



**MINUTES FOR
COMMUNITY EVENTS COMMITTEE MEETING
Municipal Center, 555 Reinking Rd, Pingree Grove, IL 60140
Second Floor-Board Meeting Room**

**Wednesday, January 29, 2020
6:30 pm**

1. **CALL TO ORDER 6:36 pm Attendees: Jackie Pierce, Judy Triano, Karen Weeks, Melissa Hirschbein**

2. **APPROVAL OF MINUTES – Melissa Hirschbein approved.**

3. **MEETING ACTIONS ITEMS**

A. Budget – Goebberts donation came in at over \$15,000 (30% increase from last year)

Budget planning is in process. **Action:** Jackie to have Karen send Melissa the expense report and Melissa will do a draft budget for discussion for next meeting.

The committee members discussed the following items to consider in the budget:

- Reindeer for Tree Lighting
- Tents 10x10 Jackie to check on sale at Sams' Club – need 4 additional – Jackie to purchase.
- Additional signage for Stars and Stripes Celebration
- Possible DJ for the Tree Lighting and other events
- Check minutes from discussions on event follow ups for any additional budget items.
- Committee Shirts – polos/fleece
- Walkie Talkies
- Mobile Stage (Rent) Independence Day
- Printing/mailing costs – postcards. Stuffer with water bill. – price out
Action: Jackie email Shelly.

B. Sponsorship letter - The committee reviewed the sponsorship letter. There were several suggested changes. Changes:

- Naming sponsorships should be reserved for a specific activity at the event instead of the whole event. **Summer:** Change the Independence

Day Event name to the Stars and Stripes Celebration, which includes Friday night Beer and Bands, Stars and Stripes Car Show, parade and festival. Add dates to the events.

- Naming Sponsor Package: Make is specific activity naming opportunity. Dance Zone or Holiday Train.
- **Action:** Jackie to check with Dean on possibly hanging a plaque for our sponsors. Suggestion start with small sized plaque.
- Add dates to events
- Sponsor flyers will be distributed at the event (not created by PG Committee)
- Exhibit booth limited to 10x10 size
- Sponsor name added to event activity signage
- Friend of Pingree Grove Contributor add donation up to \$500.00 or in-kind
- Change permanent link to annual link
- Add in-kind donations

C. Vendor Packets – Committee reviewed new form. **Action:** Karen will send out to food vendors.

Changes:

- Must submit a list of goods and prices and/or menu and prices. We reserve the rights to limit the goods or menu items.
- Pricing: Keep it \$250.00 for food vendors on Saturday.
- Friday Night Vendor: Create a special one for this vendor. Jackie to obtain information on alcohol license etc... specifics. Pay \$500.00/2 days, \$500 to sell liquor on Friday. First dibs on food to sell. Coordinate food served Friday and Saturday.
- **Action:** Little League: Jackie to contact Chris

D. Touch-a-truck – **Action:** Jackie to go to list from last year and send it to the committee. Do not need a new flier except to change the date. Committee will review and connect with truck providers for the event. Kona Ice is scheduled.

E. Garage Sale – Dates set. Natasha is going to come to the next meeting. She switched from Century 21 and still wants to sponsor. She needs the sponsor packet.

F. Independence Day Celebration – is now the Stars and Stripes Celebration.

- **Actions:** Jackie to find out if we can use a drone to take pictures.
 - Vendor Fair – Jackie to connect to Melissa.
 - Jackie asked for committee members to research bands (300.00 each band is the budget).
 - Jackie to book mad bomber
 - Jackie to ask Candace and Frank to check with Rudy the DJ for Car Show and Tree Lighting pricing. Jackie to check with Ron Pauley

- Jackie to ask Candace – More Blizzards less Dilly Bar for DQ cart.
- Little league is committed for Saturday for Bathroom duty.
- Hot Dog cart for Car Show and then festival.
- Time for Car Show: 9:00 am Done by 2:00 pm.
- Bobs concessions – check to see if available
- Mobile escape room – increase ticket prices and expand hours
- Giveaways for the parade – check with Bright Eyes on sponsorship of Sunglasses.

G. Tree Lighting

- a. **Action:** Jackie to order trackless train for Tree Lighting

4. **LOCAL FUNDRAISING**

5. **OLD BUSINESS**

- A. Committee Shirts Follow up – adding to budget
- B. Storytime starts in February- Jackie to check on printing out event flyers for them to hand out at the event.
- C. Christmas Thank you letters – Candace is working on these.

6. **NEW BUSINESS**

7. **ADJOURNMENT 8:05 pm**