



Agenda
Village of Arlington Heights
Special Events Commission
Hanson Room
Village Hall
February 7, 2018
7:00 PM

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES

- A. Approval of Minutes from January 10, 2018 meeting.

IV. REPORTS

V. OLD BUSINESS

- A. Discussion of the Hearts of Gold event, February 17.

VI. NEW BUSINESS

- A. Spring Sweep Event, April 28, 2018
- Name additional co-chair
 - Overview of event
 - Review Task List
 - Assistance from Hersey Football team
- 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 from the January 10 meeting of the Special Events Commission

Department: Village Manager's Office

ATTACHMENTS:

Description

Minutes

Type

Minutes

Minutes of the Special Events Commission held on January 10, 2018 in the Commissions Room of Village Hall, 33 S. Arlington Heights Road, Arlington Heights, IL 60005

Attendance: Chairman Joe Musolino, Joe Skibbie, Kevin Seifert, Laurie Mitchell, Mike Prost, Katie Waszak, Nancy O'Donnell, Scott Rowader, Diane Jamieson

Absent: Steven Fromm, Colleen Engle and Chris Fahnoe

Hearts of Gold

The commission discussed the impressive number of nominations that were received for the Hearts of Gold this year and how there were more great candidates than awards. The Commission decided to re-submit nominations received in 2018 for a 2019 Hearts of Gold award. The Commission agreed that each year, worthy nominations should be reconsidered for the following year's event. Moving forward, the plan will be to inform nominators that when they nominate someone, the nomination may be considered for the current year and the next year. This way great candidates get a better chance for the recognition they deserve.

Commissioner Laurie Mitchell also suggested starting the nomination process a month earlier since deciding on honorees always occurs very close to the holidays which creates a tight timeframe. Everyone agreed on the idea and it was decided to begin the Hearts of Gold nomination process in September every year and plan on reviewing the nominations in November.

A reminder was given to all commissioners to get in their bios, limit of 250 words, to Commissioner Joe Skibbie by January 15.

Diane Jamieson worked with arranging the photos with Bill Kruser. She said all were taken except for the Business Leadership photo. The group discussed what would occur if an honoree does not attend the banquet or is unable to. It was decided that the award is received on their behalf by the commission. If they are unattainable for a bio interview,

Steve Fromm has already ordered the awards in early January and will confirm the spelling of names engraved nameplates.

The Mayor selects the person to provide the invocation at the banquet and that person (and sometimes their guest) is comped. The Chairman sends an email to the Mayor with the request. Mayor Hayes selected the pastor of Our Lady of the Wayside since he nominated one of the honorees and is anticipated to attend the event.

Commissioner Colleen Engle will be handling the centerpieces and other decorations. She was provided with the amounts spent on the event two years ago, which was \$250 for balloons and \$200 for corsages.

Chris Fahnoe will be handling the slide show for this year's event.

The Commission discussed premium sponsorships to see what extra funding may be available to assist in the overall cost of the banquet in case the reservations do not sufficiently cover the cost of the event. At this time, the Commission has confirmations of \$2,500 from Wells Fargo and First Midwest Bank.

There was discussion on whether each table should include a bottle of wine. The Commission estimated how many bottles would be needed and at what costs Commissioner Laurie Mitchel said she will wait to make a decision on the wine based on how many attendees and comped guests they have for the event. She said the decision can be made late.

Commissioner Skibbie went through the Hearts of Gold Planning Document and wrote in notes regarding schedule/timeline, tasks and costs. Commissioner Skibbie hopes that a planning document will be used and updated each year for each event the Commission hosts. He added that he will send the updated document to everyone electronically and work with Commissioner Fahnoe to setup a google drive that everyone can access.

The group went through any complications that arose last year. The only problem mentioned was that the meal was done earlier than anticipated and therefore the awards program started sooner than indicated in the program booklet.

It was also reiterated that the Hearts of Gold process start in September (for nominations) and that the nominations not selected are used again for the following year or two. The Commission agreed to a one-year rollover of the nominations that are received.

Next Meeting

Liaison Nancy Kluz said the next meeting will be held on Wednesday, February 7th at 7 p.m. in the Hanson Room (third floor of Village Hall.) The date change is due to vacation plans.

Spring Sweep

The Commission also discussed the date for the Spring Sweep which is Saturday, April 28. Date and time (9 a.m.) has been confirmed with the Racetrack and SWANCC. Event is held in the Racetrack's parking lot at Wilke and Northwest Hwy. Commissioner Mike Prost, co-chair of the event, said he will need a new co-chair to assist him in organizing the event.

The Commission also discussed reaching out now to the Hersey High School Football Team to see if they could be off assistance again. Chairman Joe Musolino said he has the contact of the coach and will send him an email.

Other Business

Commissioner Katie Waszak of the Park District explained that she is moving on to another job with the Park District, which means there will be a replacement for her on the Commission. The Park District has selected an employee to replace Commissioner Waszak and her replacement will attend the next Commission meeting.

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

