

**EVENTS COMMITTEE MEETING  
JANUARY 17, 2012 – 5:00 P.M.**

Chairman Logan called the meeting to order at 5:00 p.m. Committee members present: Scott Logan, Lori Moller, Wanda Marzahl, Tammy Herrera, Mark Lancaster and Jay Schulz. Members Bill Clow, Darrell Perkins, Barb Rowe and Mike Vest were absent. Also present were Crystal Musgrove, Amy Stech and June Vickery.

**AUDIENCE PARTICIPATION: NONE**

**MINUTES OF DECEMBER 20<sup>th</sup>, 2011 – APPROVED**

Moved by Wanda Marzahl, seconded by Mark Lancaster to approve the Events Committee Meeting Minutes of December 20<sup>th</sup>, 2011. All ayes. Motion carried.

**TREASURER'S REPORT**

The Committee reviewed the Treasurer's Report with a cash on hand balance of \$3,227.16. Moved by Lori Moller, seconded by Tammy Herrera to accept the report as presented. All ayes. Motion carried.

**OPEN MEETINGS ACT TRAINING**

Chairman Logan reviewed the update to the Open Meetings Act which requires elected and appointed officials to complete the Public Access Counselor's electronic training curriculum regarding the Open Meetings Act. Existing officials need to complete training within one year of January 1, 2012. Newly elected or appointed officials who take office after January 1, 2012, must complete the training course within ninety days. Upon completion, a copy of the certificate should be printed and given to Lori to file with the City. The training program can be found at [http://foia.ilattorneygeneral.net/electronic\\_foia\\_training.aspx](http://foia.ilattorneygeneral.net/electronic_foia_training.aspx)

**KIDS' BASH "COUNTDOWN TO NOON" DECEMBER 31<sup>st</sup>, 2011 WRAP-UP/COMMENTS**

Amy Stech reviewed the Kids' Bash 2011 Summary and submitted a reimbursement for expenses in the amount of \$82.24. Amy turned in the Wal Mart gift card with a balance of about \$30 which will be used for other Events Committee expenses and the CD of pictures from Wal Mart which Scott will scan for promotions.

Amy said she would like to participate in the event with her children and wasn't sure she could chair next year's event. Amy said she would be willing to help and possibly has someone in mind who would be willing to plan the event. Also suggested was having individual volunteer coordinators who would be in charge of specific areas/activities, which would leave Amy free to participate with her family the day of the event. The consensus was for Amy to talk with the individual who might want to chair the event and other volunteers to see who wants to be involved so we can get a core group to plan next year's event. The Kid's Bash seems to be very popular and draws people from outside of Harvard. Additional suggestions/comments:

- Amy noted that several compliments were received on not having prizes for kids.
- Have one person in charge of each area (crafts, games, music, food, volunteers, money).
- Continue to have two bounce houses.
- Help getting more volunteers and have all volunteers dress in a certain color; it was noted that the Events Committee has badges/lanyards that could be worn for identification.
- Stress that adults must stay with their children and not just be dropped off.
- Try Walgreens next year for the photo development. Amy noted that when she went to Wal Mart to get the photos that weren't picked up, Wal Mart had already disposed of them. If a parent requests their photo, we can print from the CD.
- Tickets worked much better than bracelets. Next year, we need to make sure that everyone gets tickets, including the under 2 age group. This will give us a better count and everyone can have a snack.
- Jay suggested changing the start of the entertainment to 10:30 a.m. and not ending the event until 12:30 p.m.
- Hang balloons on the basketball hoop so they drop down as part of the countdown.

**COMMUNITY MOVIE NIGHT**

Jay reported that there were 88 people at the January 14<sup>th</sup> movie night. Upcoming movie nights are: February 11<sup>th</sup> – *Dolphin Tale*, March 3<sup>rd</sup> – *Puss N Boots*, and April 7<sup>th</sup> – *Hop*.

Jay indicated that he spoke with Cindy Smiley, City of Woodstock who was open to the Events Committee renting/borrowing their equipment and asked for a formal proposal from the Events Committee and to include in the proposal confirmation that the equipment would be covered under the City's insurance. Lori will check to make sure that the City's insurance will cover Woodstock's equipment while in our possession.

### **EASTER EGG HUNT/VISIT WITH THE BUNNY - SATURDAY, MARCH 31<sup>st</sup>**

Crystal indicated that she would like to offer a “glow in the dark” Easter Egg Hunt for the older kids, but the only place at the library that could be darkened is the conference room where Women For Harvard have the Visit with the Bunny. June indicated that the technical room at the library doesn’t really work for the Women for Harvard and they would prefer to use the conference room. After discussion, the consensus was to look into a new location for both events from 9 – 1:30 which would include time for setup and cleanup. Wanda will contact Trinity Lutheran Church and the Methodist Church, June will contact St. Paul Lutheran Church and Crystal will contact the Presbyterian Church. Crystal didn’t think that St. Joseph’s would be big enough. Three adjacent rooms are needed for the eggs, one of which needs to have the capacity to be darkened for the glow in the dark egg hunt as well as a large room for the craft area and Visit with the Bunny.

