

**EVENTS COMMITTEE MEETING  
NOVEMBER 13, 2008 – 4:30 P.M.**

Chairman Logan called the meeting to order at 4:30 p.m. Secretary Moller called roll. Committee members present: Scott Logan, Lori Moller, Wanda Marzahl, Rebecca Gabrys, Judyanne Grandmaison, Cathy Pescinski and Barb Rowe. Members Crystal Musgrove and Bill Clow were absent. Also present were volunteers Reggie Logan, Chuck Marzahl, Bonnie Moller, Darrell and Deb Perkins and June Vickery.

**AUDIENCE PARTICIPATION: NONE**

**EVENTS COMMITTEE MEETING MINUTES OF 10/30/08 -APPROVED**

Moved by Marzahl, seconded by Pescinski to approve the Events Committee Meeting Minutes of October 30<sup>th</sup>, 2008 as presented. All ayes. Motion carried.

**TREASURER'S REPORT - APPROVED**

Treasurer Marzahl reviewed the Treasurer's Report. Barb Rowe requested a correction in receipts that the J.L. Insurance Ad should read Harvard Insurance Service. Moved by Moller, seconded by Rowe to approve the Treasurer's Report as corrected. All ayes. Motion carried.

**COUNTRY FAIR**

Mailer to 2008 Participants

The Committee discussed the mailer to 2008 participants as discussed at the last couple meetings which has not yet been sent out. Bill was going to work on a draft letter to mail out to everyone that was invited last year.

**CHRISTMAS IN HARVARD DECEMBER 6, 2008**

Chief Kazy-Garey was present to discuss the Christmas in Harvard. Chairman Logan reported that the parade would be almost the same as last year staging the parade at Washington School. Horses, if any, will be at Mary's Park. The parade will proceed down Washington St. and go north on Ayer St.; plans are to close off Diggins St. from five-points to Second St. and to utilize Castle Bank's parking lot for parents to pick up children. The tree lighting and awards will be held at 4:30 p.m. but shouldn't require blocking of any streets. Chairman Logan noted that crossing guards would be helpful at Washington School. There was further discussion about where to stage the parade as the school parking lot was confusing with floats not able to get in and turn around. Chief Kazy-Garey will arrange the barricades with Supt. Kruckenberg and suggested barricading the three streets on the south, west and north side of the school leaving Hutchinson open. There aren't any other events that would require additional police manpower. The Chief is working to have McGruff in the parade, a couple squads if available and will check the availability of Officer Dixon and Hunter. The Chief will get contact information to Rebecca for the McHenry County Color Guard. Lori will get a certificate of insurance listing Washington School as an additional insured.

Marketing & Advertising (Bill)

- Cathy reported that Angela is working on the poster and is using a photo of Main Street which Cathy will utilize thematically throughout the publications
- The Committee reviewed the mock-up brochure with additions/corrections as follows:
  - Add Breakfast with Mrs. Claus at Kelly's Restaurant from 10 – 11:30 a.m. at a cost of \$4.50 ea.
  - Add listing for the McHenry County Historical Society Mobile Museum "The James" from 10-4 to be on E. Brainard at Ayer St.
  - Under sponsors, change LeFev Insurance to American Family Insurance and add under Santa's Gift Shoppe
  - Add Harvard State Bank as an overall sponsor
  - Correct listing under sponsors to Harvard Insurance Service
  - Correct map showing parade down Washington St.
  - Business card ads: one free listing to DJ Shears; also add Adams Collision and Heyer True Value
- Cathy will print the table toppers last

Parade (Rebecca)

- Rebecca has contacted Castle Bank who will have some type of wagon promoting the Castle Challenge. Rebecca and Bill will contact the school reference having winter athletes on the wagon
- Rebecca wasn't sure if we would have a convertible for Mrs. Claus; may be a truck with a chair
- Brown Bear Daycare will put something together for the parade
- Rebecca has left messages with numerous people about participating in the parade including Larry Davidson, AA Anderson, Buck Bros., Plum Tree, Mercy Harvard Hospital, Rep Jack Franks, Royal Oak Apple Orchard, Siberian Husky Rescue
- Suggestions were to contact either Harry Alten or Dick Goad for tractors, Sullivan Foods and Heyer True Value

- the McHenry County Sheriff's Dept. will need space for their fingerprinting display; suggestions were the Trophy Store or the Harvard State Bank lobby
- Rebecca to contact Jo Carbonetti about having the 2<sup>nd</sup> graders in the parade
- Cathy has prepared the Parade Application and has e-mailed to Rebecca. Cathy will e-mail Lori so she can put on the web-site.
- Rebecca will contact Castle Bank for permission to use both sides of their parking lot

#### Santa's Gift Shoppe (Lori Moller/Wanda Marzahl)

- Sign Crafters is working on a layout/price for both a banner and signs for the Gift Shoppe
- Barb will distribute flyers downtown for the Gift Shoppe
- Kathy Schack, Harvard Retirement Home will assist in wrapping presents on Dec 1<sup>st</sup>

#### Craft Fair (Cathy and Reggie)

- Bonnie Moller noted her intent to have a food booth and reported that the health dept. permit is \$70 for one day in addition to the vendor space and inquired about how many vendors would be present. Cathy indicated she anticipated about 15 vendors and is using City Hall as the primary location with Starline as the overflow. Bonnie asked the committee to consider waiving the vendor fee. Moved by Marzahl, seconded by Moller to waive the \$40 vendor fee for Bonnie for the food booth. All ayes. Motion carried.
- It was also noted that Santa's Gift Shoppe would need to have a permit for the cookies that Swiss Maid is donating and the milk/juice that Deans is donating. Cookies will have to be individually pre-packaged at Swiss Maid. A permit would also be required to sell hot chocolate and coffee. Judy Anne said she would be willing to help wrap cookies at Swiss Maid. The Committee will contact the Health Dept.
- Scott will e-mail Wanda a request to Milk Day for permission to use the Craft Show Here Signs
- Cathy will place the ads in the Walworth Shopper tomorrow

