



Agenda
Village of Arlington Heights
Special Events Commission
Virtual Meeting

July 8, 2020
7:00 PM

I. CALL TO ORDER

- A. In response to 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 phones.

To participate in the virtual meeting, please follow these instructions:

<https://bit.ly/3eQLdDc>

Individuals who wish to comment or ask a question on an Agenda item may participate virtually or email the Village at nkluz@vah.com. Please limit emails to 200 words or less. For the email to be shared at the meeting, the email must be sent by 3 p.m. on July 8, 2020.

II. ROLL CALL

III. APPROVAL OF MINUTES

- A. Approval of Minutes from the March 11, 2020 meeting.

IV. REPORTS

V. OLD BUSINESS

- A. Comments regarding cancellation of Spring Sweep, Mane Event

VI. NEW BUSINESS

- A. Discussion of 2020 Sponsorships
B. Discussion of Proposed Artwalk

VII. OTHER BUSINESS

- A. Future Events planned for 2020

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
7/8/2020**

Item: Minutes from the March, 2020 meeting

Department: Village Manager's Office

ATTACHMENTS:

Description	Type
March 11, 2020 minutes	Minutes

Minutes from the Special Events Commission meeting held at 7 p.m., Wednesday, March 11, 2020 in the Commissions Room of Village Hall, 33 S. Arlington Heights Road.

Attending: Laurie Mitchell, Steve Fromm, Mike Prost, Kevin Seifert, Scott Rowader, Chris Fahnoe, Dave Jaffe, Emma Edmondson, Keri Stanley, Diane Jamieson

Absent: Nancy Forch, Joe Musolino

Minutes

Emma Edmondson announced that she has accepted a new position with the Park District and will no longer be a part of the Special Events Commission. She said her replacement will be provided through the Park District.

The minutes from the February, 2020 Commission meeting were passed unanimously.

Recap of the Hearts of Gold

In reviewing expenses for the Hearts of Gold it was noted that less money was spent on wine. This year, the Commission has the wait staff ask whether a table wanted a bottle of wine and the Commission agreed this was good step moving forward instead of placing bottles of wine at the table.

Chairman Laurie Mitchell said that the booklet and invitation costs were a little more this year and she will look further into those costs.

She asked for input about the food and some people were served later, some people received food that was colder than other plates. Commissioners Scott Rowader and Diane Jamieson said it looked like the country club was under staffed for the evening and this could have led to the delay in getting food out. Commissioner Steve Fromm wondered if going to a single item versus a dual plate for the event may help get things done faster. Chairman Mitchell said they did report something about that and she will get back to them to see if that would result in an improvement. She said she could see it as a cost savings, but not related to getting better service.

Commissioner Kevin Seifert said what is served shouldn't matter in regards to timing. He added that he wouldn't expect the food to be fabulous since it is a banquet meal.

Commissioner Keri Stanley said that the room was not fully setup by the time some commissioners arrived prior to the event, and the proper amount of settings per table was not always correct. Wait staff was also confused by the Dietary restrictions and the staff was provided with information that carefully mapped out who needed what types of meals and where they were seated.

Chairman Mitchell said that it was very cold where she was sitting. Commissioner Fahnoe said there was a light fixture that wasn't working well where he was located and it was very dark.

Everyone agreed that despite the hiccups, the event went off well, was well attended and enjoyed.

Spring Sweep event

Commissioner Mike Prost said he and Commissioner Rowader met with representatives of Public Works, SWANCC and the Racetrack regarding the event. He said the Racetrack was very accommodating. He went through the setup layout – which is the same as before but placing the shredding trucks further away from the Racetrack. This year a fifth shredding truck was added to the event (last year there were four and the trucks filled up on site.)

This year they will try to add a third lane coming into the event in the hopes of keeping the shredding-only line moving faster.

Commissioner Prost said he will send out the layout to everyone once he has it completed. He said that based on comments from last year, Public Works will bring additional 12 totes, so shredding materials can be placed in the totes and brought to the truck. This will stop any backup.

Public Works will also provide the commissioners with safety vests, eyewear, hearing protection and gloves.

He added that we will order a tent again and bring food, water, coffee and donuts for the volunteers. It was also added to have a Thank You banner for the Racetrack. It can be placed with the sponsors.

Commissioners and volunteers are expected to be on site from 8:30 a.m. -12:30. There needs to be a strong push to get volunteers to help out so there are 20 – 30 volunteers to assist with the event. It was also suggested that the volunteers be assigned shifts so that no one needs to be out the entire morning. It was suggested to use the football teams as well as Harper Promise.

The Police will also be on site to assist with any traffic backups that can occur.

Commissioner Prost said that's all he has as an update and that he will send a layout map to the Commission.

Having no further business to discuss, the meeting was adjourned at 7:36 p.m.