Lori reported we have about 1,000 eggs left from last year as well as miscellaneous items for the bags. Tammy suggested contacting Wal-Mart to see if we could get a better price for the eggs. Crystal and Lori will research glow in the dark eggs and glow bracelets. Mark thought that the cream color eggs might show up with a glow stick. Wanda will contact Angelo’s and Brown Bear to see if they would like to be sponsors again this year. Jay will talk to John to design the ad in the Main Line which will run in March.

Moved by Wanda Marzahl, seconded by Jay Schulz to authorize a budget of \$1,500 for the Easter Egg Hunt. All ayes. Motion carried.

### **TRI COUNTY PRO RODEO – JULY 27<sup>th</sup> & 28<sup>th</sup>**

Crystal and Mark reviewed the proposed partnership levels with the changes that were proposed last year:

- Taking out words “all” and “every”.
- Event partnerships have been reduced to \$750.
- There are two levels available for Chute Gate Partnerships – single day at \$500 or both performances at \$750.
- Entertainment partners have been added for the cost of the entertainment for either Friday or Saturday. Friday night entertainment is Smokin Gunz who will also participate in the Milk Day Parade.
- Sign/banner partnerships added.
- Every partnership will receive tickets.
- New this year will be a sponsor only kick-off event on the Thursday evening before the rodeo. Lenora said Big Hat could have all the gates set up before Thursday. That way we can set up on Thursday and have activities for sponsors and their families and serve hot dogs, chips, pop.
- Crystal has talked with Jason Chupich about helping with the kid program with roping demonstrations when we go to the library, Brown Bear, etc. One of the craft ideas is to make lassos.
- Souvenir programs will be distributed to attendees at each rodeo performance (in limited quantities).

Moved by Wanda Marzahl, seconded by Jay Schulz to approve the various partner levels as presented. All ayes. Motion carried. Sponsor packets will be made available at the Chamber Annual Dinner.

The Committee reviewed the job descriptions for the various committees:

Sponsorship (Crystal, Mark, Lori)

#### Vendors

- Suggestions for chairperson were Cheryl McCauley or Diana Bahrke
- Vendor applications will include the type of plug available so there is no misunderstanding of what is needed. Also discussed charging a camping fee and requiring a separate security deposit which would be returned after the event provided the vendor leaves everything in order.

Website/Online Ticket Sales (Scott Logan)

Grounds (Scott Logan and Joe Miller)

The Grounds Committee will determine how much snow fence is needed and advise Crystal. We need to coordinate with Chief Kazy-Garey as soon as possible so he can coordinate to reserve the prisoners to assist in putting up the fencing, clean-up, etc.

Kid’s Program (Vicki McFarlin)

Advertising: (Mark/radio and Crystal/newspaper)

### Beer Tent

- Mayor Nolan will assist but does not want to chair.

### Entertainment (Tiffany Weber)

- Jay suggested asking local groups, such as Tomphoollery, to play in the afternoon and felt they might be willing to playing for free just for the exposure. Jay will contact them to see if they would be interested.

### Tickets (Tammy Herrera)

- Crystal has talked with Terri Williams about working on the tickets which will be changed to be more specific than last year.
- Jay suggested we better identify the ticket booth and to cover the word "ride" on the ticket booth.

### Misc. (Mark Lancaster, Crystal Musgrove)

Crystal suggested that the Events Committee appoint Lori Moller as co-chair for the rodeo so that both the Chamber and Events Comm. have two representatives. Moved by Jay Schulz, seconded by Scott Logan to appoint Lori Moller as co-chair for the rodeo. All ayes. Motion carried.

### **MUD VOLLEYBALL TOURNAMENT**

Scott and Mark reviewed the flyer and outlined preliminary details for a mud volleyball tournament to be held on August 18<sup>th</sup>, 2012, using the Milky Way Park rodeo arena.

- There is room for six courts in the arena.
- Cost would be \$100 for a co-ed team of 5; contestants must be age 21 or older.
- The event would be free for spectators.
- Depending on the number of teams that sign up, the tournament will be either single or double elimination and run Saturday and/or Sunday.
- Mark is looking into the cost of renting regulation equipment. Scott will talk with the Mayor and Supt. Burkart to see if there is any interest for the City to purchase equipment for other volleyball events. Another suggestion was to look for a couple of sponsors for the purchase of equipment and trophies.
- 3-5 porta-pots will be needed.
- Mark is looking into cost of dram shop insurance for beer sales.
- More details will be forthcoming at the next meeting.

### **OTHER EVENTS**

At Tammy's inquiry, Chairman Logan indicated that the Events Committee would help pave the way with the City Council and promote the Farmer's Market similar to last year.

At 6:33 p.m., moved by Jay Schulz, seconded by Wanda Marzahl to adjourn the meeting. All ayes. Motion carried.

Submitted by:  
Lori Moller, Secretary