

VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION
For Inclusion on Board Agenda

DISTRICT # _____

_____ Resolution or Ordinance (Blue) Waiver of First Requested _____
__X__ Recommendations of Boards, Commissions & Committees (Green)
_____ Other Business (Pink)

TO : PRESIDENT AND BOARD OF TRUSTEES

FROM : Scott Niehaus, Village Manager

DATE : October 19, 2021 **B of T** October 21, 2021

SUBJECT: Appointment and Re-appointments
Community Promotion & Tourism Committee

SUBMITTED BY: Bernie Dudeck, Village Trustee
Chairperson, Community Promotion & Tourism Committee

BACKGROUND/POLICY IMPLICATIONS:

Request for concurrence of the Village Board in the appointment of Brittney Conway, Jim Grillo and Gayle Finn Kankovsky and the re-appointment of Marguerite Micken, Phil Dahm, Nancy Schukat, Nicholas Piron, and Joe Orsolini to the Community Promotion & Tourism Committee for two-year terms of office to May 2023.

Fiscal Impact/Funding Source:

Review (as necessary):
Finance Director _____ Date _____
Village Manager VM Niehaus _____ Date 10/19/21

NOTE: All materials must be submitted to and approved by the Village Manager's Office by 12:00 noon, Wednesday, prior to the Agenda distribution.

Office



MEMO TO : Village Board of Trustees

FROM : Bernie Dudek, Village Trustee
Chairperson, Community Promotion & Tourism Committee

DATE : October 19, 2021

SUBJECT : **Appointments and Re-Appointments
Community Promotion & Tourism Committee**

Request for concurrence of the Village Board in the appointment of Brittney Conway, Jim Grillo and Gayle Finn Kankovsky and the re-appointment of Marguerite Micken, Phil Dahm, Nancy Schukat, Nicholas Piron, and Joe Orsolini to the Community Promotion & Tourism Committee for two-year terms of office to May 2023.

Your favorable consideration of these appointments is appreciated.

/cb

Attachments

Appointment memo com promotion 10212021 210330



MEMORANDUM

TO: Liz Brezinski, Village Clerk
FROM: Bernie Dudek, Trustee District 3
DATE: October 19, 2021
SUBJECT: **Appointment to Community Promotions and Tourism Committee**

The purpose of this memo is to provide an update on the status of my review and appointment recommendations for the Lombard Community Promotions and Tourism Committee. First and foremost, thank you for your efforts in communicating the current vacancies and calling for new applicants from across the community. It is my understanding that since July 1, the Village has received over 50 applications for our 12 vacant positions spread out amongst six (6) statutory commissions and localized committees. I am confident that the applications submitted will provide us with highly qualified and involved volunteers to help provide guidance to the Village Board on key policy and development issues. In addition, for those not selected, I know that we will have a deep bench to go to when future vacancies arise.

With regards to the Community Promotions and Tourism Committee, there are presently three (3) vacancies for which a total of Eleven (11) applications were received. Due to the large number of applications and wide range of qualifications, I began the lengthy process of determining the strongest candidates by first speaking with Assistant Village Manager Nicole Aranas and Village Manager Scott Niehaus regarding the applicants and their past interactions with the Village of Lombard. Then I met with fellow village trustees to discuss their own personal experiences with several of the candidates as well. Trustee Andrew Honig proved particularly insightful as he is the prior Community Promotions and Tourism committee chair. Next, with the assistance of Scott Niehaus, I crafted a follow-up series of questions for prospective candidates to better gauge their interest and experience. At this time four (4) candidates retracted their names from consideration. Two other candidates did not submit answers and, after follow-ups with them failed to generate further response, I removed their names from consideration as well. Subsequently, I conducted personal interviews with the remaining five candidates. I did not know any of these candidates prior to my conversations with them but after speaking with them I believe they are all highly qualified individuals seeking to serve the community. With that said, I am recommending the appointment of the following residents to fill the three (3) vacant positions of the Community Promotions and Tourism Committee:

Brittney Conway – A relative newcomer to Lombard (8 years), Brittany is already an active volunteer and has direct experience with the Community Promotions and Tourism Committee. She works for the American Society of Anesthesiologists where she was recently the Grant Development Manager. Brittney currently serves on several local committees including the Lilac Princess Program and the Lombard Historic Society. She's also president of the Parent School Association at St. Pius X Parish School, is a Girl Scout troop leader, and has served on Lombard's PRIDE Committee. Her experience in marketing, public relations, event planning and budgeting make Brittany an ideal candidate for the

Community Promotions and Tourism committee. If any of her other responsibilities were to lead to concerns of conflict of interest, she will recuse herself from any related votes.

