

**EVENTS COMMITTEE MEETING
JANUARY 19, 2010 – 5:00 P.M.**

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

AUDIENCE PARTICIPATION

Sheila Henson thanked the committee for allowing her to sit in on the meeting.

MINUTES OF DECEMBER 15th, 2009 – APPROVED

Moved by Wanda Marzahl, seconded by Darrell Perkins to approve the Events Committee Meeting Minutes of December 15th, 2009, as presented. All ayes. Motion carried.

TREASURER'S REPORT

Wanda noted an additional \$200 in sponsorship that was received for Community Movie Night for a total cash on hand of \$4,720.25. Moved by Bill Clow, seconded by Jay Schulz to approve the Treasurer's Report as presented. All ayes. Motion carried.

COMMUNITY MOVIE NIGHT

The January Community Movie will be *Cloudy With a Chance of Meatballs* to be shown on Saturday, January 30th, 2010, at 7 p.m. Sponsors are Mercy Health System and Brown Bear Day Care. Flyers have been distributed; the reverse side of the flyer is the survey for movie ideas. If the completed flyer is returned, the child will receive a free juice pouch. Scott found and printed about 60 activity books. The movie has been put on the City's website and Nixle.com which is an authenticated notification service. There is no cost to the City or for individuals to register to receive e-mail or text notification.

Jay will show committee members that are present at the next movie night how to run the system as he will not be able to attend the February 20th Community Movie Night. Wanda and Lori noted they will also not be in attendance due to a Milk Day function. Jay noted that www.moviefone.com doesn't list any new kid related dvd releases around that timeframe. The Committee discussed trying an old musical or Disney classic. Language on the flyers that chairs are not allowed may discourage adults from attending so upcoming flyers will take out that line and note that chairs for adults will be provided. February's sponsor is Mercy Health System. Sheila indicated that Brown Bear Day Care is also willing to sponsor any month if we don't get a second sponsor.

NEW YEAR'S EVE KID'S BASH 2009 WRAP-UP/COMMENTS

Amy was commended on a good job. Thank you letters have been prepared to send out to Dean Foods, Harvard Happy Hop, Brown Bear Day Care and Rosati's Pizza. Amy sent out thank-you cards to volunteers. Wanda suggested having a standard thank you card or letter to send out from the Events Committee to make sure that everyone gets thanked for their participation in various events with Lori as secretary to prepare per chairperson direction. Scott and Lori will work on a standard card. It was also suggested that volunteer sign in sheets be used for events so we can obtain contact information and track volunteer hours worked.

Other comments:

- Amy said the only negative comment she received was that there weren't any games for little kids. If we have the Kids Bash next year, Amy suggested using the two gyms at the Jr. High with a game room for little kids and one for older kids. Bill felt we should be careful about spreading out too thin so as not to lose the enthusiasm and excitement of the event and suggested just making sure we provide a game for very small children.
- Age range of attendees was from toddlers up through 3rd grade
- Discussed providing a coat rack(s).
- Amy noted there was a parent of a St. Joseph's School student who indicated that the school might be willing to help. The consensus was to get information to both St. Joseph's Church and school ahead of time next year.
- Amy was contacted by Moe at Rosati's who said they would like to donate food for events for seniors. The Committee discussed organizing a special movie day or other activity for seniors. Wanda will contact Kathy Schack to see if she would like to attend a meeting to help organize a senior activity.
- Scott related there is an office at City Hall which committee members can use to meet with individuals to conduct committee business.
- Katie Bendorf and Andy Spitsen both volunteered to do other events, i.e. concert in the park.
- The sound system wasn't working at the school so we did not show the movie. If we do the Kids Bash next year, the consensus was to do the December Movie Night on a separate night.

- At Sheila's inquiry, Scott noted that the committee does not pass out evaluation forms at the end of an event for feedback. Kathy suggested a quick straw poll after the event using bottle caps which could be put into different labeled containers to indicate whether or not individuals liked the event.
- Scott related that one of the things that he would like to see is the Committee organizing or helping someone organize events that are more for the entire community. After discussion, the consensus was to put together an online survey and put something in the next newsletter to get ideas.

