



MINUTES FOR COMMUNITY EVENTS COMMITTEE MEETING

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

Wednesday, May 10th, 2017

6:30 PM

1. ATTENDEES

- Anna Di Cosola, Richard Fox, Natasha Fryer, Melissa Hirschbein, Mary-Anne Merchut, Jackie Pierce, Kim and Brittany Wylie

2. APPROVAL OF MINUTES

- Mary Anne - Approval of Minutes (Time = 6:42 P.M.)

3. MEETING ACTIONS ITEMS

- **Touch-a-Truck Wrap-Up**
 - RV was a huge hit and "different" - MUST for next year – Jackie
 - State Farm - Vendor booth fee system for next year (no trucks present this year) - Possibly using the soccer field for Vendors next year? (Including Food Vendor)
 - Remember the table and chairs again for next year (Appreciated by patrons)
 - Public Works did a fantastic job this year with set-up & take-down especially with advertising
 - Estimated 1,500 to 2,000 patrons attended (500+ school-aged children)
 - Committee agreement - Extend "Quiet Hour" by 30 minutes
 - Extending Social Media push - New business cards with updated information including Social Media links
- **Village Garage Sale**
 - **Advertising** - Email blast from village, social media posts on events pages (Melissa), Century 21 advertising including a social media events page (Natasha)
 - Melissa - Ordering new banners/inserts
 - One double-sided banner, Three garage sale inserts and Two Independence Day Inserts
 - Jackie - Daily Herald and Chronicles (Kane and McKenry County)
 - Natasha - Century 21 will provide 80 - 90 directional signs
 - **Maps**
 - EventBite has a "reporting feature" using excel so merging of "paper registrations will be able to easily be combined for creating a location map
 - **Logistics**
 - Using EventBrite website for purchasing the garage sale permit online
 - Fee (15%) for using the website will be absorbed by the board this season
 - Kim - Creating a virtual map using Google Maps

- **IDC Updates**
 - **Friday Night Entertainment and Food/Beverage**
 - Two bands confirmed
 - Sound equipment (including stage and lighting) confirmed
 - Niko's Tavern approved and confirmed
 - Committee will purchase alcohol wristbands but vendor will sell them - Price of wristband doubled from previous year - now \$2.00
 - **Parade** – Jackie and Mary Ann will begin to gather parade participants.
 - **Food Vendors**
 - Bakery and Kona Ice confirmed
 - Vince's and BBQ vendor pending
 - Baseball Concessions confirmed (not charged vendor fee, they will take care of bathrooms)
 - Mama's Lee - No answer, no return call
 - Hacienda pending fair permit
 - Niko's Tavern- In
 - **Main Stage Entertainment**
 - All booked and confirmed - Rich is point person
 - Karate, Zumba, Andy Young, Meyer's Dance (Irish dance)
 - Only one slot open at this time, however, not actively looking
 - **Activities**
 - Melissa - Point person
 - Bounce houses and mobile laser tag booked
 - Kim - Researching face painting, temporary tattoos, henna, etc.
 - Dunk Tank - Joe Hirschbein point person on volunteer recruitment (Currently Joe (Trustee), Steve (Village President) and Cindy (PGPD))
 - Bummer Boats - Jackie to contact Ross and Kelly (former committee members)
 - **Vendor Fair**
 - Kim - 11 vendor paid and confirmed
 - Worked out a new process from previous year: Village Hall receives applications, Events Committee picks-up vendor applicants, confirms and cross-check lists to prevent double vendors.
 - **Car Show**
 - Jackie - New contact = Jason Thomas (approached committee at Touch-a-Truck)
Location: Community Center Parking lot
 - **Fire Works** – waiting on contract from Mad Bomber

4. **OLD BUSINESS**

- Fall Fest Line-up - Three Sundays in September (September 10th, 17th, 24th)
 - Vintage People (Classic rock) get priority date
 - Possible Bands: Old School, Plaza Folk Union (Today's Hits)

5. **NEW BUSINESS**

- Sponsorship Banners - Thank you to our sponsors
 - Placement at the stage, near the baseball field and placed on a truck/vehicle during the parade
- Volunteer T-shirts - \$15- 17 per shirt, one color font, one color back (Committee will reach out to potential businesses to sponsor shirt/sweatshirt - Aldi?)
- "I Donated" Stickers for Independence Day Celebration
- 5k Run in the Fall 2018 - Begin research (Anna and Kim)

6. ADJOURNMENT