



Agenda
Village of Arlington Heights
Special Events Commission
Commissions Room
Village Hall
March 14, 2018
7:00 PM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

- A. Approval of the February 7, 2018 minutes

IV. REPORTS

V. OLD BUSINESS

- A. Recap of Hearts of Gold Event

VI. NEW BUSINESS

- A. Sharing Program Guides with Commission
- B. Discussion of Mane Event, Friday, August 3, 2018
- C. Spring Sweep, April 28, 2018

VII. OTHER BUSINESS

VIII. ADJOURNMENT

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Item: Minutes of the February 7th Special Events Commission meeting

Department: Village Manager's Office

ATTACHMENTS:

Description

February Minutes

Type

Minutes

Special Events Commission meeting held Wednesday, February 7, 2018, in the Hanson Room of Village Hall, 33 S. Arlington Heights Road. Arlington Heights IL 60004

Attending: Joe Musolino, Katie Waszak, Emma Edmondson, Colleen Engle, Steve Fromm, Kevin Seifert, Nancy O'Donnell, Joe Skibbie, Scott Rowader, Laurie Mitchell, and Mike Prost.

Absent: Diane Jamieson, Chris Fahnoe

Review of January Minutes

A suggested amendment to the minutes is to include Commissioner Scott Rowader as a co-chair of the Spring Sweep event. The minutes were approved unanimously with the amendment.

New Commissioner from the Park District

Commissioner Katie Waszak of the Park District will be taking on a new role with the Park District. Her replacement on the Special Events Commission is Emma Edmondson. Emma was introduced to the commissioners and will be serving with the Commission as a Park District representative.

Hearts of Gold, Saturday, February 17

Co-Chair of the event, Commissioner Laurie Mitchell, said the event is 15 members short of what's needed for the food and beverage minimum. There are 150 attendees at the time of the meeting and typically the RSVPs to do come in late. Also, several of the honorees have not sent in their reservations.

The Commission discussed whether to have wine at the tables, which could cost \$1,000- \$1,400 depending on the number of tables. The bottles are \$24 each and there was discussion of have two bottles at each table.

Commissioner Mitchell said that she also received a quote for an AV rental to enhance the sound system at Rolling Green. At last year's event there were many complaints about the quality of the sound system. The Commission had asked Rolling Green to do something about the poor quality of the system and they explained that for other events they bring in another company that handles the AV. The quote for additional AV support at the Hearts of Gold is \$600.

Commissioner Kevin Seifert said he would expect the sound/AV to be the responsibility of Rolling Green since they system they have is inadequate. The Commission agreed, but since nothing has been invested in fixing the system the Commission needs to decide if they pay to enhance it for their event or if they continue to use the system that many people complained about last year.

Commissioner Scott Rowader suggested using the Public Works crew for sound and AV needs the evening of the Hearts of Gold event. Liaison Nancy Kluz said that since the event was just over a week away, it was not advisable to request Public Works staff to work the event. She added that since it was not a budgeted expense by Public Works, the Commission may have to pay for the service which would involve a crew of two at a weekend hourly rate. Also, Rolling Green would have to be approve of the use of the Village's equipment in their facility.

The Commission is bothered by having to pay another company to provide sound for the event, but given that they have no choice and want the sound system to work better than last year, the Commission agreed it was a necessary expense. The Commission will continue to request that Rolling Green work on improving their sound system for future banquets. The Commission will also check into quotes for sound for future events at Rolling Green.

Commissioner Mitchell asked for volunteers to help the day of the event to set up the banquet room. Several people volunteered to work in setting up the tables, programs, name tags, etc. Commissioners Steve Fromm and Kevin Seifert said they will work the registration table together that evening. Commissioners Mitchell and Diane Jamieson will work on the table assignments.

The Commission briefly discussed whether they should purchase more "permanent" name badges for themselves. Commissioner Joe Skibbie said he thinks people tend to use those for a while but then they end up having so many different ones that they do not wear. He does not think it's a useful item and that stick-on nametags work just as well.

Commissioner Scott Rowader asked if the Village Board members have more permanent name badges and Liaison Kluz said that they do.

Commissioner Skibbie said this conversation serves as a reminder that Chairman Joe Musolino should recognize all elected officials at one time and ask them to stand. This was a suggestion the group made last year after the event. Commissioner Seifert said that was a great idea given that it's often hard to ensure you have accounted for everyone when introducing those who are elected.

The Commission went through their roles of how to intro their honoree, etc. The commissioner does a 1 minute intro and the honoree gives a 2 minute response. Each commissioner and "their" honoree should be standing adjacent to the podium just prior to when they need to go up. The order follows how the honorees are mentioned in the program booklet.

Commissioner Mitchell said she will remind Commissioner Chris Fahnoe to do the slide show for the evening that shows past winners and the current honorees, etc.

Spring Sweep, Saturday April 28

Commissioner Mike Prost said that the Racetrack has an event on the day of Spring Sweep. He said the event can still be held, but it will possibly be located to the south parking lot.

He added that we will have an extra shredding truck (now have three) since we ran out of shredding space last year. Adding an additional shredding truck was a key need mentioned last year.

He said he is still waiting for a confirmation from the Racetrack, and believes there will not be a problem. He will also check with SWANCC and the shredding company to see if they are open on April 21 in case a confirmation is not provided by the Racetrack.

Commissioner Prost also said he will secure the Hersey High School football team for assistance.

Commissioner Rowader asked if there was an interest in having "informational/educational booths" or other vendors on site during the Spring Sweep. Commissioner Seifert said he was not sure the event would be

useful to other groups since no one gets out of their cars. He said people want to get in, get out and move on.

Commissioner Rowader said he is interested in seeing Zero Waste at the event since he thinks it's a positive, environmental initiative. The Commission said he was welcome to contact the group, but he should explain that the group will not really have a chance to talk with the public. One suggestion was to have Commissioner Rowader ask a rep to be at the event to see how it works and to see if it may be a good venue for them in the future. The Commission left the decision to him on whether he wanted to discuss matters further with Zero Waste.

Having no further business to discuss, the meeting ended at 8:40 p.m.