pm (or as needed)

Meeting dates:

Jan. 23, 2015	July 24, 2015
Feb. 27, 2015	Aug. 28, 2015
Mar. 27, 2015	Sept. 25, 2015
April 24, 2015	Oct. 23, 2015
May 22, 2015	Nov. 27, 2015
June 26, 2015	Dec. 25, 2015 * (Holiday)

Retail Committee (Establish promotions and campaigns designed to drive foot traffic and increase sales for retail businesses in Downtown Wheaton/share the newest innovations and resources for marketing and retail management)

Committee members are all retailers in the Downtown Wheaton commercial district

Meets the third Wednesday of the month at 9am

Meeting dates:

July 15, 2015
Aug. 19, 2015
Sept. 16, 2015
Oct. 21, 2015
Nov. 18, 2015
Dec. 16, 2015