



Agenda
Village of Arlington Heights
Special Events Commission
Virtual Meeting
33 S. Arlington Heights Rd., AH 60005
September 9, 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 meetings, please follow these instructions: <https://bit.ly/3hVUxar>

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 p.m. on September 9, 2020.

II. ROLL CALL

III. APPROVAL OF MINUTES

- A. Approval of Minutes from the August, 2020 Meeting of the Commission

IV. REPORTS

V. OLD BUSINESS

- A. Discussion of Hearts of Gold virtual event, 2021

VI. NEW BUSINESS

- A. Discussion of Tree Lighting event for 2020

VII. OTHER BUSINESS

VIIIADJOURNMENT

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
9/9/2020**

Item: Approval of Minutes from the August, 2020 Meeting

Department: Village Manager's Office

ATTACHMENTS:

Description	Type
August, 2020 Minutes	Minutes

Minutes from the virtual Special Events Commission meeting held on August 19, 2020 at 7 p.m.

Attending: Laurie Mitchell, Steven Fromm, Kevin Seifert, Diane Jamieson, Scott Rowader, Keri Stanley, Mike Prost.

Absent: Chris Fahnoe, Joe Musolino, Dave Jaffe.

Also Attending: Keith Moens.

The minutes from the July, 2020 meeting were approved. Steve Fromm moved, seconded by Diane Jamieson to approve the minutes. The motion passed unanimously.

Increasing number of Commissioners

Chairman Laurie Mitchell opened the meeting by saying that Nancy Forch has resigned from the Commission. She expects a new commissioner to be named shortly.

Chairman Mitchell asked the Commission if they would consider adding an additional commissioner and amending the Commission's ordinance from 12 members to 13. She explained that in her role as Chairman, she sees where it would be beneficial to have more hands instead of less. The Commission agrees that it is sometimes difficult to plan and host large events without more help. Also, there are times when not all Commissioners can attend the events and on-site help is crucial.

The Commission supported the suggestion. Commissioner Steve Fromm moved, seconded by Commissioner Kevin Seifert, to recommend that the Special Events Commission ordinance be amended from 12 commissioners to 13 commissioners.

All present voted in favor of the motion.

Art Walk suggestion

Commissioner Diane Jamieson informed the Commission that the idea she had for an Art Walk activity was not supported by the Arts Commission. She shared a plan with Arts Commission in hoping to coordinate an Art Walk in the community that would involve a call to artists for submissions that would be installed in various areas throughout the Village. The Arts Commission responded that they are currently involved in other projects and unable to dedicate the time to a new activity.

Premium Sponsorships

Chairman Mitchell updated the Commission in regards to the 2020 sponsorships. She asked if everyone was comfortable if she communicated with sponsors that their 2020 sponsorships will be rolled over into next year. Having few events in 2020, the funds are intact. The other option is to return the sponsorships and seek sponsorships again in 2021.

The Commission agreed that a letter should be sent to each sponsor explaining the plan to roll over their sponsorships into another year. The letter will also ask whether the sponsor is OK with the roll-over of their sponsorship donation.

Hearts of Gold - 2021

The Commission is currently planning a virtual Hearts of Gold event for 2021. Online nominations and publicity about nominating a Hearts of Gold honoree will be done in September.

At this time, the Commission is considering working with the Village's access producer in taping opening comments from the Mayor, providing background on each honoree via a commissioner, and taping an acceptance from each honoree. Those who are named Hearts of Gold honorees will each receive an award. The estimated cost of creating a Hearts of Gold taped event is \$3,500 plus the cost of awards. The virtual Hearts of Gold event will be further discussed during budget discussions since it will no longer be an event supported by money from reservations.

Commissioner Jamieson believes this is a great alternative to keeping a wonderful event moving forward. She said the plans to be virtual is perfect given the possible concerns regarding the Coronavirus early next year.

There was a short discussion on whether the Commission should host a small reception at Village Hall for honorees and the Village Board. Commissioners Fromm and Seifert said they had concerns about planning any type of gathering at that time of the year (February) since we could still be dealing with the COVID-19. The Commission agreed to only plan on a virtual event at this time.

Tree Lighting event

The Village and Park District are having conversations on whether a Tree Lighting event can be held safely and within the COVID-19 health protocols. More information will be discussed on this matter soon.

The meeting was adjourned at 7:46 p.m.