



**Village of Mount Prospect
Special Events Commission
Regular Meeting Agenda
50 S. Emerson St., Mount Prospect, IL 60056**

November 6, 2023

Village Hall - Executive Conference Room

7:00 PM

- 1. Call to Order**
- 2. Citizens To Be Heard**
- 3. Approval of Minutes**
 - 3.1. October 2, 2023
- 4. Current Financial Report**
 - 4.1. October 2023
- 5. Old Business**
 - 5.1. Recap of Halloween Decorating Contest
 - 5.2. Decision on Special Events Commission Shirts
 - 5.3. Ideas for Potential Food Truck Festival
- 6. Current Business**
 - 6.1. Holiday House Decorating Contest
 - 6.2. Christkindlmarket & Tree Lighting Ceremony
 - 6.3. Shining Stars Gala 2024
- 7. Open Floor/Discussion**
 - 7.1. Appointment of Vice Chair
- 8. Adjournment**

Any individual with a disability who would like to attend this meeting should contact the Village Manager's Office at 50 S. Emerson St., 847-391-6000 or djarosz@mountprospect.org

**Village of Mount Prospect
Special Events Commission
Special Meeting Minutes – October 2, 2023
Mount Prospect Village Hall**

Members in Attendance: Jeannie Macatangay, Bill Grimpe, Denise Peterson, Hazel Oreluk, Chris Gordon, Vicki Chung, Alan Cervenka, Christina Greco, Daniel Frystak, Kylie Cerk (Staff Liaison)

Absent: Brian Lambel (Chair), Katie Cousino, Patti Quill, Fred Steinmiller

1. In the absence of Special Events Commission Chair Brian Lambel, Commissioner Frystak motioned to elect Commissioner Gordon as temporary Vice Chair for the evening. Second by Commissioner Cervenka. All were in favor.
2. Call to Order at 7:06pm
3. Citizens to be Heard
 - a. None
4. Approval of Minutes – September 11, 2023
 - a. Motion to approve by Commissioner Oreluk; Second by Commissioner Grimpe
 - b. In Favor – All
 - c. Opposed – None
5. Current Financial Reports
 - a. Motion to approve by Commissioner Frystak; Second by Commissioner Oreluk
 - b. In Favor – All
 - c. Opposed – None
6. Old Business
 - a. Special Events Commission Shirts
 - i. Commissioner Macatangay reached out to a vendor offering \$9.75 per shirt and \$22.50 for polos.
 - ii. Commissioner Peterson will follow up with the vendor she was in touch with, Euro Sports, to compare quotes.
 - b. Ideas for Potential Food Truck Festival
 - i. Commissioner Macatangay reported that she met with the Village of Des Plaines to get information on their three food truck events.
 - ii. Liaison Cerk will connect Commissioner Macatangay with the Village's Building and Inspection Services Department so she may collect more information.
7. Current Business
 - a. Halloween Decorating Contest
 - i. Commissioner Chung stated that judging will take place on October 28, the winners will be announced on October 30, and a recognition will take place at the Village Board meeting on November 7.
 - ii. Commissioner Chung got three quotes from printers to create yard signs for the winners. The Commission decided on the most cost-effective

option, Precise Digital Printing (quoted \$56.25). Commissioners Frystak and Cervenka volunteered to help distribute the yard signs to the winners.

- b. Holiday House Decorating Contest
 - i. Commissioner Chung reported that the event will be held the same as the Spooktacular Halloween Decorating Contest, which requires participants to register beforehand.
 - ii. To keep it equal with the Halloween event, Commissioner Chung would like to have recognition for the winners at the January 6 Village Board meeting.
 - iii. Commissioner Grimpe motioned to approve the change of the format for the Holiday House Decorating Contest; Second by Commissioner Frystak.
 - iv. In Favor – All
 - v. Opposed – None
 - c. Shining Stars Gala 2024 - Award Categories & Timeline
 - i. Prior to the meeting, Commissioners were asked to submit their thoughts and ideas for the Shining Star Award categories to Liaison Cerk, who compiled them onto one document for review.
 - ii. After reviewing the feedback, the Commission decided on a combination of keeping some categories the same, adding new ones, and reworking existing ones. The Commission's goal is to represent as many facets of the community as possible.
 - iii. New categories include an inclusivity award and public service award. The Community Partner Award was restricted to businesses only, and the Open Arms Award was restricted to local groups only.
 - iv. Commissioner Greco motioned to change the categories; Second by Commissioner Grimpe
 - v. In Favor – All
 - vi. Opposed – None
 - vii. The Commission agreed to open nominations on October 6, close them on November 26, and select winners by the end of November 27.
 - viii. Commissioner Frystak offered to assist Commissioner Gordon with gala sponsorships.
 - ix. The Commission discussed the option of offering an "early bird" ticket price, but more research needs to be done.
 - d. Christkindlmarket
 - i. Liaison Cerk reported that the vendor form has been updated and will be placed on the Village website.
 - ii. Commissioner Greco stated that she would like to have 20 vendors max.
 - iii. The Christkindlmarket will run from 4-7 pm on November 22.
8. Open Floor/Discussion
- a. Subcommittees
 - i. Commissioner Macatangay stated that as a new member, she is unaware of which commissioners are responsible for which events.

