

**EVENTS COMMITTEE MEETING
OCTOBER 20, 2009 – 5:00 P.M.**

Chairman Logan called the meeting to order at 5:15 p.m. Committee members present: Scott Logan, Lori Moller, Crystal Musgrove, Cathy Pescinski, Barb Rowe and Jay Schulz. Committee members Wanda Marzahl, Bill Clow, and Bonnie Moller were absent. Also present were Sandy Nolan, Reggie Logan, Amy Stech, and Mike Kelly, Harvard Happy Hop.

AUDIENCE PARTICIPATION: NONE

AMY STECH/BUBBLE BASH COUNTDOWN TO NOON

The Committee discussed Amy Stech's ideas for a Kid's New Year's Eve Party to be held on December 31st, 2009.

- Amy has six people who have committed to help and about fifteen families so far who indicated they would attend the party. Amy spoke with Dale Sinderson who will call her back as to his availability.
- Amy also had information on Jim Gill whose concert lasts about an hour at a cost of \$1,450. Amy thought this might be something that could be done as a different event in January or February perhaps through the library with individuals paying to attend.
- Jay spoke with Scott Striegel at the school who didn't have any objections to using the school on that date but noted the cost would be a little higher because it is a holiday. Jay will confirm the cost of the school from 10 am – 2:30 pm.
- Mike Kelly, Harvard Happy Hop outlined his proposal to set up an inflatable bouncer in the gym and reviewed state laws which regulate bouncers that open to the public. One of the requirements is to provide a trained person to man the bouncer. Payment options: a flat fee of \$210 which is a discounted rate for a two hour event or charge per person for wristbands which normally cost \$3/\$4. The consensus was to go with the flat fee of \$210 which the Committee will pay for and to charge \$1 admission per child for a wristband to participate in pre-movie events. After 11:45 a.m., admission would be free.
- The consensus was to have December's Movie Night in conjunction with the Kid's New Year's Eve Party on December 31st from 10:30 – 1:30 p.m. with Happy Hop from 10:30 – 11:45 a.m., with the countdown at noon followed by the movie. Snack/concessions would be available but lunch would not be offered. Advertising for the New Year's Eve Party will be included on the flyer for Movie Night that is distributed to the schools.
- Cathy to be in charge of the Event's Committee's portion of the event and will work with Amy to set up a simple craft station and coloring pages.
- Crystal suggested contacting the library to see if someone would be available to read a story to the kids. Also suggested contacting Fr. Paul who handles the St. Joseph's Youth Group to see if they would want to do face painting. Jay has a Looney Tunes DVD which can be played in the background.
- Amy will name the event.
- Lori will add Amy to the e-mail distribution list: amc_stech@yahoo.com
- Jay will include information in his December article for the Harvard Mainline and will ask Scott Striegel about posting information in "The Buzzline" through the school district which is an online message that goes out to all parents who sign up for it.

MINUTES OF SEPTEMBER 15th AND OCTOBER 13th, 2009 – APPROVED

Moved by Jay Schulz, seconded by Barb Rowe to approve the Events Committee Meeting Minutes of September 15th and October 13th, 2009, as presented. All ayes. Motion carried.

TREASURER'S REPORT

In Wanda's absence, there was no Treasurer's Report.

COMMUNITY MOVIE NIGHT

- Community Movie Night will be Saturday, October 24th at Jefferson School Gym at 7 p.m. (doors open at 6:30 p.m.). The movie feature is *Monsters vs. Aliens*. Flyers have been given to Scott Striegel and St. Joseph's School which were distributed as backpack mail. October movie night is sponsored by the Harvard Fire Protection District and Mercy Health Systems. Concessions to be provided by the Events Committee.
- Crystal noted that that the 4-H group had expressed interest in providing concessions in the future.
- The November 21st movie will be *Up!* and will be sponsored by Mercy Health Systems and Sheila Henson.
- Jay noted the Community Movie Night Checklist.

CHRISTMAS IN HARVARD – DECEMBER 5th, 2009 from 10 a.m. – 4 p.m.

