



Agenda
Village of Arlington Heights
Special Events Commission
Commissions Room-33 S. Arlington Heights Rd., AH 60005

February 20, 2024
7:00 PM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

- A. Special Events Commission: Minutes from January 10, 2024

IV. REPORTS

V. OLD BUSINESS

- A. Hearts of Gold 2024
- B. Swing into Spring 2024

VI. NEW BUSINESS

- A. Autumn Harvest 2024

VII. OTHER BUSINESS

VIII. PUBLIC COMMENT

IX. ADJOURNMENT

Persons with disabilities requiring auxiliary aids or services, such as an American Sign Language interpreter or written materials in accessible formats, should contact Erin Mercado, at 33 S. Arlington Heights Road, Arlington Heights, Illinois 60005, emercado@vah.com or (847)368-5793.

Minutes for Special Events Commission Meeting: January 10, 2024

Meeting called to order by Diane Jamieson at 7:02 p.m. in the Commissions Room at Village Hall.

- **Present:** Kelly Barash, Cari Boyle, Karen DeZellar, Matt Fink, Steve Fromm, Colleen Gaughan, Michelle Harris, Diane Jamieson, Kevin Seifert, Keri Stanley.
- **Absent:** Jennifer Eichorn, Laurie Mitchell, Brad Katz
Also Present: Staff Liaison Avis Meade.

APPROVAL OF MINUTES

- Motion to approve Minutes for December 13, 2023 made by Kevin Seifert with a second from Michelle Harris

OLD BUSINESS

- **Hearts of Gold 2024**
Commissioners continued with planning the Hearts of Gold Banquet, to take place on Sunday, Feb. 25th, 12 – 4 p.m. An on-site photographer will be added to this year's event and a railing will be rented from the Double Tree for easier access to the stage. Display boards for each board member will be created for the second year after success last year. Easels will be purchased by the Village, so they do not have to be rented each year.
- **Swing into Spring**
Swing into Spring is scheduled for Saturday, May 18th, 11 a.m. – 2 p.m. at North School Park, with the Community Bike Race hosted by the Bicycle and Pedestrian Commission scheduled for 9 a.m. on Eastman. Impatient flowers will be ordered by Public Works as part of their annual spring flower order. Vendors have been confirmed. El Rey will be contacted about performing. Avis will contact Village departments to offer them representation at the event. Marketing materials will remind people to not bring dogs. Volunteers from Service Over Self at Hersey High School will be used again this year and waivers will need to be signed.
- **Tree Lighting 2023**
The commission is going to order stanchions for future use, to avoid the need of renting. They will be stored at Public Works. Steve Fromm will inquire about handicapped accessible trolleys.

NEW BUSINESS

- **Sponsorship 2024**
The 2024 Sponsorship will include Hearts of Gold, Swing into Spring, Autumn Harvest and Tree Lighting. Details will be shared on the Village's website in a news item and on www.vah.com/sponsorship, January 1 – 31st. Up to 10 sponsors can be included, with first preference given to previous sponsors. Information regarding the sponsorship will be shared on the Village's social media pages and in the e-news. Glasses at the Tree Lighting Event will be sponsored by the Village's Special Events Commission for 2024.

OTHER BUSINESS

- Staff reminded the Commission that they have an available seat on the Economic Alliance Commission. The Commissioners confirmed that they will be able to arrange someone to be in attendance on an as-needed basis.

ADJOURNMENT

- A motion was made to end the meeting was made at 7:55 p.m. by Karen DeZellar with a second from Colleen Gaughan.