

Community Events Committee Meeting Minutes
Pingree Grove Village Hall
Wednesday, February 8th, 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.
- 2. Approval of Last Meeting Minutes:** Awaiting Minutes for approval at next meeting
- 3. Touch a Truck Planning (5/6/17)**
 - New Ideas** - Brainstormed for new entries to invite to TAT. Discussed the idea of adding a Kite activity to the Event
 - Logistics** - From Culvers, 'Scoopy' Costume and 400 Ice Cream Coupons, Jumps and Jiggles & Pirate's Cove Certificates from J. Pierce, Also need to contact Police & Fire Dept. for Raffle Winner Ride to School. Paperwork for TAT must be submitted by 4/17/2017. Committee Members were assigned TAT duties (See TAT Assignment List)
 - Advertising** - Banners, Village Website, Facebook, and Press Release
 - Volunteers** - Looking to get Scout Volunteers and Nat. Honor Society
 - Food Vendors** - Fee for Food vendor is \$200. Looking to find a new vendor this year.
- 4. Feedback Survey Questions** - K. Wylie reported that Survey Monkey will cost \$350.00 for the year. The Committee discussed several cost options and agreed that this is the best fit for our needs. The Village has agreed to purchase the yearly subscription in May but the Committee feels that we need to complete the 2016 Survey sooner. K. Wylie submitted sample survey questions for members to read and discuss at our next meeting.
- 5. New Donation Letters & Fundraising Opportunities Ideas** - We will get new letters written and will add to the list of potential donors.
- 6. Thank you Cards for Donors**- Thank you cards for Tree Lighting were sent out.

- 7. Old Business** - Reviewed the Village Checklist for Events. Suggested that Village Administration 'Post to Website within three business days. The Village Task List will go before the Village Board on Feb 21st.
- 8. New Business** - New PGEC Members must complete the Open Meetings Act Certification. J. Pierce will send them a website link. New Fundraising Opportunity: J. Pierce discussed fundraising ideas with Richard from Culver's. He suggested going to Tom Peck Ford in Huntley with the possibility of raffling off a new car. The Committee thought this was a good idea, but wanted to complete our survey so that we would have solid demographic information to present before asking for this sizable donation. The idea of holding a Golf Outing at Randall Oaks Golf Course was also discussed.
- 9. Adjournment:** Next Meeting on February 22nd, 2017, in Village Hall at 6:30 PM