

**MINUTES OF A REGULAR MEETING**

**URBANA'S MARKET AT THE SQUARE ADVISORY BOARD**

**APPROVED**

**DATE:** April 16, 2013

**TIME:** 4:00 p.m.

**PLACE:** City Council Chambers, Urbana City Building, 400 South Vine Street, Urbana, Illinois

---

**MEMBERS PRESENT:** Hans Bishop, Cynthia Johnson, Robert Kleiss, Diane Marlin, Kent Miles, Stan Schutte

**STAFF PRESENT:** Tom Carrino, Economic Development Division Manager; Natalie Kenny Marquez, Marketing Coordinator/Director, Market at the Square; Sukiya J. Reid, Recording Secretary

**OTHERS PRESENT:** None

---

**1. CALL TO ORDER, ROLL CALL AND DECLARATION OF QUORUM**

The Urbana Market at the Square Advisory Board was called to order at 4:00 p.m. by Ms. Cynthia Johnson. The roll call was taken, and a quorum was declared present.

**2. CHANGES TO AGENDA**

There were none.

**3. WELCOME**

Mr. Carrino stated that introductions would be done during the New Business portion of the meeting.

**4. PUBLIC INPUT**

There was none.

**5. NEW BUSINESS**

- **Introductions**

Each member of the Board introduced themselves and briefly shared their relation to the Market.

- **Review of Duties and Background**

Ms. Johnson introduced this agenda item. Mr. Carrino gave a brief background on the origination of the Market at the Square Advisory Board. Ms. Kenny Marquez then explained the duties, roles, and responsibilities of the Board. Board comments and questions followed.

- **Discussion of Direction**

Ms. Johnson introduced this agenda item. Mr. Carrino gave a brief summary of the direction of the Market and the Market at the Square Advisory Board. Ms. Kenny Marquez highlighted a few items from the Strategic Plan that she wanted the Board to start off with, such as goals 5.4 and 5.41 which involve working with the UBA. Another goal mentioned was 8.3.2 which is to define the fiscal impact of the Market on the community. Finally, mentioned was 8.2 which is to seek out and apply for grants to support the market. Ms. Kenny Marquez asked for any Board discussion on these goals. Mr. Carrino stated that any Board member was free to share their thoughts on the direction of the Board at that time. A brief discussion of the matter by members of the Board and Staff ensued.

- **Review of Regular Meeting Schedule**

Ms. Johnson introduced this agenda item. Ms. Kenny Marquez discussed that the Market at the Square Advisory Board was set up to have the meetings occur quarterly. She stated that the suggested meeting schedule for this year had been emailed to the Board and posted on the City of Urbana website. Ms. Kenny Marquez welcomed any input from the Board members regarding the suggested meeting schedule. A brief discussion of the matter by members of the Board and Staff ensued.

## **6. ANNOUNCEMENTS**

Ms. Kenny Marquez announced that the 2013 Market at the Square season would start on May 4<sup>th</sup> and that there would be new staff members working this year. She also reminded the Board that they would all need to complete the Open Meetings Act Training within 90 days of their date of appointment. Ms. Kenny Marquez stated that there were currently three open seats on the Advisory Board, one being for a patron, one for community group, and one for a vendor that is an artist.

## **7. ADJOURNMENT**

Ms. Johnson made a motion that the meeting be adjourned. Ms. Marlin seconded the motion. With no further business, Ms. Johnson declared the meeting adjourned at 4:32 p.m.

Submitted,

Natalie Kenny Marquez, Marketing Coordinator/Director Market at the Square