



Agenda
Village of Arlington Heights
Special Events Commission
Virtual Meeting

November 12, 2020
7:00 PM

I. CALL TO ORDER

- A. In response to the COVID-19 pandemic, this meeting is closed to in-person, public attendance. The meeting is being held virtually, which permits the public to fully participate via their computers or using their phones.

To participate in the virtual meeting, please follow these instructions: **<https://bit.ly/3mXfovN>**

Individuals who wish to comment or ask a question on an item on the Agenda may either participate virtually or send an email to the Village at nkluz@vah.com. Please limit emails to 200 words or less. To be shared at the meeting, the email must be received by 3:00 p.m. on November 12, 2020.

II. ROLL CALL

III. APPROVAL OF MINUTES

- A. Approval of the October 2020 minutes

IV. REPORTS

V. OLD BUSINESS

- A. Discussion of virtual Tree Lighting

VI. NEW BUSINESS

- A. Timeline of Virtual Hearts of Gold

VII. OTHER BUSINESS

VIII. ADJOURNMENT

Persons with disabilities requiring auxiliary aids or services, such as an American Sign Language interpreter or written materials in accessible formats, should contact David Robb, Disability Services Coordinator, at 33 S.

Arlington Heights Road, Arlington Heights, Illinois 60005, (847)368-5793
(Voice), (847)368-5980 (Fax) or drobb@vah.com.



Special Events Commission
11/12/2020

Item: Notice

Department: Village Clerk

ATTACHMENTS:

Description

Type

No Attachments Available



Special Events Commission
11/12/2020

Item: Approval of Minutes

Department: Village Manager's Office

ATTACHMENTS:

Description

October 2020 Minutes

Type

Minutes

Minutes of the Special Events Commission Meeting held virtually on October 14, 2020 at 7 p.m.

Attending: Laurie Mitchell, Scott Rowader, Steve Fromm, Steve Neill, Karen DeZellar, Kevin Seifert, Chris Fahnoe, Mike Prost, Diane Jamieson, Joe Musolino, Dave Jaffe

Absent: Kari Stanley

Also Attending: Keith Moens and Melissa Cayer

Approval of Minutes

The Commission reviewed the minutes. Commissioner Steve Neill moved, seconded by Commissioner Steve Fromm to approve the minutes from the September 2020 Commission meeting. The motion passed unanimously.

Virtual Tree Lighting

The group discussed the details of what needed to be captured in video for the virtual tree lighting. The virtual ceremony will not follow the traditional ceremony held. Instead, the video will take a look at how North School Park and the Village “come to life” for the holidays and also include portions of the traditional Tree Lighting ceremony.

The tentative plan, depending on the video footage captured, is to have the video released on the Park District’s and Village’s platforms on Tuesday, November 22. If it’s not possible to meet that date, the Commission still plans to have it released prior to the annual Tree Lighting date of Friday, November 27. Commissioner Kevin Seifert said there is no real concern of when the Tree Lighting video is released. The rest of the Commission agreed.

Commissioner Kevin Seifert is connecting with Kevin Corcoran, the video producer, to arrange times for filming of the choir, dancers, Mayor and Park Board Presidents speeches.

Commissioner Seifert also asked Chairman Laurie Mitchell to send logos of the premium sponsors to Kevin Corcoran. She said she will gather those and send them to him. She said Commissioner Seifert said they will work with Kevin on whether an emcee is a needed role in the video. If so, Chairman Mitchell said she could tape something in Kevin’s studio.

To update the Commission regarding the premium sponsors, Chairman Mitchell said that the 2020 premium sponsors for the Commission all agreed to “rollover” their sponsorships to be used in 2021. This change was done was accommodated due to the pandemic and the inability to host events in 2020. Typically, sponsorships collected are not “carried over” for the next year.

Commissioner Seifert also reminded those involved in the video to gather the names of all involved for the credits that will run with the video.

Introduction of newly appointed commission, Karen DeZellar

Chairman Mitchell introduced the Commission's newest commissioner, Karen DeZellar. Commissioner DeZellar is a lifelong resident is looking forward to serving on the Commission. All commissioners introduced themselves to the new commissioner.

Chairman Mitchell also added that the Village Board recently approved an amended ordinance for the Commission that now allows them to have 13 commissioners. The previous number of commissioners was 12. The Commission decided it would be worthwhile to add one more commissioner – the key reason is that many events oftentimes requires commissioners to be on hand for planning and implementation.

Hearts of Gold

Liaison Nancy Kluz said she hopes for more nominations for the 2021 Hearts of Gold virtual ceremony. Given the difficult and busy 2020 that many people are having, she anticipated that taking the time to nominate someone for the Hearts of Gold may not be a key priority.

She explained to the Commission that information regarding nominating someone for a Hearts of Gold award is posted on the website, an ad is placed on social media platforms, it is also posted on all platforms (included Nextdoor) several times. In addition, she personally emails past honorees and officials/leaders of schools, civic groups, churches, the library, hospital, businesses, the park district and civic group leaders. Over 100 emails are sent and if interest is expressed she follows up to urge them in sending filling out a nomination.

Given the concern and knowing that there is some flexibility in hosting a virtual Hearts of Gold event, the Commission decided to extend the deadline for submissions to 5 p.m. on Friday, November 13. Once nominations are received, they will be sent to Commissioner Fromm along with the non-winners of the 2020 Hearts of Gold. (The Commission decided several years ago that every nomination will be viable for a 2-year period.)

Commissioner Fromm has agreed to review the nominations sent to him and to categorize them by award category.

Commissioner Chris Fahnoe will create the tabulation sheet that all commissioners can fill out once they have reviewed the nominations.

The tentative timeline that the Commission agreed to is that all nominees' names and categories will be set by December 1, or early December prior to the Commission's December 9 meeting, so Commissioner Chris Fahnoe could create a tabulation sheet that includes all nominee.

It was discussed that all commissioners individually review nominations that are emailed or dropped off at their homes, by November 23. Then each commissioner reviews the nominations and emails Commissioner Fahnoe their top two choices in each award category by Monday, December 7 (it's preferred if results could be sent to Commissioner Fahnoe at the end of business on Friday, December 4.). Commissioner Fahnoe would tabulate the results that would be discussed at the December 9th virtual meeting.

Chairman Mitchell said that the awards for the Hearts of Gold can be ordered in January and the Commission will take its usual steps of informing honorees, taking pictures of them and setting up a video

schedule with Kevin Corcoran. Further timeline details can be discussed once the honorees are selected, she said.

Having no further business to discuss, the meeting was adjourned at 8:06 p.m.