

**EVENTS COMMITTEE SPECIAL MEETING
AUGUST 21, 2012 – 5:00 P.M.**

Chairman Scott Logan called the meeting to order at 5:00 p.m. Committee members present: Scott Logan, Lori Moller, Wanda Marzahl, Amy Bittner, Bill Clow, Tammy Herrera, Mark Lancaster and Jay Schulz. Members Laura Evers, Barb Rowe and Jane Siebert were absent. Also present were June Vickery and Stephanie Freimund.

AUDIENCE PARTICIPATION: NONE

MINUTES OF JULY 10th, JULY 17th, JULY 24th & AUGUST 7th, 2012 – APPROVED

Moved by Jay Schulz, seconded by Tammy Herrera to approve the Events Committee Meeting Minutes of July 10th, July 17th, July 24th and August 7th, 2012, as presented. All ayes. Motion carried.

RESIGNATION JANE SIEBERT - APPROVED

Moved by Bill Clow, seconded by Mark Lancaster to recommend to the City Council to accept Jane Siebert's letter of resignation from the Events Committee. All ayes. Motion carried.

APPOINTMENT STEPHANIE FREIMUND - APPROVED

Chairman Logan noted an e-mail from Stephanie Freimund expressing her interest in serving on the committee. Chairman Logan expressed his hesitancy to appoint a member because of issues with having a quorum and suggested we have individuals participate in events as volunteers prior to being considered for membership. Tammy stated that Stephanie volunteered at the rodeo both days of the event and at last year's Fall Fest. Stephanie noted her availability to attend monthly meetings and participate in the various Event's Committee functions. After further discussion, moved by Tammy Herrera, seconded by Jay Schulz to recommend to the City Council that Stephanie Freimund be appointed to the Events Committee. All ayes. Motion carried.

MOVIE NIGHT

Jay reported that the Outdoor Movie held on Tuesday, August 7th, 2012, during National Night Out at the swimming pool went very well. Jay indicated he would like to maybe have two outdoor movies next summer and will explore the cost of equipment which he estimated at around \$3,000.

Mercy Health Systems and Brown Bear Daycare have both agreed to sponsor Movie Night for the upcoming school year in the amount of \$1,600 each. There will not be a regular movie night in August. Jay is considering showing *Wallace & Grommit Bands of Misfits* for September and *The Avengers* which is a PG-13 movie in October, depending on the release dates. Jay noted he would like to show movies to get an older audience. The Committee discussed alternating movies geared towards the younger kids one month and teenagers the next month. Tammy suggested giving the high school flyers for movies for the older audience.

TRI COUNTY PRO RODEO REVIEW/COMMENTS

The Committee reviewed the rodeo revenue/expense report with a net grand total of \$6,038.96 to be split with the Chamber of Commerce. Scott noted the report did not include the City's costs (police protection, public works, parks & water consumption) that the rodeo will not be charged for. Chairman Logan will contact Crystal to set up a joint meeting with the Chamber to review the rodeo and then determine if the Events Committee wants to do it next year. Other comments/suggestions:

- Have a first aid tent.
- Look at ways to increase revenue and/or reduce overhead costs.
- Jay suggested we increase the cost of attendance.
- Either do away with the Souvenir Program or have a sponsor for the program.
- Maybe only have entertainment one night. Ticket prices could be changed to \$5 around 9:00 p.m. for those who just come to hear the band.
- Chairman Logan related what transpired with Smokin Gunz and that the band was not pleased with the Committee's decision to only pay them \$500 because they did not fulfill their contract to play in the Milk Day Parade. Scott related that all of the band members were not aware of the signed contract to be in both the parade and perform at the rodeo.
- The Committee consensus was that it's probably not necessary to be in the Milk Day Parade.

UDDER MUDDER VOLLEYBALL TOURNAMENT REVIEW/COMMENTS

Scott, Mark and Amy reported on the Udder Mudder Volleyball Tournament held on August 18th, 2012. Eight teams participated and the winner was Backyard Assassins. All the teams that participated said they would come back next year. The Committee reviewed the financial report for the event with approximately \$1,500 profit. Mark

noted that they only sold 5 or 6 bottles of water so the financial report will be adjusted to remove the \$60 water buyback from the rodeo and just make it a general Event's Committee expense. There will also be an added cost of engraving the plaque on the trophy and a picture of the winning team will be framed and put next to the trophy which will be on display at Harvard Ford. Sean Sivore has indicated that Harvard Ford would sponsor again next year and All World Machinery said they would like to be a sponsor next year as well. The Committee discussed having All World Machinery be a t-shirt sponsor and give all the participants a t-shirt as part of their registration fee.

