

**EVENTS COMMITTEE MEETING  
SEPTEMBER 17, 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, Bill Clow, Laura Evers, Stephanie Freimund, Tammy Herrera and Mark Lancaster. Also present were Chief Dan Kazy-Garey and June Vickery.

**AUDIENCE PARTICIPATION: NONE**

**MINUTES OF JULY 16<sup>th</sup>, 2013 – APPROVED**

Moved by Bill Clow, seconded by Wanda Marzahl to approve the Events Committee Meeting Minutes of July 16<sup>th</sup>, 2013, as presented. All ayes. Motion carried.

**TREASURER'S REPORT**

Wanda will have the Treasurer's Report at the next meeting.

**EVENTS COMMITTEE RESIGNATION/AMY BITTNER**

Chairman Marzahl noted Amy Bittner's resignation from the Events Committee which has been approved by the City Council with regrets.

**COMMUNITY MOVIE NIGHT - AUGUST 6<sup>th</sup>, 2013**

The movie for National Night Out for September 6<sup>th</sup>, 2013, was "Epic" with 82 in attendance.

Upcoming movie nights are as follows:

October 5<sup>th</sup> - "The Croods"

November 2<sup>nd</sup> - "Monster University"

Harvard Community Radio will take over the Public Performance Site License with Movie Licensing USA when it expires in November.

**MUD VOLLEYBALL TOURNAMENT REVIEW/COMMENTS**

Mark gave a final report on the Mud Volleyball Tournament. There were 12 teams (there were 8 teams in 2012) with a net profit of \$968.16. Mark brought up discussion of the City's park clean up charges in the amount of \$337.50 (trash, shelter and grass clean-up, street sweeper) which he didn't feel should have been charged to the event; Chairman Marzahl will discuss with City Administrator Nelson. There was further discussion about better communication next year and establishing a clean-up crew.

Mark noted our agreement with Roscoe to use their equipment in exchange for a donation of 10% of the event net. Moved by Bill Clow, seconded by Laura Evers to approve a disbursement of funds from the Udder Mudder Volleyball Tournament in the amount of \$150 to the Epilepsy Foundation as follows:

\$100 Harvard Events Committee (10% of net)

\$ 50 on behalf of Tom and Sherry Abraham, Coley's Cooler, Inc. (10% of net)

\$150

All ayes. Motion carried.

After discussion, moved by Wanda Marzahl, seconded by Bill Clow to proceed with the Mud Volleyball Tournament for August 16, 2014, with Mark as chairman of the event. All ayes. Motion carried. Mark indicated he would like to look into building our own equipment for next year. There was discussion of donating to a more local group should we have our own equipment.

**FALL FEST - SATURDAY, OCTOBER 26<sup>th</sup>, 2013**

Tammy updated the Committee on Fall Fest, Saturday, October 26<sup>th</sup>, 2013, and noted a time change from 8 am to 9 am for the start of the event. Vendors would still be set up at 8 am.

- Lori will mail out a letter to the businesses on Ayer St. that will be affected by the street closing. A flyer will also be hand delivered at a later date.
- Chuck, Mark and Lori will be available to help with set up at 5 a.m. to get barricades out, etc.
- After discussion, the concensus was to proceed with a raffle request to the City Council with proceeds to benefit the Food Pantry and Pads. Lori will prepare a raffle application for the next City Council meeting.
- Amy Schultz is the new president for Harvard Harmony and she is working to contact the band/choir director to see if they would provide some entertainment and students to work the kids games in lieu of a booth fee. Harvard Harmony is also sponsoring a "Zombie Run" to somehow tie in with Fall Fest. They will be using the

same two mile route as the Milk Run which doesn't cross Route 173 so they would have to re-route the run in order to end up on Ayer Street with Fall Fest.

- In addition to the craft/food vendors, activities include scavenger hunt, costume parade, guess weight of pumpkin, apple pie contest, petting zoo, pumpkin decorating, bean bag toss, pumpkin bowling, corn playground and various entertainment throughout the day.
- Lori related her conversation with the insurance co. and at this time it is still uncertain whether or not there will be a charge for a special event. The insurance co. recommendation was to obtain a certificate of insurance where possible from any food or commercial vendor.
- Tammy will e-mail the Department of Revenue to obtain the necessary Special Event Tax Payment form for vendors.

