



Agenda
Village of Arlington Heights
Special Events Commission
Commissions Room 2nd Floor

Arlington Heights Village Hall
33 S. Arlington Heights Road
Arlington Heights, IL 60005
February 11, 2015
7:00 PM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

- A. Approval of the Minutes from the January 14, 2015 Meeting

IV. REPORTS

V. OLD BUSINESS

- A. Status of Hearts of Gold Preparation

VI. NEW BUSINESS

- A. 2015 Spring Sweep, Saturday, April 25
- B. Discussion of Mane Event

VII. OTHER BUSINESS

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.



Item: Approval of Minutes of the January 14, 2015 Meeting

Department: Village Manager's Office

ATTACHMENTS:

Description	Type
Minutes of 1/14/15 Meeting	Minutes

Minutes of the Special Events Commission meeting held on **Wednesday, January 14, 2015** in the Commissions Room located on the second floor of Village Hall, 33 S. Arlington Heights Road.

Attendance: Steve Fromm, Claudia Starck, Kevin Seifert, Chris Fahnoe, Joe Musolino, Amy Mazurowski, Matt Ottaviano

Absent: Neil Scheufler, Colin Gilbert, Colleen Engle, Katie Newport, Mike Prost

Minutes were approved from the last meeting held.

Budget

Chairman Steve Fromm explained that this year's Village budget will begin May 1, 2015 but will end on December 31, 2015. The short year is due to the fact that in 2016, the Village will change its fiscal year to a calendar year budget.

Some of the events planned annually by the Commission do not appear in the short-year budget due to timing of the event. He reported that there are no significant changes to the budgeted amounts set forth for the different events.

Event Assignments

Chairman Fromm said that at the beginning of the year the Commission typically sets up assignments for the year's events. He said that given the changes in the Commission he would like to "pair up" commissioners with more experience with those who are newer members.

Spring Sweep: Commissioner Mike Prost and Commissioner Matt Ottaviano

Mane Event: Commissioner Neil Scheufler and Commissioner Chris Fahnoe

Autumn Harvest: Commissioner Kevin Seifert and Commissioner Colleen Engle

Hearts of Gold (2016): Commissioner Claudia Starck and Commissioner Joe Musolino

Tree Lighting: Chairman Steve Fromm and Commissioner Amy Mazurowski

4th of July Parade Coordination: Commissioner Colin Gilbert

Update on Hearts of Gold

Commissioner Claudia Starck said that she will look to receiving a sponsorship again for the flowers and this year she may use Mariano's since they can do such a great job for center pieces. She said that corsages for the honorees will also be handled.

She did reiterate that space was limited at Rolling Green and she hopes that if people get in their reservations early.

All of the photographs were being finished during the time of the Commission's meeting and then would be sent to Commissioner Ottaviano for the purpose of the layout for the program booklet.

Commissioner Seifert said that he mailed out over 200 letters to businesses requesting sponsorship for the Hearts of Gold.

Chairman Fromm asked that Liaison Nancy Kluz work with the Mayor in terms of who he may want for saying an invocation at the event. The person selected will be provided to Commissioner Ottaviano for the program booklet/agenda.

Chairman Fromm also stated that he and Commissioner Engle are working on new Hearts of Gold awards that will be given out at the event. The cost of previous awards was quite expensive and the two are looking for a heart-shaped award that is classy, yet less costly than in the past.

Chairman Fromm asked that Commissioner Starck and Commissioner Scheufler let him know about assistance with set-up for the event if help is needed, and he will also let everyone know about how name tags and table assignments are handled. He said the next time the Commission meets, the event will be only 10 days away.

The group did discuss the serving of desserts and decided to have the desserts served during the awards, just making sure that the staff can do it quietly.

The event also includes a cash bar so there will be no problems with using tickets to purchase. Commissioners Starck and Scheufler will also work to see if their pricing can include complimentary wine at the tables. Rolling Green also offers free valet, which is a great addition.

Other Business

Chairman Fromm said he plans to have a meeting at the Racetrack regarding any interest they may have to participate in Mane Event. He said he would like the meeting to include himself, Chris and Neil.

Commissioner Starck found some information on a previous event the Commission held which was a Holiday Decorating Contest. She wanted to know if the Commission may want to pursue this again and run during the month of December. Chairman Fromm said that since Commissioner Mazurowski was involved in the Holiday Tree Lighting, she could look at the information and discuss with the Commission whether it may be worthwhile to pursue.

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