



DOWNTOWN WHEATON  
ASSOCIATION  
*Discover your favorite place.*

## **Board of Directors Meeting Minutes - Wednesday, January 10th, 2024, 8:00am**

- |   |   |   |
|---|---|---|
| <input checked="" type="checkbox"/> <b>Vanessa Stang (PO/CT) ('23)</b><br>President<br>Wheaton Bank & Trust | <input type="checkbox"/> <b>Jim Mathieson (PO) ('24)</b><br>Director<br>MMA   | <input type="checkbox"/> <b>Vickie Austin</b><br>Chamber of Commerce, Ex-Officio          |
| <input checked="" type="checkbox"/> <b>Brian Bare (CT) ('24)</b><br>Vice President<br>Edward Jones          | <input checked="" type="checkbox"/> <b>Dick O'Gorman (CT) ('25)</b><br>Director<br>Ivy                                  | <input checked="" type="checkbox"/> <b>Mike Benard</b><br>Park District, Ex-Officio       |
| <input checked="" type="checkbox"/> <b>Cheri Armstrong (AM) ('23)</b><br>Treasurer                          | <input checked="" type="checkbox"/> <b>Samantha Raftery (CT) ('24)</b><br>Director<br>Amante Marketplace                | <input checked="" type="checkbox"/> <b>Susan Bishel</b><br>PIO, City of Wheaton           |
| <input checked="" type="checkbox"/> <b>Kathy Meyer (PO/CT) ('24)</b><br>Secretary<br>Innovator ETFs         | <input checked="" type="checkbox"/> <b>Lynn Robbins (CITY) ('23)</b><br>City Councilwoman                               | <input checked="" type="checkbox"/> <b>Van Dillenkoffer</b><br>Wheaton Police Department  |
| <input type="checkbox"/> <b>Beatriz Arias (CT) ('23)</b><br>Director<br>Marquiz Salon & Spa                 | <input checked="" type="checkbox"/> <b>Paul Rodriguez (CT) ('23)</b><br>Director<br>Suburban Music                      | <input checked="" type="checkbox"/> <b>Jim Kozik</b><br>City Representative, Ex-Officio   |
| <input type="checkbox"/> <b>Alexis Heller (CT) ('25)</b><br>Director<br>The Moment on Main                  | <input type="checkbox"/> <b>Massimo Salantino (CT) ('25)</b><br>Director<br>Egg'lectic Cafe                             | <input checked="" type="checkbox"/> <b>Crystal Miroballi</b><br>Wheaton Police Department |
| <input type="checkbox"/> <b>Brad Huiner (CT) ('25)</b><br>Director<br>Stones Jewelry                        | <input type="checkbox"/> <b>Eric Schlickman (PO) ('25)</b><br>Director<br>302 Wheaton/Subourban/Shane's<br>Deli/Maypole | <input checked="" type="checkbox"/> <b>Allison Orr</b><br>DWA Executive Director          |
| <input checked="" type="checkbox"/> <b>Gus Leventis (PO) ('23)</b><br>Director<br>Main Street Mall          | <input checked="" type="checkbox"/> <b>Lisa Upham (PO/CT) ('25)</b><br>Director<br>A Baby Naturally                     | <input checked="" type="checkbox"/> <b>Andrew Dameron</b><br>DWA Marketing & Events Mgr.  |
| <input checked="" type="checkbox"/> <b>Matt Marquez (CT) ('25)</b><br>Director<br>Moveable Feast + Co.      | <input checked="" type="checkbox"/> <b>Betsy Adamowski</b><br>Wheaton Public Library, Ex-Officio                        | <input checked="" type="checkbox"/> <b>Michelle Morse</b><br>DWA Member Services Coord.   |
| <b>Other: John Swain, Margo McCollister</b>   |   |   |

---

### **Agenda**

1. Call to Order/Board President Remarks  
a. Called to order at 8:04am  
Vanessa Stang
2. Public Comment  
Vanessa Stang
3. Election Discussion  
Vanessa Stang
  - a. Allison: Election Certification is included in packets handed out.
  - b. Vanessa: Thank you to outgoing Board Members Paul and Beatriz, for all your work and dedication.
4. Acknowledgement of Members Leaving the Board  
Vanessa Stang
  - a. Beatriz Arias, Marquiz Salon & Spa (Commercial Tenant)
  - b. Paul Rodriguez, Suburban Music (Commercial Tenant)

