

**EVENTS COMMITTEE MEETING
SEPTEMBER 20, 2011 – 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, Bill Clow, Tammy Herrera, Mark Lancaster, Barb Rowe, Mike Vest and Jay Schulz. Member Darrell Perkins was absent. Also present were Sandy Nolan, June Vickery and Michele from Women from Harvard, Chuck Marzahl and Karen Sutera.

AUDIENCE PARTICIPATION: NONE

MINUTES OF JULY 12th, 19th, 26th and AUGUST 16th, 2011 – APPROVED

Moved by Wanda Marzahl, seconded by Bill Clow to approve the Events Committee Meeting Minutes of July 12th, 19th, 26th and August 16th, 2011. All ayes. Motion carried.

TREASURER'S REPORT

Moved by Bill Clow, seconded by Lori Moller to approve the Treasurer's Report as submitted. All ayes. Motion carried.

ITEM #5 TRI-COUNTY PRO RODEO REMOVED FROM AGENDA

COMMUNITY MOVIE NIGHT

Jay Schulz updated the Committee on upcoming movie nights:

- October 15th movie will be *Zookeeper*
- November 5th movie will be *Cars 2*

Moved by Bill Clow, seconded by Wanda Marzahl to approve Jay's request to purchase signs for Community Movie Night that would fit on our sandwich boards. All ayes. Motion carried.

Moved by Jay Schulz, seconded by Wanda Marzahl to authorize the Booster Club to use the Event's Committee's movie license for a fundraiser for showings at Jefferson School as long as the Events Committee doesn't incur any costs and is listed as a co-sponsor for the event. All ayes. Motion carried.

Moved by Bill Clow, seconded by Wanda Marzahl to renew our site license at Jefferson School with Movie Licensing USA which expires in November. All ayes. Motion carried.

Moved by Scott Logan, seconded by Wanda Marzahl to donate the leftover concessions (Gatorade & juice pouches) to the radio station to be used at Movie Night. All ayes. Motion carried. Bill Clow and Jay Schulz abstained.

FALL FAMILY FEST – OCTOBER 15th, 2011

Tammy Herrera reviewed her written report outlining details for the Fall Family Fest to be held on Saturday, October 15th, 2011 from 8 a.m. – 3 p.m. Other areas discussed.

- Chuck Marzahl reported that he and Supt. Burkart went out to the barn and noted it will take about a day to unload and get the stage out of the barn. Tammy will coordinate with Supt. Burkart to bring out the trailer on Friday and the Fall Fest Committee will have to set it up on Ayer St. Saturday morning.
- Tammy to contact Supt. Kruckenberg to have the barricades delivered at the corners on Friday with the Fall Fest Committee to put in place Saturday morning. Tammy inquired what time they could close off Ayer Street from Brainard St. to Front St. The City Council set an end time but not a beginning time. Scott will talk to the Mayor to see how early they can close off Ayer St. Mike will confirm that temporary "no parking by police order" signs will also be posted.
- Moved by Jay Schulz, seconded by Bill Clow to run two-sided flyers for the schools (movie night/fall fest). All ayes. Motion carried.
- Tammy reported that a banner is being made for five-points thru Pepsi and asked for ideas for businesses to contact to sponsor 10-15 yard signs.
- There was discussion on the vendor fee. Chairman Logan noted that the Events Committee is the sponsor for the event but that any money that comes in is for Fall Fest.
- Tammy was advised to contact Mayor Nolan reference her inquiry about using the sidewalk for chalk art.
- At Tammy's inquiry, Chairman Logan noted that the light poles are only a source of electricity when they are turned on from dusk to dawn and suggested the committee ask local businesses. Also that if the Fall Fest Committee wanted corn stalks around the poles, they would have to undertake that themselves.

- Lori will work with Tammy on a waiver for various events and send her the contact information to obtain the form from the Department of Revenue for vendors to report sales tax.
- Karen Sutura reported that Harvard Diggins Library had scheduled with the McHenry County Historical Society to have their mobile museum, The James, at the library on October 15th prior to knowing about Fall Fest. Karen proposed that the library sponsor the bus and incorporate as part of the Family Fall Fest. Karen and Tammy will work together to coordinate. Scott noted that the bus has a generator if needed.

CHRISTMAS IN HARVARD – DECEMBER 3rd, 2011

Subcommittee Chairmen were set as follows:

Advertising & Marketing (Bill Clow/Jay Schulz)

Carriage Rides (Wanda Marzahl)

Coloring Contest (Bill Clow)

Moved by Scott Logan, seconded by Jay Schulz to award prizes similar to last year in the amount of \$105. All ayes. Motion carried.

Craft Show (Tammy Herrera)

Entertainment & Finale

The Committee discussed not having entertainment this year.

Mrs. Claus (Julie Zell)

- Wanda will contact Kelley's Restaurant to see if they are interested in hosting Breakfast with Mrs. Claus and Lori will contact Julie Zell to let her know her duties.

Parade (Mark Lancaster/Mike Vest)

- Parade route will be Washington School to Ayer St. to City Hall on Diggins St.; parade to start at 12:30 p.m.
- Bill Clow will get permission to use Washington School to stage the parade.
- Moved by Scott Logan, seconded by Jay Schulz to donate a Ride with Mrs. Claus to the Black and Gold Ball. All ayes. Motion carried. Bill Clow abstained.

50/50 Raffle (Lori Moller/Tammy Herrera)

Santa's Gift Shoppe (Sandy Nolan)

- Sandy stated that she is looking for a co-chair who would be willing to take over the chairmanship in the future. This year she is looking to set up the partitions on Friday after Thanksgiving and to have two additional committees, one to decorate and one to actually set up the Gift Shoppe.
- After discussion, the consensus was not to move the location of the Gift Shoppe to the Starline Building but to keep it at its current location in the municipal building at 201 W. Front St.
- Gift Shoppe hours will be from 10 a.m.- 2 p.m. (closed from noon - 1 for parade)

Sponsorship (Wanda)

- Chairman Logan noted that the sponsorship opportunities has the carriage rides more than the overall sponsor. After discussion, the consensus was to change the Horse Drawn Carriage sponsorship from (2) \$300 sponsorships to (3) \$200 sponsorships and to leave the overall sponsor at \$250.
- Wanda will make phone calls to last year's sponsors after which the committee will decide whether or not to do a mailing; Lori will send Wanda a copy of last year's sponsors.

Visit With Santa (Women For Harvard)

June will contact Orrin Kinney about using the Starline building for their event.

Window Decorating Contest (Mike Vest/Mark Lancaster)

- Businesses on Ayer St. between 5 points and Park Street or one block either side of Ayer St. would not need to register to be judged. Businesses outside of this area would have to contact the Events Committee to be included in the judging.
- The traveling trophy is at City Hall; last year's winner to have a free ad in this year's brochure.

OTHER EVENTS

Scott noted there will be a follow up rodeo meeting to meet with Lenora from Big Hat Rodeo on Tuesday, October 4th, 2011 at 5 p.m.

Tammy brought up suggestions from different individuals:

- Trick or Treat downtown on Saturday, October 29th for participating businesses. Chairman Logan suggested talking to the Chamber of Commerce.
- Flea Market once a month on Ayer St. Tammy was advised to have the person interested make a proposal to the Events Committee.

At 6:20 p.m., moved by Wanda Marzahl, seconded by Bill Clow to adjourn the meeting. All ayes. Motion carried.

Submitted by:

Lori Moller, Secretary