Jim Grillo – Jim is a 22-year resident of Lombard who is eager to try new ideas and bring new groups and events to town. He is a Certified Meeting Professional and Certified Guest Service Professional with extensive background in marketing, sales, and customer management experience. As founder and president of HERESCHICAGO.COM he coordinates and produces large scale meetings, events, conventions, exhibitions, and conferences throughout Chicago and has extensive experience dealing with hotels, businesses, and municipalities. He has created events such as Hospitality Fest and the Chicago Meetings and Hospitality Sales and Marketing St. Pats BASH. Jim’s marketing background and extensive tourism experience will prove very helpful as we continuously strive to promote Lombard as an overnight event destination.

Gayle Finn Kankovsky – Gayle has lived in Lombard for 38 years and has been heavily involved in volunteering and serving her community. She has recently served on the District 44 School Board for 16 years before officially retiring this past spring. In addition, she has served on the Environmental Concerns Committee, volunteered with Lombard Town Centre, the Lombard Waves, and has spent many years volunteering with District 44 activities. She is excited and eager to bring new ideas and events to Lombard and would especially like to see more programs geared towards middle aged residents and children.

I am very happy to submit these candidates for board approval and I am eager to work with them and the returning Community Promotions and Tourism Committee members as we chart an exciting new future for events and festivities in our village. If there are any additional questions or concerns, I would be happy to address them.

Subject:

FW: Online Form Submittal: Application To Serve on a Board or Committee

Application To Serve on a Board or Committee

Application to Serve on a Volunteer Village Board, Committee or Commission

The Village of Lombard actively seeks qualified resident candidates to serve on its volunteer Boards, Committees, and Commissions. Please fill out the below form for consideration. Please contact the Clerk's Office at (630)620-5741 with any questions. Thank you.

Applications will be valid for 1 year from submission.

Name: Brittney Conway

Date: 7/2/2021

Phone:

Email Address

Lombard Home Address

City Lombard

State IL

Zip Code 60148

Select The Board, Committee, or Commission of which you are Interested in Serving Community Promotion & Tourism Committee

Please Provide a Brief Overview of Your Qualifications to Serve on the Above Selected

I have a strong knowledge of the events that generate tourism in Lombard through my involvement and relationships with various organizations in the community. I am also very familiar with the local tourism grant that is awarded to community organizations each year, having served as the chairwoman of the Lombard Junior Women's Club Lilac Princess Program (a grant recipient). Additionally, I was the Grant Development

Manager for the American Society of Anesthesiologists from 2018-2020 before transitioning into my current role with the organization. I am also experienced in marketing, public relations, event planning, and budgeting. I am proud of our community and want to help it become a premier Chicagoland destination.

Educational Background	Agriculture and Consumer Economics, BS - University of Illinois at Urbana-Champaign (2009)
Community Involvement	Chairwoman, Lilac Princess Program, Lombard Junior Women's Club (2019-current) Public Relations Chair, Lombard Junior Women's Club (2021-current) President, Parent School Association, St. Pius X Parish School (2021-current) Member, Lombard Historical Society (2020-current) Troop Leader, Lombard Daisy Girl Scout Troop #56172 (2020-current) Vice President, Parent School Association, St. Pius X Parish School (2019-2021) Lombard PRIDE Committee (2015-2016)
Volunteer Experience	Over 16 years of volunteer experience with organizations including the Lombard Junior Women's Club, St. Pius X Parent School Association, Girl Scouts of Greater Chicago and Northwest Indiana, St. Pius X Parish, and Delta Delta Delta, among others.
Current Occupation	Component Relations Manager
Employer	American Society of Anesthesiologists, Schaumburg, IL
Length of Lombard residency:	8 years

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Applications will be valid for 1 year from submission.

Name: Jim Grillo

Date: 7/15/21

Phone:

Email Address

Lombard Home Address

City Lombard

State Illinois

Zip Code 60148

Select The Board, Committee, or Commission of which you are Interested in Serving
Community Promotion & Tourism Committee

Please Provide a Brief Overview of Your Qualifications to Serve on the Above Selected
JAMES C. GRILLO, CGSP, CMP

Dear Hiring Authority:

I am uniquely qualified to help you attain your organization's goals. I am a Certified Meeting Professional and Certified Guest Service professional looking to utilize my marketing,

sales & customer management experience and knowledge with an organization that is seeking a focused professional.

Please find my resume enclosed; it will furnish you with information relative to my experience, education, abilities and contributions. References and any additional information you require are available at your request.