EASTER EGG HUNT

- June indicated that the Women for Harvard usually have the Visit with the Easter Bunny at the library in the conference room from 9 a.m. – 1 p.m. two weeks before Easter which would be Saturday, March 20th. The activity includes one free picture and donuts, coffee and milk. Free raffle drawings are conducted for a girls' and boys' Easter basket.
- There was discussion of what to do if there is still snow on the ground. Jay suggested extending the Community Movie Night and having the Easter Egg Hunt at Jefferson School either inside the gym or outside in the playground, depending on the weather. June felt that the Women For Harvard would probably want to stick with the Library as the location. After further discussion, the consensus was to have the Easter Egg Hunt outside at the library.
- Discussed other activities before the Easter Egg Hunt: egg coloring contest, coloring sheets, reading a book.
- Glow in the dark eggs. Kathy Robson suggested contacting the High School group that did the face painting to see if they would hide the eggs and contacting Steve Torres at the Jr. High School to see if this would be an activity he would be interested in for the Jr. High students. The activity could be held in the evening at Jefferson School. Crystal will check on prices for glow in the dark eggs.
- The following age groups/times were set for the Easter Egg Hunt:
 - Age 2 and under at 10:30 a.m.
 - Ages 3-4 at 10:45 a.m.
 - Ages 5-7 at 11:15 a.m.
 - Ages 8-10 at 11:45 a.m.
- The Committee discussed anticipated attendance which could vary greatly depending on the weather. Two areas to be marked off and while one is going on, the other area can be set up. We would only need to order half as many eggs as we need because they would be turned in after each time frame. The Committee discussed whether or not to stuff the eggs or just hide the eggs with a limited number each child is allowed to pick up (suggestion was four). Eggs would then be turned in for a bag of candy afterwards. Barb noted that Sheila could get Styrofoam sandwich boxes which could be made up with grass and candy to give to the kids. The consensus was to purchase 1000 eggs and use snack zip lock bags or treat bags for pre-wrapped candy.
- Discussed having prizes for each age category. Suggestions were to number the eggs on the outside with predetermined numbers assigned for prizes or use coupons for a raffle drawing. The consensus was to keep it simple this year and not to have any prizes.
- Discussed selling concessions similar to what we have on movie night to help raise funds.
- Barb noted that Sullivan Foods also does an Easter Egg Hunt; Bill suggested contacting them to see if they would be willing to merge with ours.
- Sheila Henson said she would be willing to sponsor \$200 towards the Easter Egg Hunt. Angelo's Pizza volunteered last year to sponsor \$200 towards the Easter Egg Hunt; Wanda will call him to see if he is still interested in being a sponsor.
- Volunteers will be needed. Suggestions were to contact Steve Torres at the Jr. High School, the Interact Club, 4-H Groups and church youth groups. Crystal will look into the promise grant through the Chamber.
- Cathy will design a flyer for both the Women For Harvard Visit with the Bunny and the Easter Egg Hunt.
- Discussed having a petting zoo in future years.
- Reggie will talk to Harriet Roll at the Library to inquire about having the Easter Egg Hunt outside on the same day as Women For Harvard's Visit with the Bunny

There will be an Events Committee Meeting on Tuesday, January 26, 2010, at 5 p.m. to finalize details for the Easter Egg Hunt. Crystal will further research for prices on eggs, candy, toys and prizes.

Farmers Markets

Crystal said she received calls about having a Farmers Market. Scott did not think that the Events Committee was qualified to put together a farmers market and thought we would need individuals heavily involved in farming/farmer's markets that would be willing to be on a committee to organize the event. The Events Committee's role would be of a supportive nature. Another issue is many local farmers are already committed to farmers markets in other towns. Crystal will contact Richard Brooke (815-943-5998) who is the president of the Woodstock Farmers Market to see if he has any interest in attending a meeting to start a Harvard Farmer's Market.

Wanda will contact Mark Hayes with Twin Garden Farms. Suggested location was Stahl's parking lot or City Hall parking lot. An article can also go in the next newsletter to see if there is any interest from individuals to coordinate the event. Cathy said that the Marengo Main Street organization just started a farmer's market and might be willing to work with us to get organized.

Art Fair

Last year, the Committee discussed having an art fair downtown this summer. The general consensus was to see if there was interest in the Farmer's Market and having an Art Fair along with it.

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

Submitted by:
Lori Moller, Secretary