

**EVENTS COMMITTEE MEETING
JANUARY 15, 2013 – 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, Amy Bittner, Bill Clow, Laura Evers, Mark Lancaster and Jay Schulz. Members Stephanie Freimund, Tammy Herrera and Barb Rowe were absent. Also present was Amy Stech.

AUDIENCE PARTICIPATION: NONE

MINUTES OF DECEMBER 18th, 2012 – APPROVED

Moved by Bill Clow, seconded by Jay Schulz to approve the Events Committee Meeting Minutes of December 18th, 2012. All ayes. Motion carried.

TREASURER'S REPORT

Wanda reported that the Treasurer's Report didn't include the Kids' Bash revenue. Amy Bittner gave a \$20 donation to movie night to purchase the *Frankenweenie* dvd from the last movie night. Corrected cash on hand balance is \$7,959.85. Amy Stech noted that the figures in her Kids' Bash report for building use don't match the Treasurer's Report; Wanda and Lori will review. Moved by Bill Clow, seconded by Jay Schulz to accept the report as corrected. All ayes. Motion carried.

Jay inquired about the net revenue from the first two years of the rodeo. Chairman Logan noted that both years aren't included in the Treasurer's Report but the information is available.

KIDS' BASH "COUNTDOWN TO NOON" DECEMBER 31st, 2012 WRAP-UP/COMMENTS

Amy Stech reviewed the Kids' Bash 2012 Summary. The Kid's Bash seems to be very popular and draws people from outside of Harvard. This year's attendance was 350 (kids and adults). Additional suggestions/comments:

- RC Juggles was given an additional \$50 the day of the event as he stayed almost two hours later than he was scheduled for.
- Walgreens was a good partner for the pictures and seemed very excited to be a part of the event.
- After expenses/donations, the total cost to the Events Committee was \$17.56.
- Need more volunteers. Suggestions were to involve school clubs and MCC early learning program for teachers.
- Amy suggested maybe doing a fun fair next year which would change up the event a little as we have done it the same way the last four years. Fun Services Inc. has games/booths, bounce houses and provides prizes on consignment. They will deliver and set up all games, booths and rental attractions and will train volunteers. We could still do the crafts, have entertainment and RC Juggles.
- Need someone to run the event next year. Amy would be willing to research the fun fair and do the leg work to help plan the event but does not want to run it next year. Richmond is having a PTO fundraiser on March 1st using Fun Services; Amy plans on attending and will report back to the Committee at the March meeting. Amy reported that Carl Eishenhart has agreed to organize and run the event for 2014.
- Discussed using other locations such as Starline or the Jr. High. The general thought was that Crosby was better suited. Amy suggested that we provide a map of activities so parents know where to go in the building. We could also use the sandwich boards to give directions.
- Need to include in the flyer "not a drop off event"; adults need to stay with their children.
- Some of the pictures were not picked up at Walgreens and are available at City Hall.

COMMUNITY MOVIE NIGHT

Upcoming movie nights are:

February 2nd – *Hotel Transylvania*

March 9th – *Wreck It Ralph*

Jay will look into whether or not we want to do an outdoor movie again this year as part of National Night Out at the swimming pool.

EASTER EGG HUNT

Chairman Logan reported that Crystal Musgrove would not be able to chair the event this year and asked if the Committee wanted to run the event. After discussion, moved by Wanda Marzahl, seconded by Bill Clow to drop the Easter Egg Hunt for 2013. All ayes. Motion carried.

Lori was directed to let Women for Harvard know that we are not doing the event and see if they would want to do it. If not, cancel the library reservation for March 23rd.

TRI COUNTY PRO RODEO – JULY 26th & 27th

- Mark and Crystal are working on sponsorship levels and creating a specific sponsorship level for Wal-Mart.
- Laura will help Mark promote the rodeo at the Chamber Dinner on February 2nd. Mark will e-mail the sponsorship levels/contracts to Laura prior to the Chamber Dinner.
- Mark is waiting for a quote from State Line band for both a one night and two night performance. Mark will review a promo pack that Courtney received from a live band who perform dressed up as clowns.
- Mark and Crystal are working on the budget which should be ready for our next meeting.
- If we do any parades this year, it will just be basic handing out candy and/or flyers.

