

**EVENTS COMMITTEE MEETING
JUNE 18, 2013 – 5:00 P.M.**

Chairman Marzahl called the meeting to order at 5:00 p.m. Committee members present: Chuck Marzahl, Lori Moller, Wanda Marzahl, Laura Evers, Stephanie Freimund and Tammy Herrera. Members Amy Bittner, Bill Clow and Mark Lancaster were absent.

AUDIENCE PARTICIPATION: NONE

MINUTES OF MAY 21st, 2013 – APPROVED

Moved by Wanda Marzahl, seconded by Stephanie Freimund to approve the Events Committee Meeting Minutes of May 21st, 2013, as presented. All ayes. Motion carried.

TREASURER'S REPORT

Wanda reviewed the Treasurer's Report cash on hand balance:

General Events - (\$372.00)

2013 Rodeo - \$1,273.25

The general Events Committee report for FY2012/2013 is in process of being compared with the City bookkeeper's records for accuracy. At Stephanie's inquiry, Lori noted that the deposit to StateLine bank in the amount of \$375 was in accordance with the Committee's recommendation last month. Moved by Lori Moller, seconded by Tammy Herrera to accept the Treasurer's Report as submitted. All ayes. Motion carried.

COMMUNITY MOVIE NIGHT

Chairman Marzahl updated the Committee on the status of movie night and reported that the Harvard Community Radio board approved Jay Schultz' proposal to take over the operation of Community Movie Night including billing (paying the school district); licensing (maintaining license); invoicing (collecting sponsorship fees) and facilitating the event. The transition would occur when the Events Committee license expires this fall. The Events Committee would continue to generate fliers for the schools which would be distributed by Harvard Community Radio and would be listed on the flier as a presenter of the event.

Lori will coordinate with Jay Schulz to obtain the license from Swank Pictures for National Night Out on August 6th.

TRI COUNTY PRO RODEO – JULY 26th & 27th

- The Committee reviewed the list of participating vendors and confirmed/potential sponsors. Stephanie suggested that Crystal contact John at the Main Line to see if he would be an in-kind media sponsor.
- Tammy inquired whether or not she needed to provide the sign as a sign sponsor; Lori noted that signs would be provided and purchased from Sign Crafters.
- Lori passed around the sponsor night flyer and general rodeo flyer and inquired how many posters we should run. Last year we ran 100 English and 50 Spanish which was sufficient. Tammy suggested we contact Susan at St. Joseph's Ministry Center about putting black/white flyers in the Sunday bulletin.
- Rack cards are in process of being distributed.
- Lori reported that Chief Kazy-Garey indicated he hasn't heard from McHenry Co. Corrections reference their road crew assisting with set up/final clean up and passed on contact information for Ted Bihlmayer who actually coordinates the schedule which will be given to Mark/Crystal for followup.
- Joe McLachlan contacted Crystal today and indicated they would not be able to assist with Friday night parking; Crystal is working to arrange another group, possibly the Presbyterian Church.
- The consensus was not to participate in the Sharon Fourth of July parade.
- Crystal is working with Jon Pagles Design on the tickets; Laura indicated that they could also assist in designing if needed.
- Beer has been ordered through Wal-Mart. Coolers on wheels are needed; Laura indicated she had one.
- Tammy is working on the ticket takers and recommended that when we configure the layout, we make sure that the ticket trailer is set up on a hard surface that is handicap accessible to make it easier for people with strollers, walkers, etc. to get to the ticket trailer. There was discussion as to how long each night we should sell tickets; Tammy said they didn't really sell any tickets last year after 8 or 8:30 p.m.
- Laura is working on getting volunteers for the ticket trailer and will talk to Crystal about how many are needed.
- Wanda reported that Pat Skinner approved our using their ticket trailer, but we will have to pick it up; she is also ordering us two kinds of wristbands (1,500 ea.).
- Lori passed around the volunteer sign up sheet for the weekend of the rodeo. Laura is also working to get volunteers to assist during the weekend.

- Crystal and Lori met with the Mayor about help needed from Parks/Public Works: stage, reviewing stand, barricades, picnic tables, trash cans and tables/chairs for beer tent.
- Lori noted an ad proposal from the Marengo-Union Shopper Newspaper which would be outside of the approved budget. After discussion, moved by Laura Evers, seconded by Wanda Marzahl to run a full page front cover ad in Marengo-Union Shopper on July 18th at a cost of \$250; after further discussion, motion and second were amended respectively to also run a follow-up impact box ad on July 25th at a cost of \$55. All ayes. Motion carried.
- Stephanie passed on vendor information from Bikers Beef who was at Milk Day and expressed their interest in both the rodeo and mud volleyball tournament (they give part of their profits to Wounded Warriors). Their menu is barbecue ribs and beef brisket.
- Lori noted a difficulty obtaining a mechanical bull for the rodeo. Stephanie suggested contacting Boone Co. Fair Board as they usually have a mechanical bull for the fair.
- Laura noted that the Chamber is ordering hot pink t-shirts for the rodeo and inquired if there was any interest from the Events Committee so she can work up a price. Anyone interested should contact her at the store; each individual would have to purchase their own t-shirt.
- Lori reported that she spoke with LuAnn LeFew, Jones Insurance who has indicated there probably would be a cost from the City's insurance for the rodeo, but she didn't know how much yet.

MUD VOLLEYBALL TOURNAMENT – AUGUST 17th, 2013 - NO REPORT

OTHER EVENTS

Tammy Herrera noted the date for Fall Fest has been scheduled for Saturday, October 26th, 2013; they are looking to flip the location on Ayer St. from Five-Points down two blocks. Put on next Events Committee agenda. Chairman Marzahl suggested trying to get downtown merchants/businesses more involved. The Committee discussed sending out a letter/flyer letting businesses know we will be closing Ayer St.; Laura volunteered to follow up the flyers with a personal visit.

Chairman Marzahl noted we should start thinking about Christmas in Harvard which will be Saturday, December 7th, 2013. The carnival package that we get from Gifts N Things will be given to Kim McFarlin for the Rodeo Kid's Program.

At 5:50 p.m., moved by Wanda Marzahl, seconded by Tammy Herrera to adjourn the meeting. All ayes. Motion carried.

Submitted by:
Lori Moller, Secretary