As my resume indicates, I have extensive and diverse experience in director-level client and operations management roles within the meeting and entertainment arenas. I have directed full-phase coordination of multi-million-dollar, high-profile events, meetings, conventions, exhibitions, etc. Combined with operations leadership experience, I have proven success in managing all facets of sales, business development, marketing and key account management. Throughout my career, I have developed a consistent record of success in all areas of strategic operational, budget and asset planning, as well as expertise in creating and implementing procedures to reduce costs and risk, while increasing profitability and efficiency.

My experience includes developing and managing budgets and successfully implementing measures to support and enhance sales and customer service, increase efficiencies and reduce expenses. Combined, my efforts have contributed to significant improvements in key areas of operations and profitability, employee development, cost control and the introduction/implementation of new programs and concepts.

As someone who has spent his professional life overseeing change, expansion and growth, I understand successful business procedures, regulations and practices from the ground up. I am a hard-working and self-motivated leader whose achievements are reflected in positive professional progression and entrepreneurial spirit.

I realize, of course, this brief summary could not provide you all of the benefits I can offer your organization, therefore, I would greatly appreciate the opportunity to speak with you personally. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,
James C. Grillo

JAMES C. GRILLO, CMP

Highly skilled professional with extensive experience in business development, business management and strategic relations, seeking to utilize talents, skills, expertise and passionate commitment to excellence in a challenging new executive position within a progressive organization.

SUMMARY OF QUALIFICATIONS:

Executive professional in business development, planning and executing business strategies, master in developing new market channels and building strong relationships with customers and industry leaders.

Coordinate diverse individuals to efficiently execute even the most complex events; proficient in developing staff to meet and exceed corporate goals.

Strategically plan operations from start to finish; skilled decision maker; able to anticipate potential conflicts and bring to prompt, mutually beneficial resolutions.

Remain focused on maximizing revenue while maintaining the highest standards of integrity and professionalism.

Outstanding interpersonal interaction; establish rapport with clients from all specialties and backgrounds, building credibility and trust.

Provide ongoing service to customers and post-event follow-up, translating new business into long term, loyal professional relationships.

CORE COMPETENCIES:

Business Development Leadership
Major Event Planning & Management
Organization Skills
Key Client Management & Retention
Presentations & Public Speaking
Project Management
Networking & Communication
Public Relations & Marketing
Strategic Relations
Corporate Entertainment Experiences
Budget Development/Cost Reduction
Contract Negotiation
Group Sales Expertise
Fiscal Management
Logistics Management

PROFESSIONAL EXPERIENCE:

HERESCHICAGO.COM,
Chicago, IL
2004 to Present

Founder and President

Create the first on-line resource for meeting, event planners and corporate group activity providers who seek unique meeting and event venues. Responsible for producing and directing all aspects of project management for more than 24 single day events and conferences from initial concept to final execution. Coordinate uniquely themed, memorable award-winning industry networking events that have earned the trust of meeting and event professionals within Chicago's hospitality community. Compile and maintain lists of expected event and conference attendees ranging from ten to over 750 in number. Collaborate with clients on expected event schedules, content and overall flow. Identify areas of potential cost reduction and elimination of redundancy.

Oversee the execution of the full spectrum of event coordination and business administration activities for industry leading clients.

Coordinate all aspects of client events, from initial project conception through negotiating, timeline management, marketing, meal planning, ordering, interfacing with vendors, troubleshooting, payment collection, set-up and ultimate execution.

Create and design digital event invitations, track registrations and performance metrics.

Prepare diverse event options and serve as consultant to clients, identifying their event and conference needs/expectations and coordinating those needs with available services.

Complete successful client presentations, negotiate pricing and budgets and perform post-event follow-up to ensure services and event quality.

Provide outstanding service to existing base, while utilizing strong sales and business development background to network and acquire prospect clientele.

Develop brand marketing materials to increase brand visibility utilizing web, event and print-based advertising; implement conceptual design techniques for programs, flyers, banners and other marketing collateral.

Accomplishments:

Coordinated The Meetings & Hospitality Industry's St. Pats's BASH, End of Summer Bash and Hospitality Fest.

Grew revenue from start-up to \$200K.

Achieved Hospitality Industry leading 91% client retention rate.

Continued on Page Two

JAMES C. GRILLO, CMP Page Two

ON THE SCENE DESTINATION MANAGEMENT,

Chicago, Illinois

1998 to 2004

General Manager

Hold full accountability for the conceptualization and execution of event planning organization. Developed RFPs and maintained interface with prospects via telephone and e-mail. Participated in initial sales and follow-up meetings with clients; conducted tours of venues. Created and executed master logistics plans and detailed event schedules. Monitored event budgets; processed payments, correspondence and issue resolution.

