

**EVENTS COMMITTEE MEETING  
NOVEMBER 25, 2008 – 4:30 P.M.**

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

**AUDIENCE PARTICIPATION: NONE**

**EVENTS COMMITTEE MEETING MINUTES OF 11/13/08 -APPROVED**

Moved by Marzahl, seconded by Pescinski to approve the Events Committee Meeting Minutes of November 13<sup>th</sup>, 2008 as presented. All ayes. Motion carried.

**TREASURER'S REPORT - APPROVED**

Treasurer Marzahl reviewed the Treasurer's Report. Moved by Grandmaison, seconded by Rowe to approve the Treasurer's Report as presented. 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. Scott will draft a letter to mail out to everyone that was invited last year.

**CHRISTMAS IN HARVARD DECEMBER 6, 2008**

**Marketing & Advertising (Bill & Cathy)**

- Posters have been printed and were split up to be distributed (50 large; 100 small)
- Cathy is working on the brochure with a couple things to correct/add as well as table toppers
- Cathy inquired about putting an ad on Jimmy's daily menu; Scott noted that Jimmy's lost the database and is in the process of trying to build it back up.

**Parade (Rebecca)**

- One entry has come in and Rebecca is awaiting responses from her phone calls
- Mike Vest is announcing the parade and has expressed interest in becoming a volunteer for the Events Committee and will be available the day of Christmas in Harvard
- After discussion, the general consensus was to put the reviewing stand by the old Roach's Hardware store; Chief Kazy-Garey will coordinate with Supt. Kruckenberg. Scott is working with Mike Rose to work on the wireless mike reaching that far.
- Judyanne noted she has three dancers who are going to perform and inquired if they needed to sign the parade app and waiver to be in the parade. Scott noted that everyone in the parade must sign the release. In order to be judged, entries must be in by Thurs., Dec. 4<sup>th</sup>
- Lori reported that the Girl Scouts contacted the Chamber about being in the parade and will check with Crystal to find out which group it is.
- Barb introduced Maria from Harvard Savings Bank who is interested in volunteering.
- Bill Clow noted that Washington School will be open in the event it is cold
- Rebecca will arrange for three judges for the parade
- Scott/Chuck will talk with the City Council about riding in the parade

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

- Lori noted the proposal from Sign Crafters; the Committee recommends drawing #3 which is a 4' x 8' Coroplast at a cost of \$75. Moved by Logan, seconded by Pescinski to approve the purchase of the 4' x 8' Coroplast sign as presented for Santa's Gift Shoppe. All ayes. Motion carried.
- A Health Department Permit has been obtained in order to distribute beverages and cookies
- Harvard Community Radio, 88.5 FM will be broadcasting live from the Gift Shoppe

**Craft Fair (Cathy and Reggie)**

- Reggie reported on craft applications received to date. She also received a call from a 4-H group who would like to sell pre-wrapped candy at the Craft Show. After discussion, the general consensus was to waive the fee and have them set up at Santa's Gift Shoppe.
- Cathy said the ad will be on the front page of the Walworth Shopper on Wed., Nov 14<sup>th</sup>
- Wanda, Scott and Lori worked on an article which has been sent to Tim Kane to be put in the Northwest Herald
- Cathy said she hasn't contacted FFA or other group to help with the Craft Show since we have enough volunteers to staff this year

- Wanda forwarded the Events Committee Request for use of the Craft Show Today signs to Milk Days. Michele and Mike Bannwolf will coordinate to get the signs for the event.

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

- Women For Harvard will set up on Friday evening at 6 p.m.
- Washington School will be available for Santa to get dressed before the parade
- Lori will check with Doug McKenzie to see if advertising can be put up ahead of time
- Lori will look to see if the City has a couple floor mats that can be used at both sides of the stage to help keep the floor from becoming wet and slippery with snow that is tracked in

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

- Judy asked about handing out candy canes or goody bag; the general consensus was that it wasn't needed.
- Chuck Marzahl will assist that morning to take money.
- Cathy suggested paper and markers or crayons for something for the kids to do

#### Coloring Contest (Barb)

- Barb reported that 267 coloring pages were returned and noted that this year the teachers sent the coloring pages home with students and not set up as a class project. The coloring pages were turned over to Bill Clow for judging.

#### Window Decorating Contest (Barb)

- Barb reported that five businesses have signed up: Bopp's, DJ Shears, Chop Shop, Art Tunes and Seeley's
- Kathy Schack requested we change judging from December 3<sup>rd</sup> to December 1<sup>st</sup> because her judges aren't available on December 1<sup>st</sup>. The general consensus was that was fine because the postcards say decorations must be up by December 1<sup>st</sup>.

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

- Rebecca reported that the Sheriff's Department is not going to have anyone available to do fingerprinting.
- After discussion, the general consensus was to put "The James" on Sumner Street
- Rebecca is waiting to hear from the Fire Dept. about the availability of their smoke house
- Rebecca reported that Harvard Mercy Hospital is interested in a \$1,000 sponsorship to the Events Committee; Wanda will invoice. The consensus was to use for either the trolley or carriage rides. Cathy didn't think we would be able to get the trolley on such short notice. Wanda will contact Terry Leonard about having their carriages in the parade and offering rides from 1-4 p.m. for \$1,000 or less. Carriage rides would be free to the public; a tip jar would be allowed.
- Bill/Rebecca will continue to work with the High School/Jr. High to have the bands in the parade.
- Rebecca is talking with Sue Schiller to have some of the second graders perform and inquired about setting up at Central School. Scott noted previous discussions that Central School poses safety issues having people cross the highway. Cathy suggested using the Starline Bldg. which will also help draw people to the Craft Show. Cathy will include in the brochure that School District 50 Musical Entertainment will be at Starline throughout the day.
- Judyanne is working on entertainment

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

Lori noted the Live Nativity is ready to go and reported that all the certificates of insurance have been received and will be mailed out.

#### Sponsorship

Other than Mercy's sponsorship, there is nothing new to report.

#### **FUNDRAISER UPDATE**

The Committee was reminded to sell raffle tickets and turn in money raised for raffle tickets. Less than 100 tickets have been sold to date. Lori noted we can set up a table at the Masonic Table and sell the day of the event.

#### **NEXT MEETING DATE**

A meeting was scheduled for Tuesday, December 2<sup>nd</sup> at 4:30 p.m.

At 5:20 p.m., moved by Pescinski, seconded by Clow to adjourn the meeting. All ayes. Motion carried.

Submitted by:  
Lori Moller, Secretary