- ii. To fix this issue, Liaison Clerk will prepare an “Event Chair” document listing the names and information for each commissioner responsible for an event.
- b. Meeting Location
 - i. The Commission discussed the option to meet at Village Hall as opposed to Police Headquarters. The Executive Conference Room at Village Hall has a setup that is more conducive for a meeting, and Staff Liaison Clerk has access to the building and additional resources like printing and AV equipment.
 - ii. Motion to change meeting location by Commissioner Frystak; Second by Commissioners Oreluk & Greco
 - iii. In Favor – All
 - iv. Opposed – None
 - v. Liaison Clerk will inform the Village Clerk so she may formally post a location change.
- 9. Next Meeting – Monday, November 6, 2023, 7pm at Village Hall, Executive Conference Room
- 10. Adjournment at 9:26pm
 - a. Motion to adjourn by Commissioner Frystak; Second by Commissioner Grimpe
 - b. In favor – All
 - c. Opposed – None

Minutes recorded by Kylie Clerk

SPECIAL EVENTS COMMISSION

Treasurer's Report

October 31, 2023

Cash Balance September 30, 2023

\$ 2,577.10

Receipts:

ChristKindl Market Vendors

\$ 280.00

Total Receipts

\$ 280.00

Disbursements:

2024 Shining Stars Gala

\$ 5,000.00

Family Bike Ride

\$ 50.00

Total Disbursements

\$ 5,050.00

Cash Balance October 31, 2023

\$ (2,192.90)

SPECIAL EVENTS COMMISSION
Celestial Celebration XXX - 2023
Statement of Receipts and Disbursements
October 31, 2023

	Current Period	Total
Receipts:		
Sponsors		
Environmental Protection Industries, Inc		500.00
Andreani Family Foundation/Norwood Builders Inc		500.00
Friedrichs Funeral Home		1,500.00
Busse Automotive, Inc		500.00
Chokshi Filippone Law LLC		500.00
Tom & Mary Zander, Berkshire Hathaway Starck Real Estate		500.00
Peterson Roofing Inc		1,500.00
Remi Develoipment LLC		1,500.00
Nicholas & Associates, Inc		1,500.00
Mt. Prospect Lions Charities, Inc		1,500.00
Arrow Road Construction Co.		500.00
Camosy Construction		250.00
B&E Accounting & Tax PC		500.00
Formula Auto Repair		250.00
HQ Residencies LLC		500.00
Mt. Prospect Park District		250.00
Busey Bank		500.00
Byte Me! Computer Sales		250.00
Vince Dante Real Estate		500.00
Wingspan Developmet Group		500.00
Capannari Ice Cream		250.00
		-
Tickets Sales		-
Tickets		5,375.00
PayPal		13,770.00
	\$ -	\$ 33,395.00
Disbursements:		
Out of Control Music		2,000.00
Wilma Vending - Late Night Buffet		662.50
The Cotillion - 2023 Celestial Celebration deposit		19,896.00
CBS Awards Inc - 2023 Shining Stars Awards		1,176.00
G&J Associates - 2023 Shining Stars Banner		444.80
Lauren Korosa (Bimb's Balloons)		350.00
Michael Dziadus - Photography Services		1,000.00
Z Search Recruiting, Inc - Photography Services		1,000.00
Pro-Mix Audio & Lighting - A/V Support		4,000.00
Lisa Eckert - program design		600.00
Purple Rose		2,604.00
PayPal Fees		557.44
Amazon - event supplies		554.41
The Stevens Group - program printing		164.00
Amazon - table numbers		29.64
	\$ -	\$ 35,038.79
Excess/(Deficiency) of Receipts Over Disbursements	\$ -	\$ (1,643.79)

[illegible]

Current	
Month	Total

Event sponsorships:

\$ - \$ -

Facebook posts

50.00

50.00

\$	50.00	\$	258.00
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\$ (50.00) \$ (258.00)

SPECIAL EVENTS COMMISSION
Holiday Market
Statement of Receipts and Disbursements
October 31, 2023

[illegible]

Disbursements:

	-	-
Excess/(Deficiency) of Receipts Over Disbursements	<u>\$ 280.00</u>	<u>\$ 280.00</u>

SPECIAL EVENTS COMMISSION
2023 Event Activity
For the Ten Months Ending October 31, 2023

	<u>Receipts</u>	<u>Disbursements</u>	<u>Event Profit/(Loss)</u>
Celestial Celebration XXX - 2023	33,395.00	35,038.79	(1,643.79)
Celestial Celebration XXXI - 2024	-	5,000.00	(5,000.00)
Family Bike Ride	-	258.00	(258.00)
Holiday Market - ChristKindl Market	280.00	-	280.00
Holiday Decorating			-
Other:			
PO Box annual fee		176.00	(176.00)
Special Events Table Cloth		272.44	(272.44)
Giveaways		74.01	(74.01)
Total Activity	<u><u>\$ 33,675.00</u></u>	<u><u>\$ 40,819.24</u></u>	<u><u>\$ (7,144.24)</u></u>