



AGENDA
Special Events Commission
Commissions Room
Arlington Heights Village Hall, 33 S. Arlington Heights Rd., AH 60005
December 11, 2024
7:00 PM

- I. CALL TO ORDER
- II. ROLL CALL OF MEMBERS
- III. APPROVAL OF MINUTES
 - A. Minutes from the Special Events Commission Meeting on November 20, 2024
- IV. REPORTS
- V. OLD BUSINESS
 - A. Hearts of Gold 2025
 - B. Tree Lighting 2024
 - C. Swing into Spring 2025
- VI. NEW BUSINESS
- VII. OTHER BUSINESS
 - A. Announcements / Correspondence
- VIII. PUBLIC COMMENT

Anyone wishing to speak on a subject not on the Agenda may speak at this time. Please limit your comments to three minutes.

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, IL 60005, emercado@vah.com or 847/368-5793.

Minutes for Special Events Commission Meeting: November 20, 2024

Meeting called to order by Diane Jamieson at 7:06 p.m. in the Siegal Room at Village Hall.

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

APPROVAL OF MINUTES

- Minutes from September 11, 2024. Motion to approve updated minutes was made by Cari Boyle with a second from Michelle Harris.

OLD BUSINESS

- **Autumn Harvest 2024**
Village staff met for a staff review of event with no big items to note. This year's 48 scarecrows worked well. Continue to encourage people to bring their own clothes and décor for the scarecrow decorating contest. Next year, move the animals closer to park instead of so far north in the parking lot. Harmony Fest 2025 will affect the date of Autumn Harvest 2025. This event is scheduled to take place on Oct. 10, 2025. Police will be on-site for future events.
- **Tree Lighting 2024**
Tree Lighting 2024 will take place on Friday, Nov. 29th, 4:30 – 6:30 p.m., with the tree lighting at 5 p.m. Stanchions have been purchased for this event that can be used by the commission for all upcoming events without the need of renting. Public Works hand-painted the candy cane pole for the sponsor sign at North School Park. Trolleys, photographer, signage, Hersey and Rolling Meadows madrigal singers, audio set up for North School Park and Harmony Park, set up of Harmony Park including the ice carver have all been finalized and vendors have been paid. Mini-bus with handicap accessibility will be coordinated through texting as-needed and will not serve as a 3rd general trolley.
- **Hearts of Gold 2025**
Hearts of Gold 2025 is Sunday, Feb. 23rd, 12 – 4 p.m. at the Double Tree Hotel. The commissioners selected the 2025 winners at tonight's meeting. The winners will be notified and then will be announced on the Village's social media pages and at www.vah.com/heartsofgold. Online ticketing options via EventBrite are being researched and will need to be determined before winners are publicly announced and ticket sales begin. Future staff research will be conducted to see how other municipalities select their top winners, to make sure that the Special Events Commission is being as efficient and modern as possible.

NEW BUSINESS

OTHER BUSINESS

- **Finance Reminder**

The Village's Finance Department requires all payments for 2024 to be completed as soon as possible, so they can be processed in the 2024 year. This includes any reimbursements to commissioners for 2024 purchases. Commissioners were reminded by staff to submit receipts for eligible reimbursement related to Special Event Commission purchases.

- **Open Meeting Act Reminder**

Diane Jamieson attended an Open Meeting Act (OMA) meeting with Village Manager Randy Recklaus and Village Attorney Hart Passman, where the rules of OMA were reviewed. Diane reminded the Commission of the OMA rules, including the Commission's quorum.

ADJOURNMENT

- A motion was made to adjourn at 8:32 p.m. by Kevin Seifert with a second from Colleen Gaughan