

**EVENTS COMMITTEE MEETING
OCTOBER 15, 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. Committee members Bill Clow and Mark Lancaster were absent. Also present were June Vickery and Dawn Bihlmaier.

AUDIENCE PARTICIPATION:

Dawn Bihlmaier was present on behalf of the Milk Center 4-H Group and reported they were interested in taking care of the refreshments for Christmas in Harvard. Their menu would consist of coffee and donuts, hot dogs, bagged chips, hot chocolate and hot cider. The 4-H Group will be responsible to obtain a health permit from the county, but the general consensus was to have them submit their bill from the Health Dept. to be reimbursed by the Events Committee. Lori noted that there is sugar and creamer left from last year that the 4-H Group can use. The Events Committee typically provides donuts and coffee to the crafters during set up and will try to get donations from Swiss Maid Bakery and Harvard Donut. After set up the donuts would be turned over to the 4-H group for them to sell.

MINUTES OF SEPTEMBER 17, 2013 – APPROVED

Moved by Wanda Marzahl, seconded by Laura Evers to approve the Events Committee Meeting Minutes of September 17th, 2013, as presented. All ayes. Motion carried.

TREASURER’S REPORT

Moved by Lori Moller, seconded by Stephanie Freimund to approve the Treasurer’s Report with a cash on hand balance of (\$240.72). All ayes. Motion carried.

AMY STECH/H’ARTS REQUEST TO USE SOUND SYSTEM FOR BENEFIT OCTOBER 18th

After discussion, it was moved by Wanda Marzahl, seconded by Stephanie Freimund allow H’arts to use the sound system with the provision that they pay for any damages if incurred. All ayes. Motion carried.

COMMUNITY MOVIE NIGHT - AUGUST 6th 2013

The movie for Community Movie Night for October 5th was “*The Croods*” with 106 in attendance. November 2nd movie will be “*Monster University*”.

Harvard Community Radio will take over the Public Performance Site License with Movie Licensing USA when it expires November 5th, 2013.

FALL FEST - SATURDAY, OCTOBER 26th, 2013

Tammy updated the Committee on Fall Fest, Saturday, October 26th, 2013.

- Tammy left a message with Sheila Henson to see if she would increase her sponsorship to \$1,500 to help offset the cost of the insurance.
- Moved by Wanda Marzahl, seconded by Lori Moller to approve payment in the amount of \$305 to Jones Insurance for liability insurance for the event and \$80 to United Sanitation in Belvidere for a porta-pot. All ayes. Motion carried.
- Dave Jack, Pro-Tech Services will provide sound system for the day at a cost of \$300
- Lori mailed out a letter to the businesses on Ayer St. that will be affected by the street closing.
- Chuck, Mark and Lori will be available to help with set up at 5 a.m. to get barricades out, etc.
- 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 a variety of entertainment throughout the day.
- Tammy will e-mail the Department of Revenue to obtain the necessary Special Event Tax Payment form for vendors.
- Lori will contact Supt. Jim Kruckenberg, Public Works Dept. to check the electric on Ayer St. and to arrange to drop off the barricades.
- Tammy got two student volunteers from Diana Hartmann’s community service group at the High School which she will use for kid’s games. If Katie can help again this year, Tammy thought she would have her take care of the raffle table. Wanda will also put on facebook that we’re looking for volunteers to help with Fall Fest and to serve on the Committee.
- Lori will run a double sided flyer for Movie Night/Fall Fest as soon as the flyers are available.
- Stephanie will contact the HFPD to see if they would be interested in bringing out the smokehouse for Fall Fest.

CHRISTMAS IN HARVARD - SATURDAY, DECEMBER 7th, 2013

Advertising & Marketing (Laura/Wanda/Steph)

Laura said they can work on both the brochure and poster.

Carriage Rides (Wanda)

Wanda will contact Terry Leonard.

Coloring Contest (Bill)

Lori will let Bill know that the Coloring Contest sponsors will be the same as last year.

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

Breakfast with Mrs. Claus (Wanda/Lori)

Kelley's Family Restaurant has agreed to host Breakfast with Mrs. Clause from 9:30 - 11:30 am at a cost of \$5 per person; Julie Zell will be Mrs. Claus.

Entertainment

Stephanie agreed to chair the entertainment for Christmas in Harvard.

HFPD (Wanda)

Wanda called Jeremy Adams who will let her know if the Harvard Fire Protection District would like to participate again this year with a booth inside.

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

"The James" may have the same theme as last year; Laura will e-mail the director who lives near her.

Parade (Mark Lancaster)

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)

Chairman Marzahl updated the Committee on the meeting with Teresa Baber at Starline to go over the layout for Christmas in Harvard. She has our event penciled in as a recurring event on the first Saturday of December. The back area where we had the gift shoppe in the past is no longer available, but we can use the room by the radio station. The gift shoppe will be set up in the back corner of the large room and Women for Harvard will use the room by the radio station. Laura will check prices of drop clothes at Menards or Farm N Fleet to screen off the area; another suggestion was to use the blue plastic tarps which we can purchase from Tractor Supply. Crafters can use the entrance we used last year to unload, but the main entrance to the event will be the door by the radio station.

Sponsorship (Wanda/Laura)

Wanda has called everyone on last year's sponsor list. Other suggested contacts for sponsorship were Jon Pagles, Wal-Mart, Durham Bus Service, Taco Bell, Walgreens, Chevy, Harvard Ford and the Tru Value Distribution Center. Laura and Wanda will continue to make calls for sponsorship.

Visit With Santa (Women For Harvard)

June requested that the listing on the poster for Women for Harvard be a little larger font.

Window Decorating (Stephanie)

Laura noted she has a group of retired friends who might be interested in judging.

Other

- Chairman Marzahl noted that the Radio Station is working to put temporary speakers in the room so music can be piped in during the day/
- The Committee reviewed the letter to the City Council which is the same as in past years.

OTHER EVENTS

Stephanie and Wanda will work on a little blurb to put in the November Main Line that the Events Committee is looking for a chairperson for the New Year's Eve Kids Bash.

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

Submitted by:
Lori Moller, Secretary