

**EVENTS COMMITTEE MEETING  
NOVEMBER 15, 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 and Jay Schulz. Members Darrell Perkins, Barb Rowe and Mike Vest were absent. Also present were Amy Stech and June Vickery.

**AUDIENCE PARTICIPATION: NONE**

**OPEN MEETINGS ACT**

Chairman Logan reviewed the handout on the Open Meetings Act.

**KIDS' BASH "COUNTDOWN TO NOON" DECEMBER 31, 2011**

- Amy Stech updated the Committee on plans for the Kids' Bash "Countdown to Noon". Amy proposed giving popcorn as a snack instead of pizza and said the school would let us use their popcorn machine. Tammy stated she has both popcorn and oil she would be willing to donate.
- Jay will ask Sheila if she would like to donate drinks. If not, Amy will contact Deans.
- Flyers will be distributed to the schools. Jay thought that the Main Line was doing an article on both Christmas in Harvard and the Kids' Bash.
- An application to reserve the school needs to be filled out.
- Happy Hop contract should be sent to Scott.
- Amy will send Scott an email with Kids' Bash information to be posted on Facebook.

Moved by Jay Schulz, seconded by Bill Clow to move forward with the Kid's Bash with a total budget not to exceed \$600.00. All ayes. Motion carried.

**CHRISTMAS IN HARVARD – DECEMBER 3<sup>rd</sup>, 2011**

**Advertising & Marketing (Bill Clow/Jay Schulz)**

- Jay noted that the ad is ready to go in the Main Line and he is working with On The Tracks.
- Lori reported that she had been contacted by the Northwest Herald about advertising in the Northwest Herald Holiday section which comes out on Thanksgiving Day at a cost of \$150-\$175. Moved by Wanda Marzahl, seconded by Bill Clow directing Jay Schulz to contact the Herald to place an ad at a cost of \$150-\$175. All ayes. Motion carried.

**Coloring Contest (Bill Clow)**

Bill is ready to go; copies need to be made with sponsor information on the reverse side. After discussion, the consensus was to put together a packet of info with the Coloring Contest/Sponsors and the Gift Shoppe/Movie Night. Bill will send Scott the coloring contest sheet and Scott will print. Kids' Bash would be done separately.

**Carriage Rides (Wanda Marzahl)**

Carriage Rides are all set.

**Craft Show (Tammy Herrera)**

We currently have 10 vendors. Tammy reported that the Dance Factory would like to practise the second act of their performance at the craft show and noted there is sufficient space at Starline Factory. Chairman Logan noted that would be her decision as the Craft Show Chairman.

**Mrs. Claus (Julie Zell)**

Everything is set with Breakfast with Mrs. Claus at Kelley's Restaurant. Lori will touch base with Julie Zell to make sure she has everything she needs. Mrs. Claus will need a ride from Kelley's Restaurant to the parade route.

**Parade (Mark Lancaster/Mike Vest)**

- Bill noted that Washington School has been verbally reserved but the application needs to be filled out; he will e-mail the form to reserve the school to Scott.
- Parade applications are available online on the City's website.
- Applications have been received for both Jr. High and Harvard High School bands. Other possible entries are Helping Paws and Boone County Burning Fury which is a horse riding company. Chairman Logan noted that the staging area for horses is Mary's Park. Jay will contact the Boys Cross Country Team to see if they are going to participate.
- Ed O'Brien has volunteered the use of his tractor if we need it for the parade.

50/50 Raffle (Lori Moller/Tammy Herrera)

Raffle tickets have been distributed to committee members and are also for sale at several businesses in town.

Santa's Gift Shoppe (Sandy Nolan)

Volunteers are needed for the Saturday after Thanksgiving starting at 9 am to set up the Gift Shoppe. Mark, Scott and Lori will be there to help.

Sponsorship (Wanda)

Wanda reported on sponsorship commitments to date:

Overall Event Sponsor (2 @ \$250) – Starline Factory, Catty Corp.

Carriage Rides (3 @ \$200) – Mercy Health System

Santa (1 @ \$200) – Brown Bear Daycare

Coloring Contest (3 @ \$100) – Saunders & McFarlin, Brown Bear Daycare and Harvard Savings Bank

Parade Prizes (4 @ \$75) – Harvard State Bank, Arrowhead Industrial Park, American Family Insurance

Santa's Gift Shoppe (4 @ \$50) – Parking Lot Services, Saunders & McFarlin, Harvard Community Credit Union and Majestic Sealcoating

Mrs. Claus (2 @ \$30) – Dr. Joseph Hagenbruch, Hair Designers, Castle Bank

Business Card Ads (\$100) – Romenesko Hardware, Joel Berg, Dan Frost, RRVBC, Adams Collision. Nelson Decorating was last year's Window Decorating Contest Winner and they receive a free ad in the brochure.

Visit With Santa (Women For Harvard)

June noted that Santa will need a ride from the end of the parade to Starline for Visit with Santa. Women for Harvard will receive \$100 which is one-half of the Brown Bear Daycare Sponsorship.

Window Decorating Contest (Mike Vest/Mark Lancaster)

Mike has passed out letters downtown reference the window decorating contest.

**MINUTES OF OCTOBER 18<sup>th</sup>, 2011 – APPROVED**

Moved by Wanda Marzahl, seconded by Jay Schulz to approve the Events Committee Meeting Minutes of October 18<sup>th</sup>, 2011. All ayes. Motion carried.

**TREASURER'S REPORT**

Moved by Bill Clow, seconded by Jay Schulz to approve the Treasurer's Report as submitted; total cash on hand is \$2,277.37. An additional \$3,906.56 has been set aside for the rodeo arena. All ayes. Motion carried.

**COMMUNITY MOVIE NIGHT**

The December 10<sup>th</sup> movie will be *Smurfs*.

Chairman Logan will make a determination if we need another meeting prior to Christmas in Harvard. If not, the next regular meeting is December 20<sup>th</sup>, 2011 at 5 p.m.

At 5:30 p.m., moved by Wanda Marzahl, seconded by Jay Schulz to adjourn the meeting. All ayes. Motion carried.

Submitted by:

Lori Moller, Secretary