



Agenda
Village of Arlington Heights
Special Events Commission
Commissions Room
33 S. Arlington Heights Rd., Arlington Heights, IL 60005
February 8, 2017
7:00 PM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

- A. Approval of Minutes from the January 11, 2017 meeting of the Special Events Commission

IV. REPORTS

V. OLD BUSINESS

- A. Discussion of Hearts of Gold event, February 18
- B. Review of Hearts of Gold Tasks

VI. NEW BUSINESS

- A. Discussion of adding/changing a Heart of Gold Award category for 2018
- B. Discussion of Spring Sweep 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 from the January 11, 2017 Meeting

Department: Village Manager's Office

Approval of Minutes from the January 11, 2017 meeting of the Special Events Commission

ATTACHMENTS:

Description	Type
January 11, 2017 Minutes	Minutes

Special Events Commission Minutes from the Meeting held on Wednesday, January 11, held at 7 p.m. in the Commissions' Meeting Room at Village Hall, 33 S. Arlington Heights Road.

Attendance

Joe Musolino, Neil Scheufler, Katie Newport, Chris Fahnoe, Kevin Seifert, Laurie Mitchell, Joe Skibbie, Mike Prost, Colleen Engle, Matt Ottaviano

Absent: Steve Fromm, Amy Mazurowski

Addition of Trolleys for Tree Lighting

The Commission reacted very positively to having the trolley again at the 2017 Tree Lighting event, but said it would be necessary to have two trolleys. It was also stated that many people just rode on the route and did not get off. The Commission believes there could be a solution by doing something in Harmony Park or look at making a shorter route so more people could be accommodated (especially if the Commission can only afford one trolley.)

Liaison Nancy Kluz said that a positive thing is that the Commission will have an additional \$2,500 in Premium Sponsorships then has been raised before. Some of this additional sponsorship could be used towards the trolley expense. In regards to any added activity at Harmony Park, the Commission would need to be aware that holiday overtime costs would be incurred for any additional set up at the park or added lighting, sound, etc. These added costs would not be budgeted and may have to be paid for by the Commission.

Some of the ideas mentioned for a Harmony Park activity include having a Santa, carolers, dancers, etc.

At the Tree Lighting it was mentioned that people did look for food. It was suggested that the Commission add on food next year. Typically, the Kettle Corn vendor is there but he was not used this year due to concerns of how the operation is set up. With more time, the set-up concerns can be worked out.

Spring Sweep

Solid Waste Agency of Northern Cook County has agreed to handle the electronic recycling for the event again this year. Commissioners Matt Ottaviano and Mike Prost are working with the Racetrack regarding the set-up. Commissioner Prost said he did check with Shred It and they will do the document shredding again. The event is on Saturday, April 29, 9 – Noon.

Hearts of Gold

Commissioner Laurie Mitchell, co-chair of the event, has worked with Visual Edge on the re-make of the invitation and RSVP card. The Commission liked the new look of the invitation, which will also be replicated on the program booklet.

Pictures of all Hearts of Gold honorees have been taken by the Arlington Camera Club, which will be recognized as an in-kind sponsor. Visual Edge, the design firm that created the new invitation and design of the program booklet, will also be recognized as an in-kind sponsor.

Commissioner Joe Skibbie asked that all bios of the honorees be provided to him for editing and layout in the booklet.

Commissioner Mitchell will work with Chairman Joe Musolino on table assignments. She will also work with Commissioner Colleen Engle on name tags. The Commission agreed that having name tags for everyone is important and it's also important that the name tags be of a quality that holds up well.

It was discussed that there will be corsages ordered for all honorees. Name tags will include table numbers and can be picked up at the registration table. The layout of Rolling Green Country Club will be like last year.

Commissioner Neil Scheufler will create the PowerPoint presentation of all of the honorees and past Hearts of Gold winners.

Commissioner Mitchell said there will be no drink tickets this year, which will make transactions much easier to coordinate. She added that there will be carafes of wine and coffee set on the table so the wait staff does not have to walk through and serve either when requested.

Commissioner Scheufler said that Bill Dussling will accept the Hearts of Gold award on behalf of Joann Langley and Hannah Mulroe's parents will accept her award. Both honorees are out of town at a choir competition.

Letters have been sent to all honorees reminding them that there will be a one-minute introduction and they will be given two minutes for a thank you response.

It was mentioned that Chairman Joe Musolino will reach out to Mayor Hayes and ask him who he would like to give an invocation.

Other Business

Commissioner Katie Newport said she received a call that there is a wedding at the church adjacent to North School Park on the day of Autumn Harvest, October 7. The wedding is at 4 p.m. and the Commission believes all activities will cease and clear out by that time. The church will block their parking lots for the entire day to ensure that parking is open for the wedding ceremony.

No further business to discuss, the meeting was adjourned at 8:05 p.m.