- c. Gus Leventis, Main Street Mall (Property Owner)
5. Certification of New Board Members
- a. William R. Barrett, Kilwins Wheaton (Commercial Tenant)
  - b. Margo McCollister, Wheaton Wellness Center (Commercial Tenant)
  - c. Gus Leventis, Main Street Mall (Property Owner) (re-elected)
6. Introductions & Comment – Open Forum – 3 Minutes per speaker
- a. Margo: Good morning! She'll be in physical attendance at the next meeting.
  - b. We'll do more introductions at the next meeting, with everyone in attendance
7. Nomination of Officers
- a. Call for nominees
    - i. Kathy nominates Brian Bare for President, Cheri seconds – Brian accepts the nomination. Board approves.
    - ii. Brian nominates Kathy for Vice President, Cheri seconds – Kathy accepts the nomination. Board approves.
    - iii. Vanessa moves to reappoint Cheri as Associate Member of Board, Brian seconds. Board approves.
      - a. Vanessa nominates Cheri as Treasurer, Brian seconds – Cheri accepts the nomination. Board approves.
    - iv. Secretary – nomination tabled
  - b. Discussion
    - i. Vanessa thanks the Board as she vacates President role
8. Adjournment to regular Board Meeting Vanessa Stang
- a. Cheri moves to adjourn, Gus seconds – Meeting adjourned at 8:13am



DOWNTOWN WHEATON  
ASSOCIATION  
*Discover your favorite place.*

## **Board of Directors Meeting Minutes - Wednesday, January 10, 2024, 8:00am**

- |   |  |  |
|---|--|--|
| <input checked="" type="checkbox"/> <b>Brian Bare (CT) ('24)</b><br>TBD President<br>Edward Jones                       | <input checked="" type="checkbox"/> <b>Matt Marquez (CT) ('25)</b><br>Director<br>Moveable Feast + Co.                 | <input checked="" type="checkbox"/> <b>Betsy Adamowski</b><br>Wheaton Public Library, Ex-Officio |
| <input type="checkbox"/> <b>TBD</b><br>Vice President<br>TBD  | <input type="checkbox"/> <b>Jim Mathieson (PO) ('24)</b><br>Director<br>MMA  | <input type="checkbox"/> <b>Vickie Austin</b><br>Chamber of Commerce, Ex-Officio                 |
| <input checked="" type="checkbox"/> <b>Cheri Armstrong (AM) ('23)</b><br>TBD Treasurer                                  | <input checked="" type="checkbox"/> <b>Margo McCollister (CT) ('26)</b><br>Director<br>Wheaton Wellness Center         | <input checked="" type="checkbox"/> <b>Mike Benard</b><br>Park District, Ex-Officio              |
| <input checked="" type="checkbox"/> <b>Kathy Meyer (OO) ('24)</b><br>TBD Secretary<br>Innovator ETFs                    | <input checked="" type="checkbox"/> <b>Dick O'Gorman (CT) ('25)</b><br>Director<br>Ivy                                 | <input checked="" type="checkbox"/> <b>Susan Bishel</b><br>PIO, City of Wheaton                  |
| <input checked="" type="checkbox"/> <b>Vanessa Stang (OO) ('24)</b><br>Immediate Past President<br>Wheaton Bank & Trust | <input checked="" type="checkbox"/> <b>Samantha Raftery (CT) ('24)</b><br>Director<br>Amante Marketplace               | <input checked="" type="checkbox"/> <b>Van Dillenkoffer</b><br>Wheaton Police Department         |
| <input type="checkbox"/> <b>William R. Barrett (CT) ('26)</b><br>Director<br>Kilwins Wheaton                            | <input checked="" type="checkbox"/> <b>Lynn Robbins (CITY) ('23)</b><br>City Councilwoman                              | <input checked="" type="checkbox"/> <b>Jim Kozik</b><br>City Representative, Ex-Officio          |
| <input type="checkbox"/> <b>Alexis Heller (CT) ('25)</b><br>Director<br>The Moment on Main                              | <input type="checkbox"/> <b>Massimo Salantino (CT) ('25)</b><br>Director<br>Egg'lectic Cafe                            | <input checked="" type="checkbox"/> <b>Crystal Miroballi</b><br>Wheaton Police Department        |
| <input type="checkbox"/> <b>Brad Huiner (CT) ('25)</b><br>Director<br>Stones Jewelry                                    | <input type="checkbox"/> <b>Eric Schlickman (PO) ('25)</b><br>Director<br>302 Wheaton/Suburban/Shane's<br>Deli/Maypole | <input checked="" type="checkbox"/> <b>Allison Orr</b><br>DWA Executive Director                 |
| <input checked="" type="checkbox"/> <b>Gus Leventis (PO) ('26)</b><br>Director<br>Main Street Mall                      | <input checked="" type="checkbox"/> <b>Lisa Upham (OO) ('25)</b><br>Director<br>A Baby Naturally                       | <input checked="" type="checkbox"/> <b>Andrew Dameron</b><br>DWA Marketing & Events Mgr.         |
|   |  | <input checked="" type="checkbox"/> <b>Michelle Morse</b><br>DWA Member Services Coord.          |

---

### **Agenda**

1. Call to Order/Board President Remarks Brian Bare
  - a. Called to order at 8:13am
2. Public Comment Brian Bare
3. Action Items-Consent Agenda Brian Bare

