



Agenda
Village of Arlington Heights
Special Events Commission
Siegel Room
33 S. Arlington Heights Road, Arlington Heights, IL 60005
April 10, 2019
7:00 PM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

- A. March Minutes

IV. REPORTS

- A. Update on Mane-Taste Discussions

V. OLD BUSINESS

VI. NEW BUSINESS

- A. Overview of Spring Sweep - Saturday, April 27
- B. Autumn Harvest, 2019
- C. Tree Lighting Event, 2019

VII. OTHER BUSINESS

VIII. ADJOURNMENT

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Special Events Commission
4/10/2019

Item: March Minutes

Department: Village Clerk

ATTACHMENTS:

Description

Minutes

Type

Minutes

**Special Events Commission meeting held on Wednesday, March 13, 2019 in the
Commission Room of Village Hall, located on the second floor.**

Attending: Chairman Joe Musolino, Chris Fahnoe, Nancy Forch, Scott Rowader, Steve Fromm, Kevin Seifert, Emma Edmonson, David Jaffe, Laurie Mitchell, Mike Prost.

Also Attending: Matthew Onischutz and Amy Leonard of Saint Viator, Melissa Cayer, resident.

Absent: Diane Jamieson, Colleen Engle

Minutes of the February, 2019 meeting were unanimously approved.

Hearts of Gold Recap

Commissioner Nancy Forch said she is willing to help Commissioner Laurie Mitchell look into other venues for Hearts of Gold if the group agrees. She said she thought they were not very personable or helpful. She also did not like how the bottles of wine at the tables were handled. She said many bottles were left un-open and yet the Commission was charged for them. She added that the kitchen crew was loud enough that you could hear them in the area where guests were seated.

Commissioner Dave Jaffe suggests that we talk to the country club and let them know about the un-opened bottles of wine and the other concerns. He said he believes things will improve if there is a conversation. He said he likes the ambience of the site and it is a comfortable space for their group. Commissioner Steve Fromm agreed, saying it has been the best venue the Commission has used but he's not opposed to see what else may be available.

In regards to a possible change of venue, it was stated that due to the smaller size of the Hearts of Gold, it is often difficult to find an accommodating space. In the past, the Commission had to guarantee a certain number of guests in order to keep a ballroom area. If they did not make the number required, they had to give part of their space to another group.

Commissioner Mitchell said she felt there was a drop in the level of service and was concerned about the other issues mentioned. She said she could book the place but not confirm it. Meanwhile, other sites could be reviewed. The Commission agreed to look locally for another venue.

Commissioner Mitchell said there were 220 RSVPs for the Hearts of Gold.

Spring Sweep Update – Saturday, April 27

Chairman Joe Musolino asked for an update on the Spring Sweep, which will be held Saturday, April 27, from 9 a.m. – Noon at the Racetrack.

Commissioner Mike Prost said the event would be held in Lot 5 of the Racetrack, which is the north lot off N. Wilke Road. He and Commissioner Scott Rowader will meet with the Racetrack to plan the stacking of vehicles and coordinate the lines of cars each out to Harmony High School to assist the Commission.

Commissioner Rowader explained that the Commission would like to add another shredding truck since that seems to be an area of high volume and in the past, the trucks have been full prior to the end of the event. Commissioner Prost said he would have four shredding trucks.

It was also mentioned that the group believes five lanes of traffic will help instead of four lanes, which were set up last year. The five lanes will alleviate car stacking. Commissioner Prost said that the lane configuration in the lots could be worked on when meeting with the Racetrack and Public Works crew.

Commissioner Prost also said that SWANCC has asked that the commissioners check IDs to ensure that cars at the event are from one of the SWANCC communities.

Commissioner Prost said this event calls for a lot of help so it would be great to have as many commissioners attend as possible.

Wrap-up of Other Events

Mane Event

Commissioner Fahnoe said he would reach out to the stage/sound person that he would be able to do Mane & Taste on August 2 and 3. He will also share the feedback that the vocals of the lead singer last year were hard to hear throughout the crowd.

Commissioner Fromm asked if the subcommittee working on Mane-Taste arrangements would address the issue of how the Chamber allocates spaces to all businesses for the business expo as it pertains to Chamber members and non-Chamber members. Commissioner Fromm said when he asked about this before; the response received was that the Chamber believes it was handled OK. Commissioner Fromm explained that the Chamber gives preferential sign-up to Chamber members and non-chamber members get spaces later if space is available after Chamber members sign-up.

Chairman Musolino said that the subcommittee will have a discussion on how the sign-up for the Business Expo is handled and the Commission's concern will be discussed. He said he understands it is a continuing concern. He added that Commissioner Fromm did a great job at articulating concerns, which will be shared in the upcoming subcommittee meetings.

The Mane-Taste meetings are for creating an agreement regarding the responsibilities of the Commission and the Chamber as it pertains to Mane Event. A focus will be to avoid any future problems cropping up. Chairman Musolino said there would be no agreement forged regarding a shared sponsorship. Anything regarding the creation of a shared sponsorship for both Mane and Taste is "phase two," if the idea moves forward.

Commissioner Fromm stated that some major concerns is to avoid last-minute communication, ensure that the Chamber is aware of what they pay for, make sure the Chamber shares information of booth costs, reiterate that banners of the Commission's sponsors are up on the night of Mane Event and the Chamber's sponsors are placed up on the night of the Taste.

Autumn Harvest

Commissioner Emma Edmondson has booked her food vendors and kids activities for the event.

The Commission clarified that the timeframe will be 11-3. The Commission had previously discussed ending at 2 p.m. but the group agreed the event would run until 3 p.m. with scarecrow awards being announced at 2 p.m.

Tree Lighting

The Commission discussed bringing the trolleys back for the event and booking them soon. They had run from 4 – 8 p.m. in the past and the last hour there were few riders. Commissioner Seifert said it was hard to tell if the lack of people may have been due to the weather this past year.

The Commission discussed that going until 8 p.m. is difficult since there is not enough to hold them at North School Park for that length of time. They agreed to cut back on the trolley time and to reserve them 4 – 7 p.m. Liaison Nancy Kluz will contact them and ask for a contract.

Having no further business to discuss, the meeting was adjourned at 8:15 p.m.