Advertising

- The Committee reviewed the Schedule of Events, changing the time frame for Awards and Musical Entertainment to 1:00 p.m. Crystal will advise the Harvard Mainline of the time change.

- Scott has talked with Angela Faler who is going to update last year's poster with the new information. Angela will also send Scott the background picture so we can make future updates.
- Jay is working on an article for the Harvard Mainline for the December 5th issue.
- After discussion, the consensus was not to do the table toppers this year.
- Mike reported that the Happy Hop Coupon Book will come out that week which goes to 15,000 addresses. If he has an extra page, he can put something in to advertise Christmas in Harvard free. If he doesn't, he could put something in at a reduced rate. He will let us know in a few weeks.

Breakfast with Mrs. Claus

Judyanne has everything set for the breakfast. Chuck Marzahl will be the assistant again this year if he doesn't have to work. If he has to work, we will have to find someone else.

Carriage Rides

Lori noted that we paid Terry Leonard last year \$650. Barb talked to Terry Leonard who is all set to participate in the parade and giving free rides. Last year he had the Milk Day Queen and the Mayor in the carriage for the parade.

Coloring Contest

Scott said that he found 32 different coloring pages on-line which is the entire poem *Twas the Night Before Christmas*, with one verse of the poem on a corresponding picture. The consensus was to proceed. Scott will print the coloring pages for the schools. The set will also be available at City Hall and will be posted online. Completed pictures to be returned by November 23rd. Winners will be posted at Santa's Gift Shoppe.

Entertainment & Other Activities

Crystal has talked with Clarisse Iftner and the Madrigals who will be in the parade and will perform at City Hall afterwards. Scott reported that the Harvard Bible Church bell choir will also perform. The McHenry County Historical Society Bus "The James" is scheduled to be here from 10 am – 4 pm unless we have a snow storm. The HFPD Smoke House is also weather dependent; if available, it would be located on the east side of Brainard St.

Parade

Scott is updating the parade application. Deadline for the applications will be December 3rd to be dropped off at City Hall. Line-up will be at Washington School at 11:30 a.m. with the parade proceeding up Ayer Street and ending at City Hall. The letter to the City Council will be on the agenda for the next council meeting on October 24th. Scott has talked with Laura Evers and Wynn Biederman who will be judges. Becky Frost will judge if she is in town. Crystal and Scott to work on the parade lineup. The Police Dept. will let us use the McGruff costume but we need to find someone to wear it.

The parade application, schedule of events, the sponsorship opportunities letter and information on the window decorating application will be mailed out using the Chamber's label list. Lori is looking into the new regulations for bulk mailing at the post office. The packets will be printed at City Hall.

Raffle

The Committee reviewed the layout for the raffle tickets correcting the spelling of Kelley's Restaurant, changing the end of the parade to City Hall instead of five-points and changing the time of the awards to 1 p.m. The raffle request is in the letter to the City Council for approval. Lori will have the raffle tickets ready for next meeting.

Window Decorating Contest

Barb relayed a suggestion from Kathy Schack to have a theme for the window decorating to make it easier to judge. After discussion, the consensus was to use "*Twas the Night Before Christmas*" as the overall theme for Christmas in Harvard.

Santa's Gift Shoppe

Scott is working on the flyer for the Gift Shoppe which will be included in the backpack mailer and will add language for new and bigger location, less waiting time and family craft projects. Sandy noted that we have more gifts in each category than last year.

Sponsorship Opportunity Letter

Scott has updated the sponsorship opportunity letter with a return date of November 10th, 2009.

Visit with Santa

Scott reported that Women For Harvard have everything ready for Visit With Santa to be held at the Starline Building from 1-4 p.m. Lori related a telephone call from Doug McKenzie that the Women For Harvard can use the fireplace that is at the Masonic Temple.

Window Decorating Contest

Scott is updating the notice to the businesses.

Other Events

Lori noted that there were egg shaped note pads in the items donated by Sheila Henson which can be used for the Easter Egg Hunt.

At 6:30 p.m., moved by Jay Schulz, seconded by Cathy Pescinski to adjourn the meeting. All ayes. Motion carried.

Submitted by:

Lori Moller, Secretary