

**Community Events Committee Meeting Minutes**  
**Pingree Grove Village Hall**  
**Wednesday, January 25th, 2017**  
**6:30 PM**

1. **Call to Order:** Present - J. Pierce, A. Kubiak, R. Fryer, M. Merchant, M.Hirschbein, J. Hirschbein, G. Wylie, K. Wylie, and K. Weeks.  
Special Guest: Dean Friedes, Village Attorney
2. **Approval of Last Meeting Minutes:** Approved.
3. **2016 Budget Review Report and 2017 Budget Planning**  
Melissa Hirschbein will be taking over finances for Amber Kubiak. Budget Plan was submitted by A. Kubiak. Highlights from the budget include: An overall 5% Increase; A \$150 fee to the food vender at TAT; IDC also included a \$150 fee for food. The Committee agreed to increase Inflatable spending for IDC to \$2,500 so that the company will provide employees to run the activities; Agreed to \$350 for IDC Supplies for new games. Agreed to add \$1,000 to Fall Fest/Music in the Park for more bands. Tree Lighting was much less expensive this year.
4. **Feedback Survey Planning** - Investigating using Survey Monkey to get an overview for 2016, then after every event in 2017. The Committee agreed that Public should give their Contact Info in order to respond to the survey.
5. **Overview/Pre-planning for 2017 Events**
  - Culver's Night Fundraiser** - May 2nd, 2017
  - Touch-a-Truck** - May 6th, 2017
  - Village Garage Sale** - June 15th, 16th, and 17th, 2017
  - Independence Day Celebration** - July 7th and 8th, 2017
  - Music in the Park** (Replaces Fall Fest) - September 10th, 17th, and 14th, 2017
  - Culver's Night Fundraiser** - November 27th, 2017
  - Tree Lighting Celebration** - December 2nd, 2017
6. **Old Business** - Discussed Thank You Cards and ASCAP Rights concerning videos shown at Tree Lighting Celebration

7. **New Business** - Met with Village Attorney, Dean Friedes to discuss Written Event Expectations for the Village Public Administration, Police, and Public Works. The tasks are listed by event so that there isn't confusion about what needs to be done. (*Event Task List Included with the Minutes*)  
**Next Meeting:** Discuss TAT Ideas and New Donation Letters
8. **Adjournment:** Next Meeting February 8th at 6:30 PM in Village Hall