### **CHRISTMAS IN HARVARD - SATURDAY, DECEMBER 7<sup>th</sup>, 2013**

Subcommittees were set up as follows:

#### Advertising & Marketing (Laura/Wanda/Steph)

#### Carriage Rides (Wanda)

Wanda will contact Terry Leonard.

#### Coloring Contest (Bill)

Bill distributed copies of the coloring contest sheet and noted he would like to do the same as last year with \$10 gift cards as prizes for each best of age (ages 1-10) and a \$15 gift card for one best of show which will also be reprinted in the Harvard Main Line.

#### Craft Show (Tammy/Lori)

- Booth fee will be \$25. Lori will update the application so we can pass out during Fall Fest.

#### Crafts for Kids

Tammy suggested having a section for kids crafts.

#### Breakfast with Mrs. Claus (Wanda/Lori)

Lori spoke with Julie Zell who said she would be Mrs. Claus again this year.

#### HFPD Smokehouse (Wanda)

The HFPD did not have the smokehouse last year as it was poorly attended and they set up inside instead with a booth. Wanda will call Jeremy Adams to see if they would like to participate again this year with a booth inside.

#### McHenry Co Historical Society "The James" Bus (Wanda)

Wanda will contact the Historical Society.

#### Parade (Mark Lancaster)

Lori will update the parade application to include language that no additional "Santa Claus" will be allowed.

#### Raffle (Lori/Tammy)

We will have a raffle for the Christmas Stocking and the 50/50.

#### Santa's Gift Shoppe (Healing Hearts with Hooves & Hounds)

Chuck reported that he spoke with Amy Bittner who said she would consider running the Gift Shoppe. Stephanie said she has had conversations with Healing Hearts with Hooves and Hounds who have also expressed a desire to run the Gift Shoppe as a fundraiser. After discussion, moved by Laura Evers, seconded by Wanda Marzahl to turn over the Gift Shoppe portion to Healing Hearts with Hooves and Hounds. All ayes. Motion carried. Wanda indicated she would still help as cashier for Gift Shoppe. Stephanie will ask Mark Schuring to attend our next meeting on October 15<sup>th</sup>.

#### Sponsorship (Wanda/Laura)

Wanda and Laura will start making phone calls for sponsorship.

#### Visit With Santa (Women For Harvard)

June indicated Women for Harvard are planning Visit with Santa from 1-4 p.m. They have decided to move the line-up closer to the wall. The committee also discussed moving the event entrance to the door by the radio station which would alleviate the bottleneck we had last year at the other entrance.

The Committee discussed how to handle refreshments this year. The general consensus was to see if an organization would be willing to take over refreshments as a fund raiser and it would up to them to decide whether or not to charge for refreshments or have a free will offering. Women for Harvard would still be able to put out their donation jar separate from refreshments. Bill Clow will check with Brett Wilhoit's community service class to see if they would be interested in assisting with either the parade and/or the refreshments and have them attend our next meeting.

#### Window Decorating (Stephanie)

#### Other

- Lori will contact Teresa Baber who schedules events at Starline to confirm our use of the building for Christmas in Harvard and to ask if we can also expand to use the area by the radio station. June said she spoke with Teresa a few weeks ago and the Women for Harvard were already penciled in.
- Wanda suggested contacting Interact to see if they would like to have a booth for face painting.
- Mark and/or Bill will make Wanda an admin on Facebook so she can make changes.
- Laura and Tom will assist in updating the poster and the Christmas in Harvard logo.

#### **OTHER EVENTS**

Amy Stech is not available to chair the Kid's Bash this year. After discussion, the item was tabled until the next meeting.

Chairman Marzahl updated the Committee on the City's water main extension from Well #10 north along Lawrence Road through Milky Way Park with two fire hydrants located in the area. Dave Binz has quoted a price of \$15 per foot to push a 2" line which would include the cost of the pipe; the estimate is approximately 250'. After discussion, the overall consensus was to participate in the cost using rodeo profits which would facilitate water usage for some of our events. The committee would like to see a solid proposal before committing to a certain dollar amount. Chairman Marzahl will bring back to the committee when total cost has been identified.

At 6:10 p.m., moved by Bill Clow, seconded by Wanda Marzahl to adjourn the meeting. All ayes. Motion carried.

Submitted by:  
Lori Moller, Secretary