



AGENDA
Special Events Commission
Commissions Room
Arlington Heights Village Hall, 33 S. Arlington Heights Rd., AH 60005
March 12, 2025
7:00 PM

- I. CALL TO ORDER
- II. ROLL CALL OF MEMBERS
- III. APPROVAL OF MINUTES
 - A. Special Events Commission Meeting Minutes from Feb. 12, 2024
- IV. REPORTS
- V. OLD BUSINESS
 - A. Swing into Spring 2025
 - B. Autumn Harvest 2025
- VI. NEW BUSINESS
 - A. Tree Lighting 2025
- 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 the Health & Human Services Department, at 33 S. Arlington Heights Road, Arlington Heights, IL 60005, healthmail@vah.com or 847/368-5760.

Special Events Commission Minutes 2/12/2025

Call to Order

The meeting was called to order at 7:06 p.m. by Special Events Commission Chair Diane Jamieson

Roll Call of Members

- Present: Kelly Barash, Kevin Seifert, Tripp Turchik, Brad Katz, Michelle Harris, Steve Fromm, Diane Jamieson, Laurie Mitchell, Keri Stanley
- Absent: Cari Boyle, Colleen Gaughan, Matt Fink, Jennifer Eichorn
- Also present: Staff Liaison Avis Meade
- New commissioner: Tripp Turchik introduced

Approval of Minutes

A motion was made by Brad Katz for the approval of minutes from January 8th, 2025 with a second from Steve Fromm

Hearts of Gold

Commissioners discussed logistical planning of the event on Sunday, Feb. 23, 12-4 p.m. Invitations have gone out and 138 tickets have been sold. The goal is to sell approximately 200. Stairs will be rented and the railing doesn't match the stage. Options for detachable microphone or foot stool for short winners will be explored. Pending the Double Tree's approval, commissioners will be able to access the space the day before the event to begin set up. On the day of the event, Commissioners will be on-site at 11 a.m. Easels have been picked up from Public Works and will be brought on the day of. Corsages and boutonnieres are ordered. Group photo of all winners will be conducted at the end.

Swing into Spring

Logistics were reviewed for the event. This event is scheduled for May 10, 11 a.m. – 2 p.m. at North School Park. Tripp will take on co-chair of event with Colleen Gaughan. The Community Bike Ride will take place on the same day, along Eastman, ending before Swing into Spring begins. Cross promotion continues to benefit both events. Forestry has ordered 15 flats of 36 impatiens, for a total of 540 plants, for the planting craft. Amazon purchase of the tiny flower pots will be made again through staff. Swing is ordered and paid for. Porta potties were discussed however there was no recollection of this request from years prior.

NEW BUSINESS: None

OTHER BUSINESS

Laurie Mitchell provided an updated on the 2025 sponsor program. The program maxed out with 10 sponsors this year. The final confirmation of the 10th sponsor is confirmed but not yet finalized.

PUBLIC COMMENT: None

ADJOURNMENT

A motion to adjourn the meeting at 7:50 p.m. was made by Michelle Harris with a second from Keri Stanley.



VILLAGE OF
ARLINGTON HEIGHTS
— INC. 1887 —

Special Events Commission
3/12/2025

Item: Tree Lighting 2025

Department: Integrated Services

Item Description:

ATTACHMENTS:

None