#### Visit with Santa (June/Women For Harvard)

- June inquired if the Women for Harvard should bring all their decorations; consensus was yes
- Doug McKenzie will allow us to set up on Friday, Dec 5<sup>th</sup>
- Women for Harvard has a banner that says Visit With Santa; June will locate to see exactly what it says

#### Mrs. Claus and Breakfast with Mrs. Claus (Judyanne)

Breakfast with Mrs. Claus is scheduled for Sat., December 6<sup>th</sup> at Kelly's Restaurant from 10 - 11:30 a.m.; our cost is \$3 per plate; the general consensus was to charge \$4.50.

#### Coloring Contest (Barb)

- Barb reported that the coloring pages have been distributed to the schools along with the flyer/coupon for Santa's Gift Shoppe
- Coloring sheets are to be returned by November 24<sup>th</sup>; Barb will pick up at the schools
- Barb has picked up cards and prizes for the coloring contest

#### Window Decorating Contest (Barb)

- Barb has received a response from Arts and Tunes who will be decorating
- Scott will have Bopp's contact Barb to sign up
- Bonnie noted DJ Shears would like to decorate and inquired about sign up; Barb clarified all they have to do is call to sign up
- Judging will be the week of December 1<sup>st</sup>

#### Entertainment & Finale (Judyanne/Rebecca)

- Judyanne has a couple of kids who will perform at 3 p.m. at the Gift Shoppe
- Rebecca is working to get the band in the parade as well as individual groups to play; the foyer of the Harvard State Bank will be open until 4:30
- Harvard Savings is looking to see if they can bypass their alarm system to stay open later
- Maria from Harvard Savings Bank has volunteered to help after the bank closes
- Rebecca asked someone to contact the various businesses to see if they would be willing to host various entertainment; Cathy said she has distributed mailings to business owners with ideas and suggestions to participate
- Entertainment is needed throughout the day
- The tree lighting is scheduled for 4:30 p.m.; the Mayor has been asked to light the tree

Live Nativity with Petting Zoo/New Hope Community Church (Lori)

Bonnie reported that everything is set for the New Hope Community Church Live Nativity with Petting Zoo from 1-4 p.m. Lori noted that a letter has been sent to Stahl Insurance requesting permission to use their parking lot.

Sponsorship

Wanda has spoken with American Family Insurance who has donated \$100 to the Gift Shoppe and \$100 to the Coloring Contest. Saunders and McFarlin and Garbrecht have each donated \$30 to Mrs. Claus. Garbrecht's money has been paid. Wanda will contact Saunders and McFarlin who mailed in payment with a credit card and advise that we aren't set up to accept credit cards. Sponsorship received to date:

- Overall Sponsor Harvard State Bank
- Santa Harvard Savings Bank
- Coloring Contest Chamber of Commerce and American Family Insurance
- Parade Prizes Saunders and McFarlin
- Santa's Gift Shoppe Harvard Insurance Service and American Family Insurance
- Mrs. Claus Saunders and McFarlin and Garbrecht's Upholstery

Trolley

Cathy reported that the company that Crystal Lake Main Street used for the trolley was out of Bensenville and they only go within a thirty mile radius of O'Hare. Their charge was \$800 for two trolleys for six hours. Bonnie suggested contacting Grand Geneva. At the moment, there isn't a sponsor for a trolley, so unless we find a sponsor we won't have a trolley.

Signs

- Barb went to the Trophy Store and signs on hand are as follows:
  - 10 sm. Christmas in Harvard this Saturday – no stand
  - 9 sm. Christmas in Harvard this Saturday – with stand
  - 1 lg. Christmas in Harvard this Saturday – with stand
  - 1 lg. Christmas in Harvard this Saturday – no stand
  - 1 Tree Lighting Sponsor/Harvard Savings – with stand
  - 2 Parade Sponsor/Saunders & McFarlin – no stand

The Milk Day Craft Fair Signs are at the barn at Milky Way Park

- The trolley signs are very weather beaten and unusable
- The parade sponsor signs either need to be carried in the parade or put on something
- There was discussion on who rides in the city float. Suggestions were the Milk Day Queen, the City Council, or Mrs. Claus. Chuck will arrange the float with Supt. Kruckenberg staging the float right before the fire truck and will contact the rest of the aldermen to see if they would be on the float. Cathy suggested that since we have athletes in the parade that we include top academic students as well, maybe the members of National Honor Society. Alderman Perkins suggested that Steve Santeler and Jim Kruckenberg also be on the float with the aldermen as they were a vital part of the Downtown Streetscape Project.

**FUNDRAISER UPDATE**

The Committee was reminded to turn in money raised for raffle tickets.

**NEXT MEETING DATE**

Our regular meeting on November 18<sup>th</sup> was cancelled and a meeting was scheduled for Tuesday, November 25<sup>th</sup> at 4:30 p.m.

At 5:40 p.m., moved by Marzahl, seconded by Rowe to adjourn the meeting. All ayes. Motion carried.

Submitted by:  
Lori Moller, Secretary