

**EVENTS COMMITTEE MEETING
OCTOBER 16, 2007 – 5:00 P.M.**

Chairman Evers called the meeting to order at 5:00 p.m. City Clerk Wells called roll. Committee members present: Laura Evers, Cathy Pescinski, Scott Logan, Judyanne Grandmaison, Barb Rowe, Lori Moller and Wanda Marzahl. Members Bill Clow and Rebecca Gabrys were absent. Also present were Chief Kazy-Garey, Regina Logan and June Vickery.

AUDIENCE PARTICIPATION: NONE

EVENTS COMMITTEE MEETING MINUTES OF 10/02/07 - APPROVED

Moved by Logan, seconded by Marzahl to approve the minutes of October 2nd, 2007, as presented. Members voting aye: Evers, Pescinski, Logan, Grandmaison, Rowe, Moller and Marzahl. Motion carried.

TREASURER'S REPORT

Wanda amended the Treasurer's Report to reflect payment of \$110 by Harvard Insurance for a placemat ad; ending balance is \$1,181.00. Moved by Logan, seconded by Grandmaison to approve the revised Treasurer's Report. Members voting aye: Evers, Pescinski, Logan, Grandmaison, Rowe, Moller and Marzahl. Motion carried.

CHRISTMAS IN HARVARD AND SUBCOMITTEE REPORTS

Marketing & Advertising (Cathy Pescinski and Bill Clow)

The following placemat ads have been sold: Jay Nolan, Logan Actuator, Castle Bank, Harvard Insurance, Harvard Auto Group, Harvard State Bank, Heyer True Value and Stahl Insurance. Judyanne will contact Adams Collision, La Rosita and Milk Pail; Laura will contact Frank Richards. The Committee reviewed printing costs submitted by Scott. Moved by Logan, seconded by Pescinski to approve printing 10,000 placemats at a cost of \$330.20. Members voting aye: Evers, Pescinski, Logan, Grandmaison, Rowe, Moller and Marzahl. Motion carried. Placemats need to be in restaurants by the week of Thanksgiving.

The Committee reviewed the research and cost comparisons of button making machines submitted by Lori. After discussion, moved by Logan, seconded by Marzahl to approve the purchase of the American Button Machine, Professional Button System (2¼") at a cost of \$389.95 which comes with 250 button sets. Members voting aye: Evers, Pescinski, Logan, Grandmaison, Rowe, Moller and Marzahl. Motion carried.

Parade (Laura Evers)

Chief Kazy-Garey brought up discussion of disbursing entrants at the end of the parade route using the parking lots at Castle Bank, Stahl Ins., the City and the Chamber. Horse units to proceed down Diggins to Ratzlaff and back to the school. The Chief noted there will be barricades at every corner to be coordinated with the Public Works Dept. and that he would not be able to provide manpower at every corner. Typically crossing guards will be utilized at the corners with a couple officers out. The kick-off time of the parade is 12:30 p.m.; the Chief will check the freight train schedule to make sure that the parade doesn't conflict. The Committee discussed staging on Washington Street to the north of the school and Hutchinson Street which is a one-way in from of the school; Scott to check and report back to the Chief.

Craft Fair

Cathy reported we have a nice variety of crafters with seven applications received to date and three more in process; total capacity is 27 crafters. Cathy will go ahead and run the ad for crafters.

Visit With Santa (June Vickery/Women For Harvard)

June inquired about getting candy canes to be given out; Scott suggested purchasing through Oriental Trading Co. June also commented that the Women For Harvard asked about the City's Newsletter which did not include their name. Scott noted that was strictly the City Newsletter and that the literature that the Events Committee puts out will have the Women For Harvard name listed.

June has given wording to Jimmy's for the banner to include both Santa and Mrs. Claus.

Mrs. Claus (Judyanne Grandmaison)

Judyanne reported everything is ready to go and is ordering mints through Oriental Trading. She will work with June on a combined order.

Coloring Contest (Barb Rowe)

Barb will purchase gift cards for the prizes at Wal Mart and will submit the receipt for payment. Three age categories: Pre-K, K-2nd and 3rd – 5th with 1st, 2nd & 3rd for each age category. Prizes will be \$1st place-\$15; 2nd place-\$10, 3rd place-\$5 and Best of Show an additional \$10. Total prize amount is \$100.

Window Decorating Contest (Barb Rowe)

Commercial window decorating contest would be open to all businesses in Harvard; the Chamber has a list of businesses which can be edited to send either a letter or postcard outlining the contest with businesses to register by phone listing Scott's business phone 1.815.943.9500 or e-mail address. Scott will set up a specific e-mail address.

Entertainment (Judyanne and Rebecca)

Judyanne is working with a choir to be there at 4:15 to sing prior to the tree lighting at 4:30 p.m.

Wanda reported that Deans has agreed to provide the full amount for the trolley sponsorship this year only. The Committee discussed having two sponsors next year and/or shopping around for a different trolley company

COUNTRY FAIR PROPOSAL

The Committee reviewed Wanda's proposal for a Country Fair. The general consensus was that it was a good family friendly event to pursue with June 28th as the target date. Andy Wells volunteered to co-chair with Wanda and will research the food aspect with the Health Department.

Laura brought up discussion on working with different local organizations/student groups to coordinate events. The Events Committee can act as the umbrella group coordinating different organizations to man booths as a fundraiser. The Committee discussed inviting other groups to attend an Events Committee Meeting in January. Laura will contact the HERS and Lion's Club.

MEETING DATES

November 13th – 5 p.m.

November 27th – 5 p.m.

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

Submitted by:

Lori Moller, Secretary