

**EVENTS COMMITTEE MEETING
NOVEMBER 3, 2009 – 5:00 P.M.**

Chairman Logan called the meeting to order at 5:00 p.m. Committee members present: Scott Logan, Lori Moller, Cathy Pescinski, Barb Rowe and Jay Schulz. Committee members Wanda Marzahl, Crystal Musgrove, Bill Clow, and Bonnie Moller were absent. Also present were Sandy Nolan, Reggie Logan, Amy Stech, and June Vickery.

AUDIENCE PARTICIPATION: NONE

EVENTS COMMITTEE VACANCY

Scott reported that he has tried to contact Bonnie Moller via phone and e-mail to determine whether or not she wanted to remain on the Events Committee membership and has not received any response. The consensus was to replace Bonnie on the Committee. Scott has names of several people that have expressed interest and will follow up. The Committee inquired if Amy would be interested in serving on the Committee; she will let Scott know prior to our next meeting.

AMY STECH/BUBBLE BASH COUNTDOWN TO NOON – DECEMBER 31st, 2009

- The Committee discussed Amy's e-mail expressing concern that lunch was not being provided during the Kid's New Year's Eve Party. The consensus was to allow parents to bring in a sack lunch for their children which could be eaten after the countdown and before the movie. The Events Committee would also have a concession stand with chips, candy, juice boxes and water.
- Jay will work with Amy on an article for the Harvard Mainline.
- Amy is still working on entertainment. Jim May is already committee for this New Year's Eve, but he would be willing to donate his time in the future.
- Amy inquired whether or not the Events Committee has any funds to put towards the event and was directed to come up with a list of items she would like to purchase and submit it at the next meeting (prizes, balloons, etc.). If within the Committee's budget, she would be authorized to purchase and turn in receipts for reimbursement.
- Amy has contacted the art department about face painting but hasn't heard anything back yet. Another group that might be available is the Rotary Interact group at the High School. Also suggested was to contact Fr. Paul at St. Joseph's Church to see if their youth group would be interested. Amy will e-mail Lori to let her know when she gets information on any group willing to do the face painting.
- The Mayor will be available for the countdown.

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

Advertising

- The mailing (schedule, parade application, sponsorship letter and window decorating contest) went out.
- One parade application has been received from the HHS band.
- The Madrigals inquired if they would be able to ride on the City float. Lori will check with Supt. Kruckenbergh to find out capacity for the float.
- Cathy will work on the brochure and will contact Bopp's who gets a free ad as the winner of last year's Window Decorating Contest.

Breakfast with Mrs. Claus

Judyanne has everything set for the breakfast.

Carriage Rides

Barb has talked to Terry Leonard and everything is set up. She will ask Terry to provide a Certificate of Insurance.

Coloring Contest

The Committee discussed the timeline of getting the coloring sheets to the schools and returned by November 23rd. Sponsors are due by November 10th after which Scott will print the coloring sheets for Barb to deliver to the schools and put in the backpacks on November 13th. The Schedule of Events will be sent with the coloring contest sheets. Barb will purchase the Wal-Mart gift card prizes (1st - \$15.00; 2nd - \$10.00; 3rd - \$5 and one Best in Show will receive an extra \$15). Lori noted everything is ready to be posted on the City's website.

Entertainment & Other Activities

- Crystal has talked with Clarisse Iftner and the Madrigals will be in the parade and will perform at City Hall afterwards. Scott reported that the Harvard Bible Church Master Touch Bell Choir will also perform.
- After discussion, the Committee decided not to have refreshments at City Hall after the parade since refreshments will be available at the Gift Shoppe.

- 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 noted there was a mix up with the initial application that was sent to use Washington School, but he did hear from Scott Striegel that we have been approved for use of the school. Cathy said that Katie’s Girl Scout Troop would like to participate in the parade and could probably provide the color guard.

Raffle

Raffle tickets were distributed to Committee members. Money and tickets to be turned in to Lori.

Santa’s Gift Shoppe

- Reggie will help Sandy contact individuals who had expressed interest in volunteering to assist in the Gift Shoppe.
- Will start setting up the Gift Shoppe after Thanksgiving.
- There was brief discussion on playing Christmas movies on a small TV that kids can watch while they are waiting for their turn. After discussion, the consensus was just to play music through the PA system.
- The council desks can be used as tables to display the gifts.

Sponsorship Opportunity Letter

The mailers just went out so no responses have been received yet.

Visit with Santa

- June asked that any advertising reflect that there is only one free picture. If individuals want more, they would have to pay for them. Scott and Lori noted that all the advertising just states “Visit With Santa Free” and doesn’t specify that the picture is free.
- June requested that Santa has a ride from the end of the parade to Starline. Scott suggested that the fire truck take Santa directly from the parade to Starline.
- Lori relayed a phone call from Jim Kanter to allow the 4-H to sell candy bars during Christmas in Harvard. The consensus was to allow 4-H to sell during Visit with Santa if that is okay with the Women For Harvard. June will find out and let Lori know.
- Lori will get the Certificate of Insurance listing Orrin Kinney as an additional insured.

Window Decorating Contest

Barb spoke with Kathy Schack who was glad we set a theme for this year but wondered if there was enough time between the deadline and the announcement of the winners. All decorations must be up by December 1st with the winner to be announced at the parade on December 5th which would give the judges four days time frame to complete the judging.

Other

- Laura Evers volunteered to do the artwork for the Christmas in Harvard Buttons. Lori will tell her to go ahead and incorporate the theme if she wants to.

Next Meeting

Our next meeting will be November 17th, 2009, at 5 p.m.

At 6:00 p.m., moved by Jay Schulz, seconded by Cathy Pescinski to adjourn the meeting. All ayes. Motion carried.

Submitted by:
Lori Moller, Secretary