

**EVENTS COMMITTEE SPECIAL MEETING
OCTOBER 16, 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, Stephanie Freimund and Jay Schulz. Members Bill Clow, Laura Evers, Tammy Herrera, Mark Lancaster and Barb Rowe were absent. Also present were June Vickery, Rhaven Hall and Terry Leonard.

AUDIENCE PARTICIPATION: NONE

MINUTES OF SEPTEMBER 18th, 2012 – APPROVED

Moved by Wanda Marzahl, seconded by Amy Bittner to approve the Events Committee Meeting Minutes of September 18th, 2012. All ayes. Motion carried.

TREASURER'S REPORT - APPROVED

Moved by Stephanie Freimund, seconded by Lori Moller to approve the Treasurer's Report as presented with a cash on hand balance of \$7,098.59 with \$1,980.00 pending revenue for Christmas in Harvard. All ayes. Motion carried.

COMMUNITY MOVIE NIGHT

Jay reported on upcoming Community Movie Night dates:

- October 20th movie will be *Madagascar 3*
- November 17th movie will be *The Amazing Spiderman*
- December 8th movie will be *Brave*
- January movie will be *Ice Age 4*, date to be determined

Chairman Logan related a request from Dick Lind, Harvard Chevy to borrow one of the Events Committee sandwich boards the same night as movie night. Jay noted that he only uses one for Movie Night. There were no objections to letting Harvard Chevy borrow one of the sandwich boards.

FALL FAMILY FESTIVAL – SATURDAY, OCTOBER 27th, 2012

Stephanie updated the Committee on the Fall Family Festival, Saturday, October 27th, 2012, from 8 am – 3 pm.

- Tammy will leave Friends Country Market open for use of washrooms, but she would also like to have a porta-pot available to serve the north side in the empty lots where the farm animals will be. Stephanie priced porta-pots at United Sanitation Services in Belvidere and Patel in Marengo, both of which were \$95. Also suggested were Porta John and Crown. Moved by Jay Schulz, seconded by Wanda Marzahl authorizing an expenditure not to exceed \$100 to rent a porta-pot for the day. All ayes. Motion carried.
- Amy has made arrangements to get the cornstalks to decorate the light poles on Ayer St., but volunteers are needed on Saturday October 20th at 8 am to help put them up. Volunteers are also needed to put up barricades day of the event at 5 am.
- Stephanie will check with Tammy to see if she contacted the Department of Revenue for the sales tax forms for the vendors.
- Lori will remind Supt. Kruckenberg that we need 4 sets of barricades on Friday before the event.

CHRISTMAS IN HARVARD/VISIT WITH SANTA – DECEMBER 1st, 2012

Advertising & Marketing (Laura/Wanda/Jay)

- Wanda and Laura are preparing a press release
- The Committee discussed who was printing the 6,000 Christmas in Harvard inserts for the November 2nd Harvard Main Line. The Main Line outsources their printing. If we print the inserts, Jay will need the copies by October 29th. Scott wasn't sure he would have sufficient time to print them. After further discussion, Wanda was directed to contact Roger at Northwest Printing and report back to Jay and Scott.

Carriage Rides (Wanda)

Terry Leonard was in attendance. After discussion, the Committee decided to use the same route as last year starting at Front/Eastman St. Rhaven suggested posting a sign that indicates where the Carriage Rides will be. Lori noted we have received permission from Harvard Milk Days to use their three sandwich boards and the Events Committee has two. Chairman Logan suggested using two sandwich boards in front of Starline, one for the entrance and one pointing to where the Carriage Rides will be and one at Eastman St., "Carriage Rides Here". The hours will be from 1- 4 p.m. which is an hour longer than last year; Terry will revise the contract and submit to either Wanda or Lori.

Coloring Contest (Bill)

- Amy noted she gave Bill three pictures at the last meeting that could be used for the coloring sheet.
- Wanda reported we have three sponsors for the Coloring Contest.

Craft Show (Tammy/Lori)

- Applications will be passed out during Fall Fest

Breakfast with Mrs. Claus (Wanda/Lori)

- Wanda reported that Kelley's Restaurant is willing to host Breakfast With Mrs. Claus again this year, from 9:30 – 11:30 am. Lori noted we are waiting to hear back from Julie Zell to make sure she doesn't have any conflict with the date.

HFPD Smokehouse (Wanda)

Wanda related a conversation with Jeremy Adams who indicated that the HFPD didn't really want to bring the smokehouse this year because of poor attendance last year. They would prefer to be inside with their mascot "Sparky".

