



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

**Wednesday, April 7, 2021  
6:30 pm**

1. **CALL TO ORDER** - 6:31 PM. **Attending:** Committee Members: Karen Weeks, Melissa Hirschbein, Judy Triano, Candace Lech, Frank Lech, Mary Ann Merchut  
Guest: Kari Haight
2. **APPROVAL OF MINUTES** –Minutes Approved: Mary-Anne Merchut , 2<sup>nd</sup> Karen Weeks
3. **PUBLIC COMMENT:** No public comments.
4. **MEETING ACTIONS ITEMS**
  - A. See-a-Truck Parade – May 1, 2021 –
    - a. Trucks – Looking at approximately 12-15 vehicles. **Action:** Melissa and Karen will continue to reach out to trucks. The limit is 15 vehicles. No rain date. Weather/cancellation announcement will be made by 10 am on the day of the parade on social media accounts. **Action:** Melissa to check with Karen Plaza to see if setting up a recording on the Village of Pingree Grove main phone line would be an option for the cancellation message.
    - b. Path – Crossing Rt. 72 close to being approved. Parade will start at Noon (Line up at 11 am). Start at the Police Station. **Action:** Karen Weeks will provide the map and publish it to the public.
    - c. Costumes – Pirate guy is free on May 1<sup>st</sup>. Melissa is still working on purchasing the other costumes.
  - B. Stars and Stripes Celebration – July 10, 2021 –
    - a. Bathroom – Jeff is investigating whether we are required to have bathrooms open for the fireworks.
    - b. Food Trucks: Kari spoke on the events industry requirements for food trucks. She is seeing most events vendors offering alternative environments such as doing a parking lot event with enough space to avoid crowding of customers and possibly a satellite event, which is multiple food trucks

posted at various locations throughout a town or village. The Committee is looking at both the option of a satellite event or having multiple food trucks in at least part of the Community Center parking lot. **Action:** Karen Weeks to check to see what the availability of the parking lot is to us. Kari stated that most food trucks require a guarantee of \$1500 food purchase minimum per truck. **Action:** Karen will ask Steven Gray from the Village which food trucks have purchased the annual food permit vs the monthly permit. The Committee is considering three food trucks.

- c. Judy Triano presented the idea of doing a Kids goodie bags distribution as a drive through event. The Committee discussed utilizing the Municipal Center parking lot. We could also utilize the characters we have plus Uncle Sam, Military people. **Action:** Candace Lech will write the event plan. Suggestions for a event title can be emailed to Candace. Give away ideas: Popsicles, sunglasses (Bright Eyes), toothbrushes, bags (State Farm), patriotic themed pin wheels.
- C. St. Patrick's Day Parade – possibly on Reinking Road starting at Municipal Center ending at Kari's in the Pingree Grove historical district. The Committee will continue to discuss.

## 5. LOCAL FUNDRAISING

- A. Village Squire would be an opportunity for fundraising event.
- B. Kari Haight – Pingree Grove Day for Food Truck - Would food trucks be willing to participate in a Pingree Grove Events Committee fundraising event? Kari asked to get back to her at the end of the Summer.
- C. Culvers – Fundraising is a percentage of sales. **Action:** Karen will check in again with Richard about fundraising. He was in the process of receiving an update from Culvers Corporate. He has requested to provide him two dates. The Committee chose: May 11 and November 16<sup>th</sup>, 2021. 4 pm – 8 pm
- D. Sponsorship letters and brochures: These are being redesigned. The goal is to send out the letters in April 2021. **Action:** Candace Lech to review the updated version.

## 6. OLD BUSINESS-

- A. Explore Elgin – online magazine – Pingree Grove should be featured in the magazine. Kari has the contact information for Explore Elgin. (Crissy Lee) Action: Candace will investigate joining the Explore Elgin Board.
- B. Hampshire Chamber of Commerce Pingree Grove website content. Pictures need to be updated. Information needs to be updated. Action:

Karen Weeks will email to the committee members for review and comment.

7. **NEW BUSINESS**- No new business.
8. **Next Meeting**: The next meeting will be held on April 21, 2021 6:30 pm
9. **Adjournment** – 8:19 pm