

**EVENTS COMMITTEE SPECIAL MEETING
DECEMBER 18, 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, Amy Bittner, Bill Clow, Laura Evers, Stephanie Freimund, Tammy Herrera and Mark Lancaster. Members Wanda Marzahl, Barb Rowe and Jay Schulz were absent. Also present were Rhaven Hall and Katie Ostler.

AUDIENCE PARTICIPATION: NONE

MINUTES OF NOVEMBER 20th & DECEMBER 4th, 2012 – APPROVED

Moved by Tammy Herrera, seconded by Amy Bittner to approve the Events Committee Meeting Minutes of November 20th and December 4th, 2012. All ayes. Motion carried.

TREASURER'S REPORT: NONE

COMMUNITY MOVIE NIGHT

January movie will be *Frankenweenie*, date to be confirmed with the school.

CHRISTMAS IN HARVARD/VISIT WITH SANTA WRAP-UP/COMMENTS

The general consensus was that Christmas in Harvard went well. Suggestions/comments as follows:

- Chairman Logan noted an additional expense to the expense/revenue summary sheet for Christmas in Harvard: \$126.36 for printing 6,000 inserts for the Harvard Main Line. Total expenses are \$4,214.04 and profit is \$1,727.22.
- Bill proposed a change to the coloring contest. Instead of the three age categories, award one \$10 prize in each age category from ages 1-10 with a prize for best of show. Total prize amount would be \$115.
- Mark will include language in next year's parade application that no other Santa Claus or Mrs. Claus would be allowed except through the Events Committee & Women for Harvard.
- Stephanie suggested having someone direct parade participants at the end of the parade for a better traffic flow.
- Amy reported that 310 kids came through the Gift Shoppe and noted that we sold 52% of the double order. Amy has reserved Starline for next year's event.
- It was suggested we use the entrance by WMCW next year to bring everyone in and maybe put some crafters in that area as well.
- Tammy reported that the crafters were happy with the whole event being in the same location and noted that Pedigree Oven did a craft with the kids but also sold product. Amy noted she was unaware they were going to sell product. Next year, the vendor will need to pay the booth fee if they are selling product.
- Tammy suggested having a clean-up crew that can come in and help next year.
- The consensus was that it was great to have both the Gift Shoppe and Visit with Santa at the same location, but there are several things to be tweaked for next year. Rhaven indicated that the Women for Harvard would like to have one group or the other do the concession stand because it was rather confusing this year. They will have their line against the wall with prizes on the inside. Also suggested was using one of the sandwich boards at the door to indicate where the lines are for the Gift Shoppe and Visit with Santa. At Rhaven's inquiry, Lori noted that June was given a check in the amount of \$100 which reflects one-half of the Visit with Santa sponsorship.

KIDS' BASH "COUNTDOWN TO NOON" DECEMBER 31st, 2012

Amy Stech was unable to attend the meeting due to a prior commitment, but submitted a written update for the event.

- Volunteers are needed and should be at the school by 9:15 a.m. the day of the event.
- Stephanie indicated she could get a coffee pot and will get it to Amy.
- Lori will get the cash box, start-up cash and the lanyards for volunteers.
- Lori updated the Committee on the status of Amy's attempt to get 2 bounce houses through Jumpin Beans. Amy contacted them several times to advise them that the City's insurance would waive the cost for special event liability insurance if we Jumpin Beans would provide a certificate of insurance listing the City as an additional insured with respect to their equipment liability insurance. To date, Amy has not heard back from them.
- Bill didn't think there was an issue with access to the school on Sunday for set up and at Scott's inquiry, indicated there wouldn't be a custodial fee for Sunday. Bill will coordinate with Amy.
- In light of recent events, Mayor Nolan has arranged with Chief Kazy-Garey to have Officer Burton at the event.
- Scott suggested having our portable PA system available if needed.

TRI COUNTY PRO RODEO – JULY 26th & 27th, 2013

At Mark's suggestion, it was moved by Scott Logan, seconded by Amy Bittner to appoint Lori Moller as co-chair for the rodeo for the Events Committee. All ayes. Motion carried.

Mark reviewed verbal interest from Harvard Chevy to be the overall sponsor at \$5,000. A new sponsor category will be created for Wal-Mart. Other verbal sponsors include Mercy at \$2,500 and Adams Collision at \$750.

Bill Clow related a recommendation from the Chamber to have a rodeo sub-committee from each group to work through some of the details and report back to their respective boards. A Rodeo Subcommittee was established comprised of Mark Lancaster, Lori Moller and Amy Bittner.

Mark Lancaster brought up his conversation with Crystal reference appointing a neutral third party in case a situation arises where the Events Committee and Chamber of Commerce disagree on a course of action. Mark and Crystal both recommend that Bill Clow act as a mediator between the two groups should it become necessary as he sits on both boards. Bill agreed to serve in that capacity to assist both sides to mediate and/or reach a compromise if needed.

Amy Bittner agreed to chair the Grounds Committee with Mark to co-chair. Mark has seven volunteers who will serve as grounds crew. Mark will forward Amy information so she can meet with both the police and fire dept. on next year's Event Committee events.

OTHER EVENTS

Lori reported that Crystal has reserved the Library for the Easter Egg Hunt.

At 5:36 p.m., moved by Lori Moller, seconded by Mark Lancaster to adjourn the meeting. All ayes. Motion carried.

Submitted by:
Lori Moller, Secretary