

**EVENTS COMMITTEE MEETING
DECEMBER 15, 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, Barb Rowe and Jay Schulz. Committee members Crystal Musgrove and Cathy Pescinski were absent. Also present were Darrell Perkins, Sandy Nolan, Reggie Logan, Amy Stech, June Vickery and Sheila Henson.

MINUTES OF NOVEMBER 17th AND DECEMBER 1st, 2009 – APPROVED

Moved by Wanda Marzahl, seconded by Barb Rowe to approve the Events Committee Meeting Minutes of November 17th and December 1st, 2009, as presented. All ayes. Motion carried.

TREASURER'S REPORT

Moved by Jay Schulz, seconded by Bill Clow to approve the Treasurer's Report as submitted. All ayes. Motion carried. Wanda noted we have \$4,713.58 cash on hand and \$250 in accounts receivables. There are still a couple of outstanding invoices from Christmas in Harvard to be paid: Sign Crafters and Coloring Contest Prizes.

CHRISTMAS IN HARVARD WRAP UP/COMMENTS

Santa's Gift Shoppe

- Sandy reported that we had 249 children plus their parents that came through the Gift Shoppe. Everything went very smoothly this year with lots of volunteers many of whom said they would like to help next year. Children seemed to be purchasing mainly for their parents this year. Some of the left over inventory will be used for the Kid's Bash; the rest has been stored to be sold next year along with items we get from Gifts 'N Things.
- Discussed not having as many students next year from Jr. High and Jefferson and sticking with High School students as there wasn't enough for them to do. Bill noted it was part of the after school program and indicated he would still like to offer it to some of the students with a cut-off date for sign up.
- Sandy reported that Jeanine Creviston and her daughter have volunteered to take over the craft portion of the Gift Shoppe for next year.
- Closing from noon – 1 p.m. worked well this year. Jay suggested we close the Gift Shoppe earlier next year as there weren't a whole lot of shoppers after 3 p.m. After discussion, the consensus was to open next year from 10–noon and 1-3 pm.
- Should have an adult supervisor in the gift wrapping area at all times.
- Jay suggested that we put this year's pictures up ahead of time next year. Even though we don't have a residential decorating contest, we could take also pictures next year of nicely decorated homes.
- Barb suggested we use envelopes that can't be sealed because the kids were sealing the envelopes before giving them to the elves. Sandy noted we have 250 printed envelopes left, so perhaps we could run through the printer again with "Do Not Seal" printed on the back. Barb also suggested that the directions on the table be done in Spanish.
- Sandy agreed to head up the Gift Shoppe again next year.

Breakfast with Mrs. Claus

Scott noted a last minute change with Breakfast with Mrs. Claus: rather than charging \$5 per child and then paying Kelly's the \$3.50/per plate charge, the decision was to just let Kelly's handle the money end and have Mrs. Claus available to meet with kids. Next year we should contact all local restaurants and have them make a proposal if they would like to host Breakfast with Mrs. Claus.

Entertainment & Other Activities

City Hall is a good location to host the entertainment and awards ceremony which were well attended.

Parade

- Scott reported that staging went well this year.
- Bill suggested that entries be judged as they are in the parade as opposed to in the beginning with awards presented after the parade. The suggested location was by the old Roach's Hardware store.

Visit with Santa

- June reported they had 165 children in attendance which was up from last year. They received a lot of nice comments for both Visit With Santa and Santa's Gift Shoppe.
- There was some confusion with the 4-H group who was supposed to sell candy bars inside. Apparently they set up outside in front of the building. If they are interested in participating next year, we will advise Jim Canter that they can set up inside.

Window Decorating Contest

- Scott suggested that the Events Committee do the judging next year.
- This year there were businesses downtown that were decorated that didn't call in and therefore weren't judged. Discussed changing for next year that if a downtown business is decorated, they would not be required to call in and register and would be automatically judged. Businesses located outside the downtown area would have to notify the Committee if they would like to be in the contest.
- Discussed a home decorating contest.
- Jay suggested having some type of Holiday Spirit Award. Entries would have to be nominated by someone else.

KID'S BASH 2009

Amy reviewed the schedule of events for the New Year's Eve Kid's Bash which will be held at Jefferson School on December 31st from 10:30 – noon, followed by the Community Movie.

- Amy would like to get into the building the day before the event to set up. Bill indicated he has spoken with both Scott Striegel and Steve Miller about getting in ahead of time. They would also like to know how many tables and chairs are needed before they go on Christmas break. Consensus was 13 tables and 50 chairs.
- Amy will be in contact with Cathy who is heading up the crafts (noise makers, tambourine, hats & snowflakes).
- Amy noted she has had a hard time getting in touch with Rosati's manager to get everything set for the pizzas. Initially, Rosati's contacted the City that they wanted to donate food for Events Committee functions. Lori will also try to make contact with the manager. The consensus was to only offer one or two pizza choices to be served at noon. Amy will purchase paper towels and 300 paper plates to be reimbursed.
- Lori will take care of start up money
- Amy passed around a sign up sheet for volunteers for the Kid's Bash from 10 a.m. – noon. Jay and Lori will be there for the movie.
- Scott has been working on an Events Committee Facebook page and will be in contact with Administrator Nelson to get final clearance.

COMMUNITY MOVIE NIGHT

Moved by Bill Clow, seconded by Wanda Marzahl to approve the following schedule of dates: January 30th, February 20th, March 20th, April 24th, May 15th and June 19th, 2010. All ayes. Motion carried.

The December Community Movie will be *101 Dalmatians* to be shown after the New Year's Eve Kids' Bash at 12:30 p.m.

Scott recommended that we try a family movie that's not aimed at young children to see if we might draw more adults to the movie night. Also discussed the possibility of relocating the movie night to the new elementary school when it opens. Jay will put together a survey that can either be distributed during the New Year's Kid's Bash or put on the reverse side of a movie night flyer to find out what kinds of movies people would like to see.

AUDIENCE PARTICIPATION

Sheila Henson, Director of Brown Bear Day Care addressed the Committee and noted she is taking a masters class with an assignment to attend different community meetings to judge the atmosphere, setting, topics discussed, etc. Sheila would like to attend our next meeting to observe.

Sheila is also looking to take her organization to a different level of doing more than just the status quo and volunteered to donate paper goods (napkins and paper boats) for the upcoming New Year's Eve Kid's Bash. She also purchases items through the Northern Illinois Food Bank at minimal cost and could donate various food items to the committee for events. Sheila has other items on hand at the Day Care Center that she would be willing to loan out for events.

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

Submitted by:
Lori Moller, Secretary