

**EVENTS COMMITTEE MEETING
FEBRUARY 19, 2008 – 5:00 P.M.**

Chairman Evers called the meeting to order at 5:08 p.m. Clerk Wells called roll. Committee members present: Laura Evers, Cathy Pescinski, Scott Logan, Barb Rowe, Bill Clow, Rebecca Gabrys, Lori Moller and Wanda Marzahl. Member Judyanne Grandmison was absent. Also present were Mayor Nolan, Reggie Logan and June Vickery.

AUDIENCE PARTICIPATION:

June Vickery, Women For Harvard, inquired how the Committee would like them to participate in the Country Fair. Laura noted that a meeting will be scheduled inviting local groups to participate in the Country Fair.

EVENTS COMMITTEE MEETING MINUTES OF 01/15/08 -APPROVED

Moved by Logan, seconded by Marzahl to approve the Events Committee Meeting Minutes of January 15, 2008 as presented. All ayes. Motion carried.

TREASURER'S REPORT – APPROVED

Treasurer Marzahl reviewed the Treasurer's Report with an ending balance of \$2,395.34.

Outstanding invoices

1. \$416 – Class of 2009 (40% of Craft Show Proceeds)
2. \$195 – Sign Crafters

Accounts Receivable

1. \$ 26 – Harvard Main Street – Group Ad
2. \$110 – La Rosita Placemat Ad
3. \$110 – Flower Bin Placemat Ad

Moved by Logan, seconded by Moller to approve the Treasurer's Report. All ayes. Motion carried.

Laura reminded the Committee that it is important that all bills for events are submitted to the City of Harvard as quickly as possible so they can be paid in a timely fashion.

BUDGET COMMITTEE RECOMMENDATIONS BUDGET FY2008/2009

Scott reviewed the Budget Committee Meeting Minutes of January 22, 2008, which met to develop a proposed Events Committee Budget FY2008/2009. The Mayor noted that if the Country Fair extends into the evening, police security will be required. After discussion, the general consensus was for the Country Fair to run from 10 a.m. – 6 p.m. Moved by Clow, seconded by Logan to approve the Events Committee Budget for FY 2008/2009 with adjustments to increase the line item for Cash on Hand Transfer In to whatever the exact ending balance is after all receipts/revenues for Christmas in Harvard are finalized and to increase the Country Fair General Miscellaneous expense line item by the same amount. All ayes. Motion carried.

CHRISTMAS IN HARVARD DECEMBER 6, 2008

Craft Show

- Cathy suggested a different location other than Central School to accommodate more crafters; Bill Clow indicated that the upstairs would also be available at Central School.
- Cathy will contact Orrin Kinney to see if the Starline Building would be available for any events.

Santa's Gift Shop/Pictures With Santa

- Lori has left a message for Doug McKenzie about using the Masonic Temple, but he hasn't called back. Mayor Nolan indicated that the Council Chambers would be available; the general consensus was to use the council chambers unless something else materializes. Laura noted that they have plenty of storage area above their store for purchased items for the gift shop.
- Wanda had a preliminary conversation with Robert Mundis from the High School who indicated if we could contact him early in the fall to have the Building and Trades class build eight partitions. The goal is to have everything set up with the school by May 1st so there is time to contact Dale Sinderson to have the art class paint the partitions.
- Rebecca suggested contacting Renewed Treasures about sponsorship.
- A health department permit will be needed for any type of food vendor.

Other ideas discussed:

- Have Wal Mart be a periodic trolley stop
- Rebecca read a letter she e-mailed to the schools reference next year's Christmas in Harvard. Band Director

Kathy Collins responded and noted her concern having the bands participate in the parade unless it is at least 40°. She suggested that if it is colder perhaps the bands could participate indoors. If it is too cold, the Committee discussed having the bands in the parade and actually performing later in small groups at the stores.

- Have mini plays with performances at 10 a.m. and 2 or 2:30 p.m ; suggested location was Club 21
- The Mayor said the downtown streetscape will be completed by Thanksgiving and suggested changing the date to the Saturday after Thanksgiving; the general consensus was to leave it at the first Saturday in December.
- Approach businesses right after Labor Day for more involvement

COUNTRY FAIR – JUNE 28TH 10 a.m. – 6 p.m.

- Theme will focus on Mary Poppins
- Angela Faber will do the poster for the Country Fair
- The Committee discussed location at either Milky Way Park or Northfield Ave. Park. Milky Way would be more conducive for parking, kite flying and electric availability but Northfield Ave. Park would have a better atmosphere for a country fair. Moved by Pescinski, seconded by Gabrys to hold the Country Fair at Milky Way Park at least the first year. All ayes. Motion carried.
- Wanda read a draft letter to be sent to local churches and civic/not-for-profit groups inviting them to attend a planning meeting for the Country Fair on Tuesday, March 11th at 7:30 p.m. at the City Council Chambers. The Committee needs to come up with a clear idea of what activities we would like groups to be involved with.
- Subcommittees will be set up after the planning meeting; Rebecca volunteered to be the Community Organizations Liaison.
- Discussed \$50 for craft/vendor fees and \$25 for local/not-for-profit groups. Food vendors would not pay a booth fee, but would use tickets that are pre-purchased for food/games in 50¢ denominations. The various clubs would redeem the tickets when the event is over; the groups would receive 90% and the Events Committee would receive 10% of the gross proceeds. If a not-for-profit group comes in to do two different things, we would charge based on their primary use.
- Bill noted that the play the high school is doing is State Fair; he will check into advertising the Country Fair in the music program.

UPCOMING MEETING DATES

March 4	Events Committee Country Fair Meeting, 5 p.m.
March 11	Santa's Gift Shop Subcommittee Meeting, 5 p.m. Country Fair Planning Meeting with Local Groups, 7:30 p.m.
March 18	Regular Monthly Events Committee Meeting, 5 p.m.

At 6:35 p.m., moved by Logan, seconded by Rowe to adjourn the meeting. All ayes. Motion carried.

Submitted by:
Lori Moller, Secretary