

**EVENTS COMMITTEE MEETING  
NOVEMBER 19, 2013 – 5:00 P.M.**

Chairman Marzahl called the meeting to order at 5:00 p.m. Committee members present: Chuck Marzahl, Lori Moller, Wanda Marzahl, Bill Clow, Laura Evers, Stephanie Freimund and Mark Lancaster. Committee member Tammy Herrera was absent. Also present were June Vickery, Dawn Bihlmaier, Mark Schuring and Amy Stech.

**AUDIENCE PARTICIPATION**

Amy Stech reported that Spring Gieske is willing to chair the Kids' Bash with Amy's assistance. The event will be run pretty much the same as last year at Crosby Elementary. Jason Chupich will not be there that day, but will let us use the gym equipment again this year. Amy is hoping to get a \$200 donation again from State Farm to cover the cost of RC Juggles' performance. The consensus was plan on the same dollar amount from the Events Committee as last year which was \$600. Bill indicated that Matt Rife is the new activity director at Crosby Elementary; Amy will get ahold of him to confirm that December 31<sup>st</sup> is available. There was brief discussion on having a bounce house, but insurance is an issue unless you have a professional company come in and set up and operate. Volunteers will be needed to assist with the event.

June Vickery indicated that the Women for Harvard are looking for a place to store their stuff; if anyone knows of a location, please let her know.

**MINUTES OF OCTOBER 15, 2013 – APPROVED**

Moved by Wanda Marzahl, seconded by Bill Clow to approve the Events Committee Meeting Minutes of October 15<sup>th</sup>, 2013, as presented. All ayes. Motion carried.

**TREASURER'S REPORT**

Moved by Bill Clow, seconded by Lori Moller to approve the Treasurer's Report with a cash on hand balance of \$3,081.78. All ayes. Motion carried.

**COMMUNITY MOVIE NIGHT**

The movie for Community Movie Night for December 14<sup>th</sup>, 2013, will be "*Turbo*".

Chairman Marzahl noted that while movie night has been turned over to Community Radio Station, it was decided that it would be better if the site license continue to be renewed through Jefferson School/Events Committee. Harvard Community Radio reimbursed the Events Committee the cost of the license in the amount of \$375.

**FALL FEST REVIEW/COMMENTS**

- Proceeds from the 50/50 raffle were \$72; winner was Nancy Elliott who received \$36. The Food Pantry and Harvard PADS each received \$18.
- Stephanie gave a report on Fall Fest and indicated that the event was not as well attended as in the past, both entertainment and vendors, but because there probably won't be a Farmers Market next year, the event could be done earlier in the season, perhaps the 1<sup>st</sup> weekend in October.
- Stephanie noted that Tammy has a couple invoices from Oriental Trading to be turned in for games.

**CHRISTMAS IN HARVARD - SATURDAY, DECEMBER 7<sup>th</sup>, 2013**

**Advertising & Marketing (Laura/Wanda/Steph)**

The Committee discussed putting an ad in the Main Line which comes out the day before the event and/or to send home the poster in back pack mail. Lori will run the posters tomorrow for Bill to distribute. Wanda will finish up contacting businesses for sponsorship so we can get the brochure updated and printed for distribution.

**Carriage Rides (Wanda)**

Wanda indicated we have a contract from Terry Leonard from 12:30 - 3 pm and noted that if it is busy he will stay until 4 p.m. and we can pay him the extra.

**Coloring Contest (Bill)**

Bill is working on the coloring contest sheets which will go home in backpack mail this week. The contest will be by age group as opposed to grade level. Lori will pick up the gift cards: 10 @ \$10 and 1 @ \$15 for Best of Show.

**Craft Show (Tammy/Lori)**

Lori reported that to date, 11 applications have been received.

#### Breakfast with Mrs. Claus (Wanda/Lori)

Kelley's Family Restaurant will host Breakfast with Mrs. Clause from 9:30 - 11:30 am at a cost of \$5 per person but Julie Zell has a conflict and will not be able to be Mrs. Claus. Steph said her sister might be interested and that Tammy had volunteered to make a costume if needed. Several suggestions were noted who also might be interested in being Mrs. Claus so consensus was to leave the event on the poster.

