

SPECIAL EVENTS COMMITTEE MEETING
November 18, 2014

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

PUBLIC COMMENT: NONE

MINUTES OF NOVEMBER 4, 2014 – APPROVED

Moved by Wanda Marzahl, seconded by Bill Clow to approve the Events Committee Meeting Minutes of November 4th, 2014.

TREASURER’S REPORT

Wanda updated the Committee on sponsorships for Christmas in Harvard. Moved by Bill Clow, seconded by Lori Moller to approve the Treasurer’s Report as submitted with a cash on hand balance of \$2,550.19; outstanding receivables are 1,160.00. All ayes. Motion carried.

COMMUNITY MOVIE NIGHT

Attendance at the November 15th movie night was 56; the next movie night will be December 6th, showing *How To Train Your Dragon 2*. The Committee discussed having flyers available at Christmas in Harvard. The Movie Night License for 2014/2015 has been received.

CHRISTMAS IN HARVARD - SATURDAY, DECEMBER 6th, 2014

Advertising & Marketing (Laura/Wanda/Steph)

- Discussed using the signs and banners. We probably would need to order a new banner as the one downstairs is date specific with the old phone number. Weather permitting, there are a mixture of signs that say “this Saturday” or “today”.
- Laura is getting larger flyers run so we can put up in various businesses.
- June noted the sign for Visit With Santa needs to be redone to reflect Brown Bear Daycare & Learning Center as the sponsor. Lori will contact Sign Crafters to get a new sign for both Visit With Santa and the Gift Shoppe.
- Laura and Wanda are working on an event map with sponsor ads on the reverse at a cost of \$75 ea.

Carriage Rides (Wanda)

Terry Leonard has brought in his contract at a cost of \$600 which is the same as last year. Wanda will work on coupons 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)

Bill has distributed the sheets for the coloring contest. The deadline for entries is December 1st and can be dropped off at the Board Office or City Hall. Winners will be displayed at Christmas in Harvard and the overall Best of Show will be published in the Main Line. Winning entries will be scanned and put on the City’s website and put on display at City Hall.

Craft Show (Tammy/Lori)

We currently have 15 vendors. Bill suggested reaching out to the artists at Starline.

Breakfast with Mrs. Claus (Wanda/Lori)

Wanda has worked out a separate menu with Kelley’s and is designing the menu.

Entertainment (Steph)

Steph has sent out an email to all the churches and school groups. The schools will let her know.

HFPD (Wanda)

Sparky will be at the event.

Kids Crafts (Casey’s)

Amy has sufficient volunteers for the Kids Crafts. Wanda will check with Jonathan at Wal-Mart to see if he would be interested in donating markers, tableclothes, ribbon, cream and sugar.

Parade (Mark Lancaster)

We have received a couple of entries from the school. Amy has arranged for the Milk Day Queen and Prince and Princess to be on floats and has drivers for the City float and one of Milk Days floats. Alderman Oppen will also be available to ride on the float in the parade.

Raffle (Lori/Tammy)

We will have a raffle for the Christmas Stocking and the 50/50.

Refreshments (Dawn Bihlmaier/4-H Group)

Dawn related everything is pretty much ready to go. Wanda reported that Deans will be donating milk to distribute.

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

Amy has volunteers in place for the Gift Shoppe. Mark Schuring has been in contact with several Events Committee members because he thought his group was doing the Gift Shoppe. The Committee was under the impression that he didn't want to do the Gift Shoppe this year; Chuck hasn't been able to get ahold of him yet. Lori will find out from Teresa at Starline how many long tables are available for our use. If we need more, Bill said they have some at the board office we could use. Dawn has a couple of 8' folding tables she will bring.

Sponsorship (Wanda/Laura)

Starline Factory	\$250	Overall Sponsor
Catty Corp.	\$250	Overall Sponsor
Rock River Valley	\$250	Overall Sponsor
Mercy Health	\$600	Carriage Rides
Brown Bear	\$300	Santa and Coloring Contest
Saunders & McFarlin	\$150	Coloring Contest & Gift Shoppe
Hvd Comm Credit Union	\$50	Gift Shoppe
Hvd Savings	\$125	Gift Shoppe & Parade
American Family	\$100	Coloring Contest
Castle Bank	\$75	Parade
Stricker/Arrowhead	\$75	Parade
Harvard State Bank	\$75	Parade
Hair Designers	\$30	Mrs. Claus
First Place Promotions	\$30	Mrs. Claus
Dr. Hagenbruch	\$30	Mrs. Claus

Visit With Santa (Women For Harvard)

June noted everything is ready for Visit With Santa.

Window Decorating (Stephanie)

Steph has sent e-mails out to all the businesses she had contacts for.

NEW YEAR'S EVE KIDS BASH - DECEMBER 31st

Spring Geske updated the Committee on arrangements for the New Year's Eve Kids Bash on December 31st from 10 am - noon. She has received verbal approval from Matt Rife to hold the event at Crosby School; Bill will drop off the completed application to the school.

- Decorating at Crosby will be done Tuesday evening from 5-7 pm.
- Spring inquired about using the Wii game in the Discovery Center as an activity. Bill suggested contacting Jason Chupich, but related there may be some reluctance as one of the Wii's disappeared during a recent event.
- Sheila Henson, Brown Bear Daycare, will donate juice.
- Spring will contact Harvard Donut, Casey's and/or Swiss Maid to see about a donation of donuts.
- Walgreen's will sponsor the photo's.
- Entertainment: possibly the Dance Factory. Wanda will forward contact information for Pickles the Clown.
- Spring thought she had enough left over craft supplies for the kids to make a noise maker.
- Spring has left a message with Marcia Miller to see if the Interact Club would be interested in doing facepainting as well as having the girls' basketball team help again this year.
- Lori will ask Mayor Nolan if he will do the Countdown to Noon.
- Spring will need the school's permission to use the their popcorn machine.

Moved by Wanda Marzahl, seconded by Bill Clow to authorize a budget of \$700 for the Kids Bash. All ayes. Motion carried.

OTHER EVENTS

Dawn and Cheyanne Bihlmaier updated the Committee on the Rabbit Show. The Moose has been reserved and they are finalizing the flyer.

At 5:45 p.m., moved by Bill Clow, seconded by Wanda Marzahl to adjourn the meeting. All ayes. Motion carried.

Submitted by:
Lori Moller, Secretary