

**EVENTS COMMITTEE MEETING
JANUARY 18, 2011 – 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, Mark Lancaster, Darrell Perkins, Barb Rowe and Jay Schulz. Members Bill Clow, Crystal Musgrove, Cathy Pescinski and Mike Vest were absent. Also present were June Vickery, Tammy Herrera, Amy Stech, Reggie Logan, Karen Sutera and Andy Wells.

AUDIENCE PARTICIPATION: NONE

MINUTES OF DECEMBER 21, 2010 – APPROVED

Moved by Wanda Marzahl, seconded by Jay Schulz to approve the Events Committee Meeting Minutes of December 21, 2010, as presented. All ayes. Motion carried.

TREASURER'S REPORT - APPROVED

Moved by Barb Rowe, seconded by Lori Moller to approve the Treasurer's Report as presented with an ending balance of \$1,225.69. There is a \$600 accounts receivable due from Mercy Health System for Christmas in Harvard sponsorship. All ayes. Motion carried.

After discussion, moved by Jay Schulz, seconded by Wanda Marzahl to split the sponsorship money received for Visit with Santa with the Women for Harvard. All ayes. Motion carried.

KIDS' BASH WRAP-UP/COMMENTS

Amy reviewed her written report for Kids' Bash 2010 outlining the event which had over 300 children and adults in attendance with suggestions for next year. Thank you letters have been sent to all the volunteers.

COMMUNITY MOVIE NIGHT

Jay reported on the ongoing sound system issue with the amps not working properly at Jefferson School. The school has the repair on their priority list, but they haven't given a specific time frame when it will be fixed. Mark said he has additional speakers we could use if that is an option.

The next movie night will be Saturday, February 5th, showing *Beverly Hills Chihuahua 2* at Jefferson School, 7 p.m. Flyers will be prepared and distributed to the schools.

EASTER EGG HUNT/VISIT WITH THE BUNNY

June related Women for Harvard's concerns with last year's event and noted that the library may not be big enough for both the Easter Egg Hunt and the Visit with the Bunny. The Women for Harvard ran out of donuts early and people were standing around in the photo area waiting for the raffles. Karen Sutera suggested using the technology business corner which is walled off a little bit from the rest of the library instead of the meeting room for the Visit with the Bunny. It was also suggested that people take numbers to get pictures taken so they are not waiting around the area. Lori related that Crystal really would like to use the library again this year because Crosby is just too big of an open area. In response to Crystal's earlier e-mail, Karen advised that the library is available on April 16th. Moved by Jay Schulz, seconded by Lori Moller to set the date for the Easter Egg Hunt for Saturday, April 16th, 2011, with the event to be held at the library. Women for Harvard will make a decision whether or not to hold the Visit with the Bunny in conjunction with the Easter Egg Hunt. Further discussion tabled until next meeting.

TRI COUNTY PRO RODEO JULY 30-31, 2011

Layout/Seating

Mark distributed possible layouts for the event. The east/west layout would give optimal exposure for the vendor and food area coming in from the parking lot towards the arena. Towards the east side would be the chute gates with performers, horses and cattle away from spectators. Vendor display area would be located south of the arena between the arena and the parking lot. The north/south option would have the chute gates on the north side, the food vendor area on the west side of the arena and exhibitors would be on the south and/or the east side of the arena. Both layouts would utilize the dairy barn for beer and some food sales. Vendors/exhibitors could be offered inside storage overnight if they are going to display both days. Chairman Logan noted that the City Parks & Rec Chairman would prefer the north/south orientation so the soccer fields don't get torn up. There was discussion that the east/west orientation could be moved a little to the west so we don't impact the soccer fields at all. Scott will contact Diana Pflingsten to get AYSO's input. Before any decision is made, we need to arrange for JULIE locates to determine where the utilities are. The consensus was to keep the east/west layout if we can accommodate both AYSO and the utilities. Darrell Perkins suggested if we run into issues using the east/west orientation we could use the area further west of the dairy barn away from the trees. Scott and Mark to check out the area as another option.

Bleachers

Mark and Scott counted bleachers that the City already has. Each of the bleachers is 5 rows high, 15' long and will seat 35 people. There are 16 @ Milky Way Park, 5 at the HERS field, 5 at the baseball field at the High School and 5 at the soccer field at the Jr. High. We have unofficial approval from Dr. Crosby that we can use the school bleachers. In addition, the reviewing stand can hold about 40 seats. The cost to rent mobile bleachers with 236 seats each is \$1,300 each. If we rent two sets of bleachers, that would give us total seating for 1,597 people. Stands would be located the full length of both sides of the arena. The Boys League field has 4 or 5 sets which weren't included in the count because they might already be in use. Lori will get Mark a list of municipal contacts from area communities to see if they would loan or rent mobile bleachers for the event and Wanda will get him a list of contacts from Milk Day. The costs to purchase bleachers that seat 35 people are approximately \$3,000. Moved by Wanda Marzahl, seconded by Jay Schulz to grant Mark Lancaster authority to rent up to 4 mobile bleacher seats at a cost of \$1,300 per set. All ayes. Motion carried.

Sponsorship

- Andy Wells reported that Donley's was not going to be the Presenting Sponsor, but they will sponsor somewhere in the middle of the sponsorship levels.
- Sponsor letters will be sent out to the tri-county area and the Chamber business listing.
- There may be a local business that is interested in the #1 or #2 spot.

Dance

Plans are being made to host a country themed dance in the arena after Saturday's rodeo performance. Mark has narrowed it down to two bands: Silver Creek at a cost of \$600 and Rollin Whiskey whose cost should be in the same ballpark. Moved by Jay Schulz, seconded by Wanda Marzahl to grant Mark Lancaster authority to book the band at a cost not to exceed \$750.00. All ayes. Motion carried.

Other

- John Trione from Harvard Main Line is working on a logo.
- Next month we will set up committees for specific areas and will look at two meetings a month.
- Andy reported that he contacted the Illinois Liquor Control Commission reference a liquor license for the event and indicated that the license would have to be issued to the Chamber and not the Events Committee because the Chamber has not-for-profit status. The cost of the license is \$25. Additionally, the City's current liquor code does not have provisions for a special event license and he will bring up the issue at the next City Council meeting for a review of Chapter 25 to include language in the City code that would mirror the Illinois Liquor Code.

TAMMY HERRERA/FARMER'S MARKET

Tammy updated the Events Committee on the status of the Farmer's Market. She has already met with Mike Eisly with the McHenry County Health Department to go over their regulations. The first Farmer's Market informational meeting is scheduled for January 26th, 2011, at 6:30 p.m. in the City Hall conference room. At Tammy's inquiry, Chairman Logan advised that the Farmers Market would not be an Events Committee function and the Farmer's Market would be responsible to organize and fund their event. The Events Committee's role would be to assist in smoothing things out with the City Council and would make a recommendation to the City Council as to outdoor market fees, closing streets, etc.

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

Submitted by:
Lori Moller, Secretary