#### Entertainment (Stephanie)

Stephanie updated the committee on entertainment she is working on: Madrigals, Methodist Church Bell Choir and Dale Sinderson with guitar music.

#### HFPD (Wanda)

The Harvard Fire Protection District will participate with Sparky inside by the Craft Show. Laura will add back in the flyer.

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

Laura is waiting to hear back from the Historical Society to see if the "The James" was able to get a driver.

#### Parade (Mark Lancaster)

Entries have been received from the High School Band, Madrigals and the Jr. High 7<sup>th</sup> & 8<sup>th</sup> Grade Band and Mark has distributed applications to various businesses that haven't participated in the past. Other entry suggestions were the High School football team, Stingerz cheerleaders, the Cross Country and Jr. Tackle lightweight championship teams. Mark Schuring thought that most of the football players were involved in either wrestling or basketball and the some of the Stingerz cheerleaders are in a competition that day.

#### Raffle (Lori/Tammy)

We will have a raffle for the Christmas Stocking and the 50/50. Raffle tickets were distributed.

#### Santa's Gift Shoppe (Healing Hearts with Hooves & Hounds)

- Mark Schuring has volunteers for set up and the cheerleaders will be available for two separate shifts (10-12 and 1-4) on Saturday. Wanda and Laura volunteered to assist as cashiers. Inventory needs to be taken at the close of the event to be returned to Gifts N Things. June will be contacting Teresa Baber at Starline to coordinate the set up time for Friday, December 6<sup>th</sup> at 6:30 pm. Set up should take a couple of hours.
- Lori will make sure we have sufficient to/from tags.
- Moved by Wanda Marzahl, seconded by Lori Moller for Chuck to purchase blue plastic tarps from Tractor Supply for the Gift Shoppe. All ayes. Motion carried.

#### Sponsorship (Wanda/Laura)

Wanda will be making some more phone calls for additional sponsorship.

#### Visit With Santa (Women For Harvard)

June will talk to Teresa at Starline about using tables for both Visit with Santa and the Gift Shoppe. If we need additional tables, Bill said he could get about a dozen of the plastic fold up tables from the school, Dawn has a couple and Laura has one.

#### Window Decorating (Stephanie)

Stephanie noted that the theme will be "*Midnight Surprise*"; the deadline for entries will be December 5<sup>th</sup>. Lori will work on the letter and get to Stephanie to be distributed.

#### Refreshments (Dawn Bihlmaier-4H)

Dawn reported that the Health Dept. will not let them use a crock pot so she priced the cost to rent a steamer from Ralph's at \$34 per day plus the cost of the Health Dept. Permit of \$45. Moved by Lori Moller, seconded by Bill Clow for the 4-H Club to submit receipts for both the steamer rental and permit for reimbursement. All ayes. Motion carried. There was discussion of the Events Committee providing rolls for the crafters and giving what's left to 4-H to sell after setup.

#### **TRI COUNTY PRO RODEO**

Mark Lancaster brought up discussion of the Tri County Pro Rodeo and indicated that the Chamber of Commerce intends to proceed with the rodeo next year with Big Hat Rodeo even if the Events Committee decides not to participate.

Areas of discussion:

- The average profit each year for the Events Committee is around \$3,0000 - \$3,500.
- Mark said plans are to have local type talent before the rodeo and not have bands after the rodeo which will help to reduce costs.
- Getting more volunteers to help with the event.
- Conflict between members of the Events Committee and Chamber which would probably be resolved with better communication.
- Only having the rodeo one night instead of two.

Moved by Stephanie Freimund, seconded by Bill Clow to proceed with the rodeo one more year with the hopes of having a one day show. All ayes. Motion carried.

**OTHER EVENTS: NONE**

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

Submitted by:  
Lori Moller, Secretary