



Agenda
Village of Arlington Heights
Special Events Commission
Commissions Room
Village Hall, 33 S. Arlington Heights Road Arlington Heights, IL 60005
October 13, 2016
7:00 PM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

- A. Approval of Minutes from the September, 2016 Meeting

IV. REPORTS

V. OLD BUSINESS

VI. NEW BUSINESS

- A. Hearts of Gold Awards & Nominations
- Discussion on Awards
 - Discussion on Nomination Process
- B. Assignment of 2017 Hearts of Gold Tasks

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.



Item: Approval of Minutes from the September, 2016 meeting

Department: Village Manger's Office

ATTACHMENTS:

Description

minutes 9/16

Type

Minutes

Minutes of the Special Events Meeting held on September 14, 2016 in the Commissions Room of Village Hall, 33 S. Arlington Heights Road

Attendance: Chairman Joe Musolino, Neil Scheufler, Katie Newport, Matt Ottaviano, Mike Prost, Chris Fahnoe, Amy Mazurowski, Joseph Skibbie, Colleen Engle, Laurie Mitchell

Absent: Steven Fromm, Kevin Seifert

Task Sheets & Budgets

Liaison Nancy Kluz shared informational sheets with the commissioners that she uses for tracking events, expenditures, vendors, and vendor contacts.

She also explained which Village Funds are used for the events and gave information regarding the Budget Process. There was also discussion on how transfers can be made between event budgets, and how the commission can propose a new event that's not in their budget at any time during the year and ask the Board to amend the Village Budget to include a new expenditure for a new event.

It was also discussed that at the start of each event the Commission should have a "Task List" set up so each commissioner is aware of their responsibilities for the event that is being planned. Liaison Kluz lists responsibilities on her final Special Event Process Form that she uses to track each event's progress.

It was suggested that a Task List be created when the Commission discusses the Hearts of Gold at their next meeting.

Autumn Harvest

Commissioner Katie Newport discussed the entertainment for Autumn Harvest. Vibe (Park District dance group), South Middle School band, Magic Guy and School of Rock are all set for the event. The information regarding the entertainment line-up will be shared with the Public Works crew handling the sound system for the event.

Commissioner Newport got one balloon twister and Commissioner Chris Fahnoe will see if he can get another balloon twister. Thrown Elements will do the face painting at no cost.

Commissioner Colleen Engle and Commissioner Amy Mazurowski discussed the kids' craft area. Commissioner Engle said she is struggling to find small pumpkins to be used for the Craft Area – typically they need 800 of them. The Commission discussed several different ideas of who to reach out to for securing pumpkins. Several commissioners said they would check local garden centers, etc. to see if pumpkins can be purchased.

Commissioner Kevin Seifert is trying to get straw for the Scarecrow contest. He is asking for straw from the vendor doing the hayride and petting zoo.

For assigned activities at Autumn Harvest: Commissioners Ottaviano and Prost will staff the hayride; Commissioners Fromm and Skibbie will handle the Scarecrow building contest and set-up; Commissioners Engle, Mazurowski and Mitchell will handle the Kids Craft Corner; Commissioner Newport is handling the food vendors and entertainment; Commissioner Seifert is handling the rentals and securing the hay wagon, straw and petting zoo vendor; Commissioner Neil Scheufler is getting volunteers to help unload straw and

work the Kids Craft Corner – Commissioner Fahnoe will handle the sign-in of the volunteers at North School Park. Commissioner Fahnoe will also emcee the event. Chairman Joe Musolino will assist getting clothes and accessories for the scarecrows. Commissioner Mike Prost will get the prizes for the scarecrow-building contest. Commissioner Scheufler said he would also try to get tickets for the holiday shows at Metropolis as gifts.

The Public Works crew that will be on hand will bring out banners and craft supplies.

Commissioner Newport also secured food vendors, which will include JDs BBQ (they will also serve hot dogs), Rosati's, and Chicago Cupcakes. Commissioner Fahnoe will get the Kettle Corn vendor.

There was some discussion on whether to allow other Not-For-Profit groups to participate in the event with a set-up. Commissioner Skibbie suggested that the Commission have a sub-committee that meets to discuss how to handle interests from outside groups wanting to have a booth at the event.

Hearts of Gold

Chairman Musolino and Commissioner Mitchell will co-chair the next Hearts of Gold event. The event will be held at Rolling Green on Saturday, February 18.

Having no further business to discuss the meeting was adjourned at 8:45 p.m.