Sourced, contacted and negotiated contracts/arrangements with a variety of locations and vendors. Developed creative sales and marketing collateral, created and consistently maintained extensive customer database

Accomplishments:

Key member of the team which enhanced annual sales \$1.9M to 2.2M.

Successfully recruited, hired and trained a staff of six employees.

Evaluated and scheduled high-profile personalities and entertainment.

MAYFLOWER TOURS,

Chicago, Illinois

2000 to 2004

National Sales Manager

Accountable for daily management of all aspects of sales operations across six regions throughout the United States for Mayflower Tours. Played a pivotal role in securing the favorable positioning of Mayflower within the competitive travel industry. Fostered loyal, long-term professional relationships with target customers and vendors, further penetrated existing clients and effectively cross-sold new destinations and tours. Interfaced with clients to determine specific needs and provide customized solutions

Accomplishments:

Key member of the team which enhanced annual sales.

Fully accountable for department P&L.

Promoted tours to travel agents.

EDUCATION:

WESTERN ILLINOIS UNIVERSITY,
Macomb, Illinois

Bachelor of Arts in Communications, Minor in Marketing

CERTIFICATION:

CMP Certification, Certified Meeting Professional Convention
Industry Council

PROFESSIONAL AFFILIATIONS:

Illinois Live Events Association - Board of Directors (current)

Meeting Professionals International Association Chicago -
President (2001-2003)

Hospitality, Sales & Marketing Association - President (2000-
2003)

The Magnificent Mile Lights Festival, Magnificent Mile
Association - Chairman of Operations (2016)

INDUSTRY ACCOLADES:

Hall of Fame - Meeting Professionals International Chicago
Area Chapter (MPICAC)

Hall of Fame - Illinois Meeting & Events Magazine

Kathy Osterman Award - Meeting Professionals International
Chicago Area Chapter (MPICAC)

Outstanding Meeting Professional - Red Carpet Concierge of
Chicago

Chapter Manager of the Year - Meeting Professionals
International Chicago Area Chapter (MPICAC)

Committee of the Year - Meeting Professionals International
Chicago Area Chapter (MPICAC)

Emmy Award for Alternative Media (new media interactivity)

NBC Chicago - Chicago Midwest Emmy Awards

Best Event of the Year - Hospitality, Sales & Marketing
Association (HSMIA)

Best Networker of the Year , Two Consecutive Years -
Hospitality, Sales & Marketing Association (HSMIA)

Best Social Media Presence - Hospitality, Sales & Marketing
Association (HSMIA)

Educational Background	Bachelor degree in Communications and Marketing
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Community Involvement	30 years of community involvement in Chicago
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Volunteer Experience	22 years as volunteer President (Meeting Professionals International Chicago), President (Hospitality, Sales & Marketing Assn of Illinois), Board member (Illinois Live Events Association of Chicago) Director of Operations (Magnificent Mile Lights Festival/Mag Mile Assn)
Current Occupation	President
Employer	Hereschicago.com
Length of Lombard residency:	22

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Applications will be valid for 1 year from submission.

Name:	Gayle Finn Kankovsky
Date:	July 18, 2021
Phone:	
Email Address	
Lombard Home Address	
City	Lombard
State	Illinois
Zip Code	60148
Select The Board, Committee, or Commission of which you are Interested in Serving	Community Promotion & Tourism Committee
Please Provide a Brief Overview of Your Qualifications to Serve on the Above Selected	I have lived in Lombard for 38 years and volunteered in many different organizations. During these years, I have made and maintained many contacts in the area. Currently I am the Office Manager for Representative Terra Costa Howard, 48th District in the State of Illinois. This gives me access to additional individuals, both elected and volunteers throughout the state.
Educational Background	Bachelor's Degree from Purdue University, West Lafayette, Indiana.

Community Involvement	Elected to District 44 School Board for the past 16 years. Officially retired in May, 2021.
Volunteer Experience	Former member of the Environmental Concerns Committee. Former VP of Dist 44 Music Parents Association. Computer Mom for my daughter's class at Manor Hill. Parent volunteer of many activities in Dist 44 when my daughter was in Dist 44. Volunteered with Lombard Town Centre. Involvement with 4-H. Volunteered at Lombard Waves Swim Meets. Also volunteered with the French Back-To-Back Program when my daughter was in Fourth Grade.
Current Occupation	Office Manager of Representative Terra Costa Howard, 48th District, State of Illinois.
Employer	Representative Terra Costa Howard, 913 S Main St, Lombard, 630-812-9292.
Length of Lombard residency:	August 1, 1983 to present.

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