



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

**Wednesday, March 10, 2021
6:30 pm**

1. **CALL TO ORDER** - 6:30 PM. **Attending:** Committee Members: Karen Weeks, Melissa Hirschbein, Judy Triano, Candace Lech, Frank Lech Guest: Karen Plaza – Village Finance Director, Jeff Cook – Village Manager and Nicole Ory,
2. **APPROVAL OF MINUTES** (November 12, 2020) – Melissa Hirschbein, 2nd Judy Triano
3. **MEETING ACTIONS ITEMS**
 - A. 2020 Year – Only events conducted were the Garage Sale, Touch-a-Truck Parade and Grinch Video. All other events were cancelled due to Covid Pandemic restrictions.
 - B. Budget: Karen Plaza reported there is a significant amount available in the 2021 budget due to the lower spending in 2020. She reminded the committee to keep within the 2021 budget amount, as the Events Committee budget is a break-even budget. The Community Events Committee is an official committee under the Pingree Grove Village Board. **Action:** Ms. Plaza requested that the Community Events Committee President prepare to present updates periodically to the Village Board as well as note appreciation for fire, police, and maintenance support.
 - C. **2021 Year** – The committee discussed the event dates for the 2021 year. Even though the future remains unknown, the committee wanted to be able to plan out as much of the 2021 calendar events as possible.
 - a. Touch-a-Truck – May 1, 2021 – Due to Covid Pandemic restrictions, the committee discussed hosting the Touch-a-Truck parade. They felt the 2020 event was successful and with a few changes it could be successful again. This year Carillon and the new Parkside neighborhood will be added to the route. The idea of possibly beginning in Carillon, going to Parkside and crossing Rt. 72 at the

new light over into the rest of Pingree Grove will be considered. We will add characters to the parade such as: The Grinch, Easter Bunny, Leprechaun, Santa and Mrs. Claus and possibly a Pirate. Marketing will be done through Social Media and event signs. The route map will be published prior to the parade. **Action:** Melissa Hirschbein and Karen Weeks to reach out to participants. Candace Lech to check with the Carillon clubhouse on availability to utilize their parking lot on that date.

- b. Village Wide Garage Sale – June 17 – June 19 - There is a new online system being utilized by the Village that will be utilized for Garage Sale registration. **Action:** Ms. Plaza will investigate how the new system will handle the registration information. The committee would like to collect information on types of items offered for sale for each registration. Mask wearing will be mandated. Melissa Hirschbein will contact Natasha to confirm she will be providing the signs.
- c. Stars and Stripes Celebration – July 9 – July 10 – The committee is committed to hosting some type of celebration this year. A discussion amongst the members included: A food truck extravaganza (either stationed in different locations around Pingree Grove, or clustered together in just a few places. This is dependent on the Covid Pandemic restrictions at the time). Fireworks will also be presented but there will be no formal gathering places to watch the fireworks. People will be encouraged to watch from their vehicles or small gatherings in their back yards (dependent on Covid Pandemic restrictions). We cannot host an event that could possibly cause a public health crisis. It was discussed to reach out to the Kane County Public Health Department to obtain guidance. The committee will need ideas for marketing. **Action:** Ms. Weeks will reach out to the Kane County Health Department for guidance. Ms. Hirschbein will start gathering a list of food trucks for the event and will reach out to Kari Haight for a list of the food truck vendors she utilizes. Ms. Weeks will document a formal plan and present it to Village Manager – Jeff Cook and the Village Board – including the information gathered from the Kane County Health Department.
- d. Tree Lighting – December 4 – Discussion tabled until future meeting.

4. LOCAL FUNDRAISING

- A. Kari Haight – Pingree Grove Day for Food Truck
- B. Culvers – Fundraising is a percentage of sales. Action: Candace Lech to check with Richard at Culvers.
- C. Woodmans – Application for 2021 has been submitted.
- D. The committee would like to display appreciation for our largest donor: Goebberts. Ideas for ongoing yearly recognition suggested were signs at

the Food Truck locations during the Stars and Stripes events as well as banners at other events.

- E. Sponsorship letters and brochures: These are being redesigned. The goal is to send out the letters in April 2021.

5. **OLD BUSINESS-** There was no old business.

6. **NEW BUSINESS-**

- A. Karen Weeks recommended that Nicole Ory be official appointed to the Community Events Committee. Frank Lech second. Voice vote: All in favor, none opposed. **Action:** Ms. Weeks will send an official request to the Village Board.

7. **PUBLIC COMMENT**—There were no public comments.

8. **Next Meeting:** The next meeting will be held on March 24, 2021 6:30 pm

9. **Adjournment – 8:33 pm**