

**EVENTS COMMITTEE MEETING**  
**September 16, 2014**

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

**UDDER MUDDER VOLLEYBALL TOURNAMENT/CHECK PRESENTATION TO HARVARD FIRE & RESCUE ASSOC. & HARVARD FOOD PANTRY**

Chairman Marzahl and Tournament Director Lancaster presented a \$250 donation to Dave Decker who was present on behalf of the Harvard Food Pantry.

There wasn't anyone present on behalf of the Harvard Fire & Rescue Association to accept the Events Committee's \$250 donation. Lori will make sure that the check gets to Mike Vest, President of the Association.

**AUDIENCE PARTICIPATION: NONE**

**MINUTES OF AUGUST 19, 2014 – APPROVED**

Moved by Tammy Herrera, seconded by Stephanie Freimund to approve the Events Committee Meeting Minutes of August 19<sup>th</sup>, 2014, as presented. All ayes. Motion carried.

**TREASURER'S REPORT**

Moved by Lori Moller, seconded by Tammy Herrera to approve the Treasurer's Report as submitted with a cash on hand balance of \$1,818.95. All ayes. Motion carried.

**COMMUNITY MOVIE NIGHT**

Community Movie Night was held on Saturday, September 13<sup>th</sup> showing "The LEGO Movie" with approximately 30 in attendance. The next movie night will be October 18<sup>th</sup> showing "Mr. Sherman & Peabody".

**FALL FEST - SATURDAY, OCTOBER 11, 2014**

- Tammy is working with Amy Schulz, President of HARMONY to coordinate the Zombie Run to be held in conjunction with Fall Fest. Harvard Physical Therapy will sponsor the race bibs and t-shirts. Tammy will work on the proposed route for the 5K run to start under the water tower on East Front St. and head toward Milky Way Park and back, ending on Ayer St. at Fall Fest. Lori will put together a letter for City Council approval. Tammy said last year HARMONY was required by the City to mark hazards/divets with orange spray paint. Lori thought it may have been the school but will check to see if it was a City requirement. Tammy will use some of the \$400 approved at the last meeting for a banner and lawn signs for the Zombie Run.
- We currently have six vendors.
- Wanda contacted Steve Schultz with the Trinity Quartet; they are available to perform. Denny Diamond will perform from noon - 1; open times are 9-10, 10-11, 1-2 and 2-3.
- Mark Schuring thought he would be able provide animals for the petting zoo.
- Tammy noted she is having difficulty reaching Oak Ridge Ranch Amusements to see what they might be able to provide. Their website is <http://oakridgeranchamusements.com>
- Deans will be passing out free milk at Fall Fest.

**CHRISTMAS IN HARVARD - SATURDAY, DECEMBER 6<sup>TH</sup>, 2014**

Chairman Marzahl related that the Events Committee will be able to use the same area as last year for the event with the exception of a portion of the area in the main lobby. A bistro/coffee shop may be open and the area to the left of the pillars will be used for their customers. Similar to last year, the main entrance to the event will be the door by the radio station; crafters/vendors may use the other entrance to unload.

The Committee reviewed the letter to the City Council which is the same as in past years, with the exception of requesting a waiver of the Outdoor Market Fee which is \$50.

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

**Carriage Rides (Wanda)**

Wanda will contact Terry Leonard. The Committee discussed passing out tickets that say "Free Carriage Rides" courtesy of Mercy Health System so people are aware that there is no charge for the carriage rides.

### Coloring Contest (Bill)

### Craft Show (Tammy/Lori)

Booth fee will be \$25. Lori will update the application so we can pass out during Fall Fest.

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

Wanda and Lori will check with Kelley's Family Restaurant to see if they would host Breakfast with Mrs. Clause again this year from 9:30 - 11:30 am at a cost of \$5 per person. Steph will ask her sister, Heidi, if she would be Mrs. Claus again this year. Last year, patrons ordered off the menu at Kelley's. The consensus was to see if Agija would be open to having a special menu, which we could print, that Mrs. Claus could hand out that would have a coloring sheet on the reverse side.

### Entertainment (Steph)

### HFPD (Wanda)

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

The general consensus was not to have the "The James" bus. Other suggestions were to have either a fire truck or see if the bus company could bring a school bus which could be "stuffed" with coats and cold weather gear.

### Parade (Mark Lancaster)

### Raffle (Lori/Tammy)

We will have a raffle for the Christmas Stocking and the 50/50; the City cost for the raffle license is \$10. The general consensus was to sell raffle tickets \$1 ea. or 6 for \$5 using a regular roll of double tickets instead of selling the \$10 tickets, with a couple of drawings throughout the day. Wanda indicated she might have a comforter and pillow she would like to donate to be raffled. Lori will check our stock of tickets and order if necessary.

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

Dawn related that her 4-H Group will offer an expanded menu this year: hot dogs, chili, chips, prepackaged muffins, rice crispie treats, water, coffee and hot chocolate. Similar to last year, the Events Committee will reimburse Dawn for the Health Dept. Permit. Wanda will ask Shawn Condon if Deans would donate milk to be passed out and if they would be interested in being in the parade.

### Santa's Gift Shoppe (Amy Bittner/4-H Group and High School Soccer)

Amy was unable to be at the meeting but has requested that the profit from the Gift Shoppe be split between her 4-H Group and High School soccer team who will help with the Gift Shoppe. Amy would also like to be able to provide Subway for her volunteers Friday night and Saturday. Moved by Wanda Marzhal, seconded by Tammy Herrera to approve disbursement of the Gift Shoppe profit to Amy Bittner for her volunteer groups. All ayes. Motion carried.

### Sponsorship (Wanda/Laura)

### Visit With Santa (Women For Harvard)

At June's inquiry, Chairman Marzahl clarified the areas in the lobby area that will be used for the coffee shop.

### Window Decorating (Stephanie)

## **OTHER EVENTS**

Dawn Bihlmaier, Cheyenne Bihlmaier and Cheyenne Slavin passed out an updated proposal outlining revenue/expenses for the rabbit show to be held on October 24<sup>th</sup>, 2015, from 8 am - 6 pm:

- The committee discussed using the dairy barn at Milk Way Park for the rabbit show. The consensus was that the overhang could be used, but it might be difficult to remove everything from inside the barn for the show. Lori will check with City Administrator Nelson to determine what the fee charges would be if the show were held at Milky Way Park. There would also be A \$10 raffle license fee and a \$50 Outdoor Market Fee.
- Steph will check with United Sanitation Services to see if she can get a better price than what they quoted.
- Steph suggested they check with Marengo Boys Scouts (815) 219-5110 that have tents that are about a ¼ of the cost; they have different sizes and sides are available.
- Another suggestion was to use the parking lot at Tractor Supply for the show.

Dawn indicated they would like approval to proceed so they can start distributing flyers, with location details TBD. Moved by Wanda Marzahl, seconded by Lori Moller to give them the go-ahead to proceed with the rabbit show, with more details to come. All ayes. Motion carried.

At 6:06 p.m., moved by Wanda Marzahl, seconded by Stephanie Freimund to adjourn the meeting. All ayes. Motion carried.

Submitted by:  
Lori Moller, Secretary