

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

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

AUDIENCE PARTICIPATION: NONE

EVENTS COMMITTEE MEETING MINUTES OF 07/15/08 -APPROVED

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

TREASURER'S REPORT – APPROVED

Treasurer Marzahl reviewed the Treasurer's Report with an ending balance of (\$240.24). Moved by Moller, seconded by Clow to approve the Treasurer's Report as presented. All ayes. Motion carried.

Wanda has not been able to contact Bill LeFew who donated \$500 for prizes for the kite flying contest to see if the donation can be carried over to Christmas in Harvard.

COUNTRY FAIR

Set Date for 2009 – June 27th

Moved by Clow, seconded by Marzahl to set the date for the Country Fair to be held on the last Saturday in June which is June 27th. All ayes. Motion carried.

Mailer to 2008 Participants

After discussion, the consensus was to mail out a letter to 2008 participants to thank them for their participation and including a postcard for vendor feedback and whether or not they would like to reserve their spot in the 2009 Country Fair and to invite them to attend our January 20th meeting. The deadline to return the postcards will be October 31st to reserve their space for 2009. Bill Clow and Laura Evers will work on the letter to be mailed by Labor Day.

Women For Harvard Feedback/Comments

- June said that if they do beverages next year, they should be closer to the food.
- June noted the discussion at the last meeting about the inflatable bouncy house and felt that it should be the responsibility of the establishment that rented the inflatable to notify the Women for Harvard if there was a legal requirement to have a licensed operator on site. Bill suggested that the Women for Harvard have a conversation with the vendor next year as to whether or not there is a such a requirement.
- Layout improvements - put more picnic tables in the shade

CHRISTMAS IN HARVARD DECEMBER 6th

Subcommittees

Advertising/Marketing – Bill Clow (need to find someone to help)

Craft Show – Laura to ask Cathy Pescinski if she would chair

Decorating (Coloring Contest & Window Decorating) – Barb Rowe

Entertainment & Mrs. Claus - Laura to ask Judyanne if she would chair

Parade – Rebecca Gabrys (Karen Kruckenberg is helping)

Poster – Laura to ask Angela

Santa's Gift Shoppe – Lori/Wanda to be held at Masonic Temple 10 a.m. – 4 p.m. with a break from noon-1 p.m.

Sponsorship/Funding - Laura

Visit with Santa – Women for Harvard to be held at Masonic Temple 1 – 4 p.m.

Discussion

- Discussed mailing out Save the Day Reminder Cards; Bill will take some pictures of areas downtown that have been completed to include on the postcard; Rebecca/Laura are working on a database for mailing
- Invite aldermen to ride City float
- With the Mayor's approval, a more formal letter with details should go out to area municipalities and other schools to participate in the parade
- Parade to start at 12:30 p.m.
- The McHenry Co. Historical Society Mobile Museum "The James" is reserved for that day

- Rebecca has talked with Sue Schiller about performing little plays and is also looking into getting the Ronald McDonald Care Mobile set up for people to walk through
- Encourage more street performers and store front activities with multiple locations
- Lori to find out if New Hope Community Church was going to have the Live Nativity
- Laura to ask Cathy if she contacted Orrin Kinney to use the Starline Building for the Craft Show
- Bill thought we could get small groups of Jr. High and High Schoolers to play or sing if we can find the space for them to perform
- the trolley will be dependent on funding
- The Committee discussed getting volunteers to assist in the various committees and recommendations for the vacancy on the Events Committee
- The Committee discussed publicity. Bill noted an advantage to advertising in the weekend section of the newspaper closer to the event. Also suggested was using half-sheet bulletins for churches and other groups as well as the City newsletter.

FUNDRAISER

Clerk Wells reported that it might take longer than a couple months to form a foundation and inquired how much money the committee wanted to raise; the general thought was around \$2,500.

Clerk Wells suggested that instead of a meat raffle, the Committee have a blanket organization act as the not-for-profit organization to conduct a Holiday Cash 50/50 Raffle (500 tickets at \$10 ea). A note could be put on the tickets that if all the tickets aren't sold the grand prize is 50% of actual tickets sold. Main Street has expressed interest in acting as the blanket organization to conduct the Christmas in Harvard fundraiser and donating all the profits back to the Events Committee. Prizes discussed were a grand prize of \$2,008 and \$208, \$8 and 8 Christmas ornaments. The cost of printing tickets is around \$80.

Moved by Clow, seconded by Marzahl to pursue the Holiday Cash 50/50 Raffle and approach Harvard Main Street first to see if they would be willing to act as the not-for-profit organization; if not, to approach the Chamber of Commerce and other not-for-profit organizations to see if they would be interested. All ayes. Motion carried. Clerk Wells to be chairman of the raffle.

The Committee discussed selling tickets with the drawing on October 10th which is also Homecoming; Bill will check to see if the winner could be announced during the Homecoming Game. Bill will also check with the Booster Club to see if raffle tickets could be sold during home games.

NEXT MEETING DATE

The next regular meeting is Tuesday, September 16, 2008 at 5 p.m.

At 6:10 p.m., moved by Marzahl, seconded by Clow to adjourn the meeting. All ayes. Motion carried.

Submitted by:
Lori Moller, Secretary