The Committee reviewed the various rodeo committees with the following chairpersons. A member of the Chamber Board will also help with each of the committees.

Sponsorship (Crystal, Courtney, Mark, Wanda)

Vendors (Lori, Crystal)

Grounds (Amy, Mark)

- Mark noted that he has six volunteers for the grounds crew.
- Amy suggested moving the first two items in the Misc category to grounds as she has already contacted both the Police Dept. and Harvard Fire Protection District. Chief Kazy-Garey indicated his department is shorthanded and is down three officers and would like to know as soon as possible if there will be band performances Friday and/or Saturday. The Chief will have the officers on duty do a periodic walk through and will assign officers only during band times. If we do have a band one or both nights, he will have one task force member and one Harvard police officer during the band performance. In order to get the task force, the Chief needs to put in a request a minimum of a month in advance.
- The Chief indicated that a request also needs to be sent to Chief Dan Sedlock, 2200 N Seminary Ave., Woodstock for use of the McHenry County prisoners with a follow up thank you letter. Chairman Logan will coordinate with Chief Kazy-Garey to draft and send the letter. There is no guarantee that prisoners will be available to work.
- Amy has contacted Dan Danczyk at the HFPD with dates for both the rodeo and mud volleyball. The HFPD will have a rescue squad on site from 7-10 p.m. for both rodeo performances and will hose down the field. Mark suggested the HFPD have a truck on call or staged at the rodeo. Whether or not there is a fee for their services is yet to be determined. Last year the fee was waived in exchange for a booth at the Expo.
- The HFPD will water down the arena for mud volleyball. They will also participate with a team with a waiver of fees in exchange for watering down the arena.
- The Committee suggested making Parking it's own committee or put it under grounds.
- Wanda brought up discussion of Milk Day's preliminary efforts to bring water to the grounds and asked if the Events Committee wanted to contribute towards the water line; the total cost is yet to be identified. A 4H group, which has disbanded, donated money to bring water to the barn. More information will be available after Milk Day's board meeting Thursday, Feb. 17th.
- Amy has made initial contact through a website, AllTimeFavorites.com, which is an event planning directory which has a listing of over 50,000 vendors. She will be receiving calls from the various vendors to discuss quotes for light towers, bleachers and porta pots. Bleachers on the Move quoted the same price as last year (\$1,300 for the first 3 sets and \$1,500 for the 4th set).
- Amy contacted United Rental out of Dekalb reference light towers. Their standard rate is \$131 per tower per day which is greater than Burris, but their pickup and delivery fees are each \$30 less than Burris. Amy is waiting for a call back from the manager who may match Burris' rate. Chairman Logan noted that if the only difference is \$60, he would recommend staying with Burris.

Kid's Program (Kim, Bill)

Advertising: (Courtney, Jay, Mark/radio)

Beer Tent (Scott)

Entertainment (Mark)

Tickets

Will include getting volunteers to take tickets at the entrance and to man to ticket booth. The Grounds Committee would determine the placement of the ticket booth as part of grounds layout.

Finances

Most of the finances are done internally through the City.

Laura said she would help get volunteers for the rodeo but she would need to know how many volunteer hours are needed for both days. It was suggested that each of the committee chairs should identify the number of volunteers and manhours that are needed for their committee. Also suggested was to run an ad or press release in the Main Line that the Events Committee is looking for volunteers for our upcoming events. Jay and Scott will work on a press release for the next issue of the Main Line. Amy Bittner will send out an e-mail to the 4H Extension office reference volunteers.

ICE SCULPTURE CONTEST

Chairman Logan asked the Committee to give some thought to having an Ice Sculpture Contest next year or see if another group would be willing to organize and run the event.

OTHER EVENTS

Amy Bittner reported on a conversation with Lynnette Streit who is a freshman class advisor and suggested letting the freshman class run the Haunted House next fall as a fund raiser for prom. We could front some funds that we would get paid back through admission fees. Moved by Jay Schulz, seconded by Wanda Marzahl that the Events Committee would support the effort if the Freshman Class would want to take on the event. All ayes. Motion carried. Laura will ask Lynnette if she would be able to attend our next meeting to further discuss the idea.

At 6:15 p.m., moved by Bill Clow, seconded by Wanda Marzahl to adjourn the meeting. All ayes. Motion carried.

Submitted by:

Lori Moller, Secretary