

**EVENTS COMMITTEE MEETING  
DECEMBER 2, 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, Crystal Musgrove, Cathy Pescinski and Barb Rowe. Member Judyanne Grandmaison was absent. Also present were Chief Kazy-Garey and volunteers Bonnie Moller, Darrell Perkins, Reggie Logan, Chuck Marzahl and June Vickery.

**AUDIENCE PARTICIPATION: NONE**

**EVENTS COMMITTEE MEETING MINUTES OF 11/25/08 -APPROVED**

Moved by Clow, seconded by Gabrys to approve the Events Committee Meeting Minutes of November 25<sup>th</sup>, 2008 as presented. All ayes. Motion carried.

**TREASURER'S REPORT - APPROVED**

Treasurer Marzahl reviewed the Treasurer's Report. Moved by Clow, seconded by Moller to approve the Treasurer's Report as presented with an ending balance of (\$21.83). All ayes. Motion carried.

**COUNTRY FAIR**

**Mailer to 2008 Participants**

Scott prepared a letter which will be mailed out to everyone that was invited last year to attend the January 20<sup>th</sup> meeting.

**CHRISTMAS IN HARVARD DECEMBER 6, 2008**

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

- Cathy prepared a follow up backpack mailing to go out to the schools. Lori will run copies at City Hall; Bill will verify individual school counts and will deliver to the schools to be distributed Thursday.
- The brochures have been distributed to businesses around town

**Parade (Rebecca)**

- Parade applications have been submitted by Mercy Hospital, McHenry Co. Sheriff's Dept., Brown Bear, Girl Scouts Troop 339, Boy Scout Troop 171, Robert Stanley Farmall, 3<sup>rd</sup> Grade Singers,
- Scott brought up discussion on having the City Council and Milk Day Queen ride on the City float and noted the cost associated with getting both the reviewing stand and city float ready and setup for the parade at about \$400. After discussion, the general consensus was to scratch both the reviewing stand and float. The porch on the south side of the Masonic Temple will be blocked off for the judges.
- Harvard Ford is providing a vehicle for Mrs. Claus; Sue Hereley purchased the ride with Mrs. Claus and needs to know how many can ride with her. Rebecca will confirm if Harvard Ford is providing a driver.
- Wanda will contact the Milk Day Queen to see if she is available to ride in the parade
- Leonard's will provide one carriage for the parade and carriage rides between 1-4 p.m.; consensus was to have the Mayor and Milk Day Queen ride in the carriage
- Scott will get walkie talkies to Darrell Perkins
- Mike Vest will need the microphone prior to the start of the parade.

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

- Rebecca advised Sue Schiller that accommodations are available at the Starline Building if she would like the 3<sup>rd</sup> Graders to perform after the parade. Rebecca is also working with the Madrigals, Jr. High and High School Bands to perform at Starline.
- Crystal noted that the Madrigals either want to be in the parade or at the tree lighting ceremony, but not both and would like the Committee to decide which slot they would like them to perform in.
- Lori and Bonnie reported on conversations with the Harvard Bible Church who is planning on their hand bell choir performing in front of Art Tunes; after discussion, the contact information was passed on to Rebecca who will contact and try to schedule them at Starline. They would also like to perform next year.
- Rebecca will contact Courtney at DJ Shears about keeping the business open as a warming station
- Scott is hoping to be back in time to flip the switch for the tree lighting ceremony; Crystal will be available to turn the music down at the Chamber
- We will ask the Mayor to do the raffle drawing; payout for the raffle will be done the following week after tickets sold and proceeds have been counted

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

- Crystal reported that the St. Joseph's Youth Group will work in two hour shifts.
- Deans will be delivering the milk and juice on Friday.

- Doug McKenzie has given permission to put up signs ahead of time to advertise the event. June indicated it's too late for Women For Harvard to do anything but they will look at something for next year.
- The sign from Sign Crafters will be done in the next couple days.

#### Craft Fair (Cathy and Reggie)

Applications have been received from five crafters and one food vendor. Bonnie noted a conversation with Paul Perona who would like to someone to sell his items at the craft show because he has to work.

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

Everything is ready to go. The Women For Harvard will bring their decorations to the Masonic Temple on Friday morning at 10 a.m. and will set up Friday evening. Lori is coordinating with Doug McKenzie to either get a key to the building or have him open early Friday morning. Chuck will start working on the partitions Friday about 8 a.m.

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

No reservations have been received yet for Breakfast with Mrs. Claus. Chuck will assist in collecting money the day of the event.

#### Coloring Contest (Barb)

The coloring pages are in the process of being judged. The winners will posted at the craft show.

#### Window Decorating Contest (Barb)

Judging for the window decorating contest was done December 1<sup>st</sup>. The winners are:

1<sup>st</sup> place – Bopp's Grille and Saloon

2<sup>nd</sup> place – First Place Products

3<sup>rd</sup> place – DJ Shears

Honorable Mention – Nelson Decorating

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

Nothing new to report.

#### Sponsorship

Barb reported that Castle Bank was a little upset because they didn't receive a sponsorship letter and said they would definitely like to be involved next year.

#### **FUNDRAISER UPDATE**

- The Committee was reminded to sell raffle tickets and turn in money raised for raffle tickets. Tickets will be sold the day of the event at the Masonic Temple.
- Discussed doing sooner next year with prizes instead of cash. Also discussed was a single day event such as a meat raffle.

#### **REGULAR MEETING DATES**

The general consensus was to keep next year's regular meeting dates as the third Tuesday of the month at 5 p.m.

The next regular meeting date is Tuesday, December 16<sup>th</sup> at 5 p.m.

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

Submitted by:

Lori Moller, Secretary