



Agenda
Village of Arlington Heights
Special Events Commission
Commissions Room
Village Hall
November 14, 2018
6:15 PM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

- A. Approval of the October, 2018 Minutes

IV. REPORTS

V. OLD BUSINESS

VI. NEW BUSINESS

- A. Selection of Hearts of Gold Honorees for 2019

VII. OTHER BUSINESS

VIII. ADJOURNMENT

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Item: Approval of October, 2018 Minutes

Department: Village Manager's Office

ATTACHMENTS:

Description

Minutes of October 10, 2018

Type

Minutes

Minutes of the Special Events Commission meeting held on October 10, 2018 in the Commission Room of Village Hall, 33 S. Arlington Heights Road.

Attending: Steve Fromm, Kevin Seifert, Scott Rowader, Laurie Mitchell, Emma Edmondson, Diane Jamieson, Nancy O'Donnell

Absent: Joe Musolino, Mike Prost, Colleen Engle, Chris Fahnoe

Recap of Autumn Harvest 2018

The 2018 Autumn Harvest was canceled due to inclement weather.

The Commission decided that all of the craft materials have been ordered and not used so the crafts planned for this year can be planned for next year. There should be no need to buy more.

The 800 mini pumpkins ordered for crafts were picked up by Public Works in the hopes of using them for the Trunk or Treat event later in the month. The Pumpkin Butcher agreed to come out to the Downtown Trick or Treat event planned by the Village since he was already paid for the canceled Autumn Harvest.

Commissioner Nancy O'Donnell said she went through and organized the craft bins and the clothing collected for the scarecrow-building contest. She said there should be enough clothes to work well for the scarecrow contest next year.

Commissioner Steve Fromm, chairman of the event, said it was difficult to decide to cancel the event but it seemed to be the right decision. He said the decision was based off of the forecast information they had on hand the Friday before the event. Autumn Harvest is very difficult to hold in the rain due to the straw used for scarecrows, the materials used for the crafts and of the outdoor performances held in the park.

As for notifying the public regarding the cancellation, Liaison Nancy Kluz said it was posted on the websites, the community event sign, social media and Public Works brought out one of its LED trailers to North School Park and had "Event Canceled" showing throughout Friday afternoon and Saturday morning. She said they made up paper signs as well that were placed in the parkways.

Tree Lighting

The Commission discussed updates for the Tree Lighting event.

We have three locations set up for the two, free trolleys that will go from North School Park to the Museum and then to Harmony Park. The trolley stops at each location for an activity. The trolley runs from 4 – 8 p.m.

Commissioners need to be at each trolley stop; each volunteers to do 2 hours.

Commissioner Kevin Seifert said he would take care of the A-frame signs and get candy canes to hand out on the trolleys. He will also greet the trolley when it arrives.

The commissioners volunteered to greet riders at the following locations:

Museum

4-6 p.m., Commissioner Scott Rowader

6-8 p.m., Commissioner Seifert

North School Park

4-6 p.m., Commissioner Emma Edmondson

6- 8 p.m., Commissioner O'Donnell

Metropolis

4-6 p.m., Commissioner Laurie Mitchell

6-8 p.m., Commissioner Diane Jamieson

Commissioner Mitchell will connect with Metropolis to get cast members dressed in their costumes from A Christmas Carol that will be playing at Metropolis through the holidays. The actors are given stipends and Steve Fromm was reimbursed.

For the Tree Lighting ceremony, Commissioner Colleen Engle will be the emcee since Chairman Joe Musolino is unable to attend.

Commissioner Seifert will arrange for the Hersey High School Madrigals to perform at the event. Commissioner Edmondson will also have the baton twirlers and dance group there. Public Works will provide the sound.

For Trolley stop activities, Commissioner Rowader is going to speak with Commissioner Engle and Edmondson regarding the Wishing Tree project done last year. He said it worked well but needs some tweaks.

For the Trolley stop by Metropolis, riders will be able to watch demonstrations of the ice carver who will be setup in Harmony Park and check out upcoming schedule of shows at Metropolis.

Hearts of Gold Nominations

The nominations this year are due by 5 p.m. on October 31. This year the Commission decided to start the nomination and decision processes one month earlier. Nomination information started in September and the Commission will make its decision on Hearts of Gold honorees at its November meeting. This change gets away from doing the judging, letters, setting up photos, etc. during the holiday season.

Another change with Hearts of Gold is that the Commission has decided to take the two runner ups of each category from last year and add them to this year's nominations. It was decided to move forward in allowing all nominations made to last for two years to ensure there is an increased pool of nominations. The Commission will intend to include the top two runners up of each category in the running for the following year's awards.

The timeline for Hearts of Gold works out to be the same, it's just all moved up by one month.

Commissioner Fromm said that in the past he gets a sub-committee to preview the nominations and to ensure they are in the best categories possible for consideration by the entire Commission. He offered to do the same and several commissioners said they would be happy to be a part of the sub-committee that previews the nominations.

The Commission then decided to see if the Arlington Camera Club can take Hearts of Gold photos and if the program book can be laid out by editing the PDF of the booklet that is in the shared Google Drive.

Commissioner Mitchell said she would ask Visual Edge to design and print the invitations again.

The Commission was fine with the timeline of Hearts of Gold and will decide honorees at its next meeting. Having no further business to discuss, the meeting was adjourned at 8:50 p.m.