*Note: Consent Agenda Items are considered routine and will be acted upon in one motion. These items have been reviewed and recommended by the DWA Executive Committee. There will be no discussion of these items unless a Director or Officer requests, at which time the items will be removed from the General Order of Business and considered Action Items on the Agenda.*

- a. December Meeting Minutes
  - i. No notes or comments – Cheri motions, Gus seconds – motion passes
  
- 4. Monthly Financial Highlights Cheri Armstrong
  - a. December Financials
    - i. Cheri reviewed reports – noted total income was more than double our allocation from the City, and over \$100K higher than last year. Net income is at breakeven – exactly where we want to be.
    - ii. Balance Sheet - Enough cash on hand to cover at least six months of expenses.
    - iii. Gus motions, Brian seconds to approve financials – financials approved
  
- 5. Executive Director Update Allison Orr
  - a. Prairie Path Books opens today!
  - b. We sold exponentially more gift certificates over this holiday season vs. past years – thank you Olivia for powering through those orders!
  - c. Restaurant Week offers are being finalized and added to the website as they come in.
  - d. Thank you to Michelle for all her work getting Membership details organized!
  
- 6. Old Business Brian Bare
  - a. Bylaws
    - i. After the initial approval we had a few notes from the City – focused on clarity and brevity.
    - ii. Vanessa is proud of all the effort and final results of reworking our bylaws.
    - iii. Vanessa moves to approve, Cheri seconds – Board approves new Bylaws
  
- 7. New Business Brian Bare
  - a. Bookkeeping expense
    - i. Fits into our 2024 budget; approved.
  
- 8. Representative Updates
  - a. City of Wheaton Jim Kozik
    - a. Liquor Commission meeting tomorrow night, two license applications for Downtown Wheaton businesses will be reviewed: Wildflower Mercantile and The Babe Bodega.
  - b. Wheaton Chamber of Commerce Vickie Austin
    - a. N/A
  - c. Wheaton Park District Mike Benard
    - a. Thank you to the DWA for partnership during 2023.
    - b. Kicking off the year with a couple events at the Ice Arena (CAC). R33 Hockey tournament and Annual Ice-a-palooza, featuring a PD vs FD Hockey Game and costumed characters.
    - c. Annual Appreciation Mixer at Arrowhead Golf Club coming in February.
    - d. Looking forward to great things in 2024!
  - d. Wheaton Police Department Crystal Miroballi/Van Dillenkoffer
    - a. Planning 2024 events with the DWA.
    - b. Any issues in the district, please let the PD know.
  - e. Wheaton Public Library Betsy Adamowski
    - a. Café temporarily closed but will be opening with a limited drink menu on Monday. Hours will be the same as normal.
    - b. Plaza Redevelopment Project – Environmental review is underway for the ideal plan to remodel and repair the plaza, including an outdoor movie screen, shade coverage, and signage.
    - c. Winter Reading Club is underway.
    - d. New chiller is being installed this month.
  
- 9. Committee Updates Brian Bare
  - i. Strategic Committee – Chair: Brian Bare
    - a. Members: Cheri Armstrong, Vanessa Stang, Kathy Meyer, Jim Mathieson
    - b. Focus: Committee Focus: Finance, Governance, Vision Casting, Grow Green



DOWNTOWN WHEATON  
ASSOCIATION

*Discover your favorite place.*

- c. Bylaws updated and approved.
- ii. Membership Committee – Chair: Brian Bare
  - a. Members: Betsy Adamowski
  - b. Focus: New Member Growth, Board Development
  - c. Reviewed new Board Member packets. Reminder: Annual Meeting is January 30
- iii. Events Committee – Need Chair!
  - a. Members: Alexis Heller
  - b. Focus: Fundraising Initiatives, Marketing, Special Events
- iv. Retail Committee – Need Chair!
  - v. Members: Lisa Upham, Samantha Raftery, Jill Card, Diane Moore
    - a. Sip & Shop events went well and would like to do more of them in 2024
    - b. Galentine’s Day Sip & Shop coming in February
- vi. Restaurant Committee – Chair: Dick O’Gorman
  - a. Members: Massimo Salantino, Matt Marquez, Debbie Williams, Brian Bare
  - b. Focus: Restaurant
  - c. Met yesterday and discussed upcoming food & beverage events.
  - d. Restaurant Week coming up
- vii. Economic Development Consortium
  - a. Led by Allison Orr, Vickie Austin, and Jim Kozik
  - b. We’re trying to get occupancy rate information, but there may not be a report available for us from Choose DuPage.

10. Task Force Updates

11. Adjournment - Next Meeting – February 14, 2024 at 8:00 am

Brian Bare

- a. Cheri moves to adjourn, Vanessa seconds – adjourned at 8:45am

12. Closed Session (as needed)