

**EVENTS COMMITTEE MEETING
NOVEMBER 17, 2009 – 5:00 P.M.**

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

AUDIENCE PARTICIPATION:

Amy noted that the Harvard Christmas Events are not listed in the McHenry County Living magazine or in the Planet Northwest website. Scott will check out both listings to get something posted.

MINUTES OF OCTOBER 20th AND NOVEMBER 3rd, 2009 – APPROVED

Moved by Jay Schulz, seconded by Cathy Pescinski to approve the Events Committee Meeting Minutes of October 20th and November 3rd, 2009, as presented. All ayes. Motion carried.

TREASURER'S REPORT

Wanda will prepare the Treasurer's Report and e-mail to Lori for distribution.

EVENTS COMMITTEE VACANCY

Amy Stech declined membership on the Events Committee because of her involvement on another program, but said she would love to volunteer to help out. Scott has names of several people that have expressed interest and will follow up and report back at our next meeting.

KID'S BASH 2009

Amy updated the Committee on plans for the Kid's Bash 2009, which will be held at Jefferson School on December 31st from 10:30 – noon, followed by the Community Movie.

- The sound system at Jefferson School is currently not working, but Bill has talked with the technicians who felt that there are other alternatives to make it work in the event the sound system doesn't get replaced in time.
- The Committee reviewed the draft article for the Harvard Main Line.
- Amy is working on entertainment and waiting to hear back from Jo Carbonetti and Andy Spitson. Katie Bendorf's Violin Studio will perform.
- The inflatable bouncy house to be located in the far left corner on the wall by the basketball hoop with the music by the stage. Other entertainers could either be put on the stage or in front along the stage.
- Amy is working on games and decorations. Amy was given permission to purchase a mega deluxe toy assortment at a cost of \$34.00/250 pieces and stickers at a cost of \$10/600 from Oriental Trading.
- After discussion, the consensus was to charge a \$1 at the door admission for all children under age 12 to use the bouncy house and to participate in the various activities with wristbands for participants. Adults and children under age 2 would be free. Jay will change the Main Line article.

COMMUNITY MOVIE NIGHT

The Community Movie Night for Saturday, November 21st has been cancelled because of problems with the sound system at Jefferson School. The general consensus was just to cancel the Movie Night for November. Jay will contact Tom Jenson at Mercy Health Systems to advise they will be given an additional month of sponsorship.

The December Community Movie will be held after the New Year's Eve Kids' Bash at 12:30 p.m. with Jay to decide on the choice for a movie.

Jay will work with Scott Striegel to set the movie schedule for the next six months.

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

Advertising/Sponsorship

- Harvard Savings Bank has co-sponsored Visit With Santa with the Women for Harvard in amount of \$200.
- Jay will talk with Tom Jenson at Mercy to see if they would like to be a sponsor. Last year, Mercy donated \$1,000 which was used towards the carriage rides.
- Wanda will contact last year's sponsors (Saunders & McFarlin, American Family Ins.) as well as Harvard State Bank, Castle Bank, Tractor Supply, Walgreens Anytime Fitness, Harvard Ford, Harvard Chevy, Adams Collision about sponsorship.
- Cathy is working on the brochure and is waiting for ads from Kelley's and Bopp's. Upcoming events will be listed on the back panel. Cathy will finalize the brochure by the end of the week and they will be printed at City Hall, with Scott to fold so they can be out before Thanksgiving.

Breakfast with Mrs. Claus

Judyanne has everything set for the breakfast. Chuck Marzahl will advise if he can help as soon as he knows his work schedule.

Carriage Rides

The carriage rides will be stationed on Eastman Street right across from the municipal building with the route from Eastman St. to Brainard St. to Front St. Leonard's has sent their Certificate of Insurance listing the City as an additional insured.

Coloring Contest

The coloring pages have been printed and distributed to the schools.

Entertainment & Other Activities

The Madrigals and the Harvard Bible Church bell choir will perform at City Hall after the parade. Bill will see if the HHS Band would be willing to perform either in small or solo groups. The McHenry County Historical Society Bus "The James" is scheduled to be here from 10 am – 4 pm.

Parade

A couple of applications have been turned in for the parade. Cathy will turn in a parade application for her daughter's Girl Scout troop who will provide the color guard.

Raffle

To dated, \$50 has been turned in for raffle tickets.

Santa's Gift Shoppe

- Scott is working on the flyer for the Gift Shoppe which will have the Schedule of Events printed on the back. Lori will print at City Hall. The goal is to send them home in backpack mail either the Monday or Tuesday of Thanksgiving Week.
- Sandy is looking for brown construction paper. Lori will check on line with enasco.com or oriental trading.
- Reggie and Sandy are working on the volunteer list/schedule for three shifts the day of the event. Sandy would like to have 15 elves, 8 wrappers and 4-6 people for crafts per shift with volunteers arriving a half hour before their shift. We will also need people to assist with directions/flow management.
- Sandy will ask Swiss Maid Bakery for 15 dozen cookies, of which we will purchase 10 dozen with the balance donated by Swiss Maid.
- If anyone has additional volunteers, send the information to Reggie @ rrlogan@ameritech.net or 943-9500.
- We will start setting up the Gift Shoppe the Friday after Thanksgiving.

Visit with Santa

June inquired about the sponsorship money for Visit With Santa that was received from Harvard Savings Bank and noted that it was discussed last year and she thought that the Women for Harvard were supposed to receive half of the sponsorship money, but they didn't receive any. After discussion, moved by Jay Schulz, seconded by Wanda Marzahl that the sponsorship money received from Harvard Savings Bank be split between the Women for Harvard and the Events Committee. All ayes. Motion carried.

Lori will e-mail June the Certificate of Insurance when she receives it from the City's insurance listing Orrin Kinney as an additional insured and will mail a copy to Orrin Kinney.

Lori spoke with Jim Kanter, 4-H, and they will set up at Visit With Santa from 1-4 pm.

Window Decorating Contest

A couple of businesses have called to participate in the Window Decorating Contest.

Other Events

Moved by Jay Schulz, seconded by Cathy Pescinski to table discussion on the Easter Egg Hunt and Farmer's Market until after the New Year's Eve Bash. All ayes. Motion carried.

Other

- The next meeting will be Tuesday, December 1st at 5 p.m. at the City Council Chambers, 201 W. Front St. to discuss Christmas in Harvard and New Year's Eve. Amy will work on a flyer for the New Year's Eve Party to be combined with the Movie Night.

- Scott will print the Christmas in Harvard Posters to be distributed around town.
- Jay volunteered to be in charge of publicity for all Events Committee events.
- Amy noted that the name for the New Year's Eve Party is "Kids Bash 2009".

At 6:20 p.m., moved by Jay Schulz, seconded by Bill Clow to adjourn the meeting. All ayes. Motion carried.

Submitted by:
Lori Moller, Secretary