Entertainment (Katie)

McHenry Co Historical Society "The James" Bus (Wanda)

Wanda noted she left a message with the Historical Society but will double check with them so we can include on the flyer if they are going to be there.

Parade (Mark)

- Applications have been received from Front Street Tap and Harvard Wal-Mart
- Chairman Logan noted that at the meeting last week, Mark received Committee approval to purchase 10 safety vests at a cost not exceed \$100 in the event we were not able to borrow them from Milk Days. Scott noted Mark's preference to just purchase the safety vests so that the Events Committee has them for future use. The general consensus was to proceed.

Raffle (Lori/Tammy)

Raffle tickets were passed out to committee members. Tickets are \$5 each or \$20/5 tickets.

Santa's Gift Shoppe (Amy Bittner)

- Amy reported that she contacted Gifts N Things to double our order for the Gift Shoppe. The company advised that we would only get one stocking which will be used for the raffle.
- Amy brought up discussion on purchasing lighted garland to decorate the poles at a cost of 18'/\$23.98. Moved by Wanda Marzahl, seconded by Jay Schulz to authorize Amy to purchase lighted garland at a cost not to exceed \$135.00. All ayes. Motion carried. Jay will check plug-in availability at Starline.
- Amy discussed decorations with Teresa Baber at Starline who advised that we can hang decorations but can't affix decorations on any painted wall. We can nail or thumbtack decorations into anything that is wood.
- Debbie Gerrish from Subway has indicated she would donate cookies the same as last year. Last year sandwiches were ordered from Subway to feed workers. Debbie advised her that the party sub was less expensive than the round platters. The consensus was for Amy determine how much and to order party subs from Subway.
- Amy priced a 6½' pre-lit Christmas Tree at \$45; the general consensus was that since the Women for Harvard have one another would probably not be necessary.
- Discussed setting up three cash stations.
- We will not have a kids' craft station at the Gift Shoppe this year; the area by the kitchen will still have tables set up for general seating and so kids can fill out their gift tags.
- Harvard Prairie Toppers 4H will help set up on Friday evening. Volunteers from the Community Service Club and FFA will both help.
- Coffee pots: Scott has one, Stephanie thought she could get one from Church, Amy has two. One will be needed for coffee and one for hot water. Stephanie suggested ordering the hot chocolate and coffee through Tammy at Friends Country Market because she can get supplies in bulk.

Sponsorship (Wanda)

Wanda reviewed sponsorship to date:

Overall Event Sponsor: Catty Corp and Starline Gallery at \$250 ea.

Horse Drawn Carriage – Mercy \$600
Coloring Contest: American Family Insurance, Saunders & McFarlin, Brown Bear Daycare - \$100 ea.
Santa – Brown Bear Daycare \$200
Parade Prizes – Harvard State Bank, Harvard Savings \$75 ea.
Santa’s Gift Shoppe – Hvd Comm Credit Union, Saunders & McFarlin \$50 ea.
Mrs. Claus – Hair Designer \$30
Business Cards: Gardner Services \$100

Visit With Santa (Women For Harvard) 1-4 pm

June related that Women for Harvard are willing to split the cost of supplies (cups, napkins, coffee, cocoa, cookies) for the refreshments but they do not want to split the donations with the Events Committee. They would prefer having two separate donation jars. The Committee discussed either having two separate donation jars or just letting the Women for Harvard have the donations. After discussion, it was moved by Wanda Marzahl, seconded by Stephanie Freimund that all donations will be given to Women for Harvard. The Events Committee will purchase the supplies and advise the Women For Harvard what their share is. The proceeds from any refreshments that are sold will be split between the Women for Harvard and the Events Committee. All ayes. Motion carried. Each child and crafter will get a ticket for one free cocoa and a cookie, beyond that, they will be charged; June indicated she has the tickets to give out.

Window Decorating (Stephanie)

Stephanie reported she is working on the letter which she will pass out to businesses.

The Committee reviewed last year’s letter to the City Council. Moved by Jay Schulz, seconded by Wanda Marzahl to make the following changes: change date of event, block Diggins St. from Highway 14 to Page St., Block Front St. from Eastman St. to North Page St. from 9 a.m. – 4:30 pm, delete request for use of the City Council chambers for the Gift Shoppe. All ayes. Motion carried.

NEW YEARS EVE KIDS BASH – DECEMBER 31st, 2012 10 am - noon

OTHER EVENTS

Amy noted there is a group that would like to do the Haunted House next year, more details to follow.

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

Submitted by:
Lori Moller, Secretary