Chairman Logan noted the verbal agreement with the Epilepsy Foundation to donate 10% of the proceeds to the Epilepsy Foundation, excluding sponsorship, which would be \$156.05. Moved by Jay Schulz, seconded by Bill Clow to pay the Epilepsy Foundation \$156.05. After further discussion about increasing the donation, Jay and Bill rescinded their motion and second respectively. Moved by Bill Clow, seconded by Wanda Marzahl to increase the donation to the Epilepsy Foundation to \$500. All ayes. Motion carried.

Chairman Logan noted that he heard feedback from a couple of sources that the Harvard Fire Protection District was not pleased that they hadn't been contacted early enough for assistance with both the volleyball tournament and the rodeo and suggested we send them a donation or buy them lunch. The Committee consensus was for Chairman Logan to send them a letter of apology and going forward, the Committee will invite the HFPD to our meetings and add them to the e-mail distribution list. Chairman Logan will find out who should be added as a contact. After further discussion, moved by Wanda Marzahl, seconded by Bill Clow to modify the donation to the Epilepsy Foundation to be broken down as follows: \$250 from the Harvard Events Committee and \$250 in the name of the Harvard Fire Protection District.

Mark related that John Bartel has a pallet of retired fire hose which will reach from the hydrants to the courts which we can use next year to flood the courts. Lori reported that the Mayor approached Milk Day after the rodeo about bringing water to the barn and that Milk Day is in preliminary stages to get necessary permission from the City to proceed with a loop system using pvc pipe instead of copper which had always made the project cost prohibitive before. One of the Mayor's suggestions was to ask groups that use the park for a donation towards the cost of the improvement. Chairman Logan noted that he will report back to the Committee when an amount is determined.

Moved by Jay Schulz, seconded by Scott Logan to do the Udder Mudder Volleyball Tournament again next year. All ayes. Motion carried. Next year's event will August 17th, 2013, which is the third Saturday of the month and is two weeks after Roscoe's tournament. The Committee discussed lowering the age requirement next year from 21 to age 16 with parental consent; Scott will talk to City Administrator Nelson to see if there are any liability concerns. Other comments/suggestions:

- Have a registration sheet next year that would accompany the waivers.
- Look at ways to be able to pay the registration fee online.

FALL FAMILY FESTIVAL – SATURDAY, OCTOBER 27, 2012

Tammy reported that the Fall Family Festival will be held Saturday, October 27th, 2012, and asked that the event be sponsored by the Events Committee rather than Farmer's Market. Moved by Jay Schulz, seconded by Wanda Marzahl to make the Fall Family Festival an Events Committee event. Tammy agreed to be the Chairperson of the event. All ayes. Motion carried.

The Committee reviewed the letter to the City Council with the following requests:

1. Waive the Outdoor Market Fee for vendors.
2. Close two blocks of Ayer Street from Front St. to Sumner St. until 4 p.m.. The cross streets of Front, Brainard and Sumner St. would not be blocked to traffic.
3. Public Works to deliver barricades on Friday to be put up by the committee.
4. Electricity at the poles turned on for the day.
5. Permission to decorate the light poles downtown with cornstalks.

Vendor spaces will be \$20 for a 10x10 space. The Committee discussed putting a ½ page ad in the the Main Line and running a two sided backpack flyer for the fall fest and movie night. Tammy would also like to send a letter to church groups and other organizations seeking volunteers to help operate games and craft stations in exchange for providing the opportunity for the organization to have a booth at no cost for the day to sell for fundraisers or to provide information. The general consensus was to proceed.

OTHER EVENTS

Christmas in Harvard/Visit With Santa – December 1st, 2012

The Committee began initial discussion for Christmas in Harvard to be held Saturday, December 1st, 2012.

- Mark Lancaster volunteered to be the Parade Chairman.

- Amy Bittner volunteered to be the Gift Shoppe Chairman.
- The Committee discussed moving the Gift Shoppe from the City Council Chambers and having the entire event at Starline. Amy will contact Orrin Kinney to see if he is amenable to having the Gift Shoppe at Starline, what cost, and when we could start setting up. If we do move everything to Starline, we can have the parade end in front of Starline.
- Wanda inquired if she should contact Leonard's for the sleigh rides. Chairman Logan noted he might have a source for the sleigh rides at no cost and will check into it.

At 6:27 p.m., moved by Wanda Marzahl, seconded by Jay Schulz to adjourn the meeting. All ayes. Motion carried.

Submitted by:
Lori Moller, Secretary