

MINUTES FOR COMMUNITY EVENTS COMMITTEE MEETING

Village Hall, 14N042 Reinking Rd, Pingree Grove, IL 60140

February 21, 2018

6:30 PM

1. ATTENDEES-

- COMMITTEE MEMBERS - Jackie Pierce, Mary Anne Merchut, Melissa Hirschbein, Anna Schuld, Kimberly Wylie
- GUEST - Bethany Nelson, Events Director, Cambridge Lakes Charter School

2. APPROVAL OF MINUTES- Approved by Mary Anne Merchut

3. MEETING ACTIONS ITEM

A. Guest Bethany Nelson, Events Director, Cambridge Lakes Charter School –

- The Charter School will be borrowing PGCE's signage stakes for their upcoming Fun Fair. They will arrange this through Pat at the Village.
- The Charter School will be hosting a 5k and 1-mile Kids' Run on the same day as Touch-a-Truck. PGCE will promote their run with Touch-a-Truck, in exchange for a portion of the proceeds from the run. The school and PGCE will create symbiotic flyers, cross-promoting both events.
- To accommodate the run, Touch-a-Truck line up will be moved to 11 am, from 10:30 am.

B. 2018-2019 Budget-

- Melissa presented the budget for 2018-2019. Two changes will be made – \$500 increase in projected revenue from Niko's night, as food cost was also deducted in expenses. And, \$100 will be added to t-shirts to purchase new IDC sponsor t-shirts for committee members this year.

C. 2018 IDC Vendor Fair –

- It was decided that the PGCE will keep control of the IDC Vendor Fair this year, as it was such an important fundraiser for the event. Anna will be organizing the Vendor Fair this year, and Kim will assist her. Jackie will reach out to CLCC to let them know if they have someone who would like to volunteer on this subcommittee, to help with organizing and promoting it to potential vendors, we'd appreciate the help.
 - Jackie will let the CLCC know that perhaps they can assist us with another area of IDC – such as the activity area.

- This year we will use EventBrite for registrations, to simplify the process.
- It was discussed to raise this year's vendor fee, from \$25/booth space to \$40/booth space. However, allowing returning vendors from last year be grandfathered in to the \$25 rate, as a thank you for returning.

D. 2018 IDC Beer Tent -

- The PGCE will handle the beer tent this year, for Friday Night IDC festivities. Anna, Kim, Jackie, and Grant Wylie are all BASSETT certified and can serve. Other committee members will be charged with collecting the money.
- We will ask the lemonade lady if she would like to sell all non-alcoholic drinks on Friday night (soda, water, her lemonade), for an extra food vendor fee of \$250 for that evening.
- We will get a PG police officer to check IDs and issue wristbands.
- Jackie will check out the details of the beer distributor she had been told about. Kim will contact her friend at Pollyanna Brewing to see if they'd be willing to donate beer.

E. Sponsor Letters -

- Sponsor request letters will be sent out on March 1st, with all existing addresses, on the spreadsheet, by that date. New addresses will be added until April 1st, when a 2nd batch of letters will go out to these new potential sponsors.
- Follow up “last chance to be sponsors for IDC” letters or postcards will go out to those who didn't respond to the first letter on May 15th.

F. More Fundraising Ideas -

- Additional fundraisers for 2018 will be held. These potentially include:
 - Wine glass painting - potentially at Niko's (perhaps Niko will agree to donate a portion of food/beverage sales for that evening to PGCE) – Jackie will contact
 - Bunco/Texas Hold 'Em Tournament – Kim will look into companies that host these at our site (potentially at the CLCC) and will contact Mike at the American Legion to see if we could get on their charity circuit.
 - Niko's Beer & Burger – We'd like to hold this year's B&B shortly after IDC, in the summer, so we can use the outdoor seating at Niko's, and tickets can be sold at IDC.

G. Touch-a-Truck Update -

- Jackie will send out list of who each committee member will be contacting for trucks

this year.

- Jackie has already secured the space shuttle truck for this year's event.

H. Forms -

- Kim will look at the forms, especially IDC, to update them.

4. OLD BUSINESS - no old business was discussed

5. NEW BUSINESS - no new business was discussed

Next Meeting- March 6, 2018 6:30pm (Village Hall)

6. ADJOURNMENT