



SEAC - July 17, 2024 - Meeting Minutes

Zoom Meeting Attendees

Courtney Smith	Cal Bellamy	Sandra Davis	Todd Larkin
Mike McIntyre	Cecile LaCombe Petro	Karen Marben	Richard Hardaway
Janice Malinoski	Sheryl Corey	John Seibert	Vanessa Allen-McCloud
Angie Carr	Julie Wendorf	Greg Wielogorski	

Summary

The team discussed membership updates, focusing on engagement with town councils and mayors, and issues related to dues and financials. They also reviewed and approved a revamped version of the SEAC website, with a focus on improved accessibility and updated content. Lastly, they planned for upcoming events, including the Summit, 2025 training for board and commission members, and the distribution of ethic guides.

Next steps

- Commissioners to contact their municipalities by end of July/early August to report number and percentage of employees trained.
- Commissioners to pick up ethics guides from NIRPC in Portage and distribute to trainers in their communities as needed.
- Julie Mc to send email with talking points/draft email for commissioners to send to their leaders by end of Friday.
- Janice to discuss cancelling August 21st Joint Board of Delegates meeting with that group.
- Mary Freda-Flores to set up online registration for Ethics Summit on website.
- Cecile to conduct ethics training for Valparaiso on July 30th.

May, 2024 meeting minutes were approved (Mike M. moving with Richard seconding, all agreed)

Membership Update

Julie Mc, Courtney, and the team discussed the membership update, focusing on members missing commissioners and delegates. Courtney highlighted the need to engage with town councils and mayors in Burns Harbor, Highland, Lake Station, and Portage. Cal reported following up with the mayor's chief of staff in Portage, while John also mentioned positive engagement with the Mayor of Portage. Courtney also noted her unsuccessful attempts to contact East Chicago and Chesterton. Vanessa mentioned working with the mayor to get a replacement or engage Darren Washington in Gary. Courtney agreed to contact Lake Station's Chief of Staff regarding a commissioner position.

Financial Update

The team discussed issues related to dues and financials. Janice reported not having received dues from Gary, prompting Vanessa to follow up. There was also a review of the organization's finances, revealing they were within budget and had a CD due in October. Janice decided to recommend to the Joint Board of Delegates rolling over the CD, with interest.



Communications Committee Update

Mary Freda-Flores presented a draft of the revamped website which included a new header with the updated logo, reorganized content for improved accessibility, and a new footer design. The changes aimed to make more information about SEAC more prominent on the homepage. The new footer featured a pledge icon, meeting schedule, training materials, and quick links to various pages. Mary also introduced an accessibility feature on the website to cater to users with different abilities. The team expressed their approval of the new features.

Todd and Mary discussed the need for a better town seal from Ogden Dunes, with Todd offering to facilitate getting that file for her. Mary introduced the new information center page and a redesigned 'in the news' page, which the team agreed on.. Mary also presented a revised training page, including a new, downloadable, and customizable certificate of completion. Lastly, Mary showcased their Ethics Summit page, assuring more content would be added over time.

The team praised Mary's exceptional work in creating and updating the website, with Julie Mc proposing the addition of Commissioner and Joint Board of Delegate photos to the website. Julie committed to sourcing high-quality photos from the previous year's Summit and asked the team to provide their preferred photos. Julie Mc shared that she had revised all marketing and training documents with the new company logo, brand colors, and font. The team also expressed their gratitude for Julie Mc's significant contributions to the project.

Summit Update

Julie Mc highlighted the confusion caused by the timing of the management training and the summit, suggesting clearer communication about start times and the registration process. It was agreed that the Summit start time would be at 8:30 AM with registration opening at 8:00 AM. The summit program was decided to run from 8:30 AM to 11:30 AM, with this timeframe to be included on the flyer. The team discussed ensuring the confirmation email clearly conveys all event details. Julie Wendorf proposed linking the flyer in the confirmation email to prevent confusion. Julie Mc agreed to work with Mary on adding the flyer to the registration confirmation email.

Training Committee Update

Courtney expressed her positive experience with Dave Lombardi's presentation and suggested he could be a good choice for future events. Cecile's proposed the idea of having him present at the Board and Commission training in 2025. However, Julie Mc suggested looking for a different speaker to keep the content fresh and engaging. The team agreed that they would need to finalize the speaker selection by the end of the year. Sandra raised a concern about the audience's perception of returning to the same speaker, but Cal clarified that the Board and Commission training would have a different audience.

The team discussed the upcoming training for board and commission members, which will include new individuals appointed in January. Cecile's requested a list of these new board and commission members by the end of January to facilitate communication. Cal emphasized the need to identify a new presenter for the 2026 management training, as they will continue with Lombardi in 2025. Cecile's also mentioned a potential reduction in costs for the Treliant contract (training video). Lastly, Cecile's requested that municipalities be contacted to report the number and percentage of people trained, with this information to be provided to her by the end of August.



SHARED ETHICS ADVISORY COMMISSION

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The team discussed the distribution and usage of ethic guides, with Cecile's requesting the team to acquire them from NIRPC in Portage and inform her of their progress. Cal suggested that trainers should distribute the guides as they do their training. Julie Mc shared that she has redesigned the poster and the ethics guide and offered to provide updated versions for printing. The team agreed to use up the current stock before using the updated designs. Cecile's announced a train the trainer training session in Valparaiso on July 30th and encouraged all the communities to contact her for training needs. Vanessa indicated that Michael Suggs would be requesting a training session for Gary trainers soon.

The next meeting is for September 18th, where the draft 2025 budget would be presented for approval. Lastly, Julie reminded the group about the upcoming Ethics Summit on October 24th.

The meeting adjourned at 9:40am (Mike Mc moving with Vanessa seconding, all agreed)