



**Village of Mount Prospect
Special Events Commission
Regular Meeting Agenda**
911 E. Kensington Road Mount Prospect, IL 60056

December 4, 2023

Police Department HQ - Community Room

7:00 PM

- 1. Call to Order**
- 2. Citizens To Be Heard**
- 3. Approval of Minutes**
 - 3.1. November 6, 2023
- 4. Current Financial Report**
 - 4.1. November 2023
- 5. Old Business**
 - 5.1. Vice Chair Appointment
 - 5.2. Special Events Commission Shirts
 - 5.3. Christkindlmarket Recap
- 6. Current Business**
 - 6.1. Holiday House Decorating Contest
 - 6.2. Shining Stars Gala 2024
 - 6.3. January Meeting Date
- 7. Open Floor/Discussion**
- 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 – November 6, 2023
Mount Prospect Village Hall**

Members in Attendance: Brian Lambel (Chair), Jeannie Macatangay, Bill Grimpe, Denise Peterson, Hazel Oreluk, Chris Gordon, Vicki Chung, Christina Greco, Daniel Frystak, Patti Quill, Katie Cousino, Fred Steinmiller, Kylie Cerk (Staff Liaison)

Absent: Daniel Frystak, Alan Cervenka

1. Call to Order at 7:01pm
2. Citizens to be Heard
 - a. None
3. Approval of Minutes – October 2, 2023
 - a. Motion to approve by Commissioner Grimpe; Second by Commissioner Greco
 - b. In Favor – All
 - c. Opposed – None
 - d. Abstained – Commissioner Quill
4. Current Financial Reports
 - a. Motion to approve by Commissioner Chung; Second by Commissioner Quill
 - b. In Favor – All
 - c. Opposed – None
5. Old Business
 - a. Halloween Decorating Contest Recap
 - i. Commissioner Chung reported that the contest was very well-received with 50 participants and a lot of positive feedback from the public on the map.
 - ii. Some improvements discussed by the Commission included asking in the form what name to use for the property and to make it clearer that only one photo will be used for People's Choice voting.
 - b. Special Events Commission Shirts
 - i. Commissioner Peterson will work on getting shirt samples to help the Commission make a decision on fabric choices.
 - c. Ideas for Potential Food Truck Festival
 - i. Commissioner Macatangay is still gathering information. Liaison Cerk will add the event to the agenda when there are updates to report.
6. Current Business
 - a. Holiday House Decorating Contest
 - i. Commissioner Chung reported that she would like to replace the former "grand prize" category with a "people's choice" award to make things more equal with the Halloween contest.

- ii. Liaison Clerk will add a form field for participants to list their category preference, however, this does not ensure they will be selected for that category.
 - iii. Commissioner Chung stated that she would like to instate a rule that will be only one prize per property.
 - b. Christkindlmarket
 - i. Commissioner Greco reported that 11 vendors registered thus far, but more are expected to join.
 - ii. Liaison Clerk will create signage for Public Works to put out.
 - iii. Commissioner Greco asked for volunteers to help set up or tear down the event and to run the Special Events Commission table. Commissioners Cousino, Peterson, and Grimpe expressed interest in helping. Commissioners Cervenka and Frystak also volunteered, though they were not present at the meeting.
 - c. Shining Stars Gala 2024
 - i. Commissioner Greco confirmed that Early Bird tickets would go on sale at the Christkindlmarket.
 - ii. The Commission discussed pricing for the tickets within the range of \$55 to \$70. Liaison Clerk was asked to discuss with the Village Manager and Assistant Village Manager to get feedback.
 - iii. Commissioner Greco plans to ask Olive Palace if they would allow additional food or beverage vendors who are local to Mount Prospect to attend the event.
 - iv. Commissioner Cousino will assist Commissioner Greco in finding a dessert vendor. The Commission had not yet decided on a vendor for the "late night snack."
 - v. Commissioner Gordon will reach out to the cigar roller to confirm her availability.
 - vi. The Commission discussed providing a giveaway item, such as chocolate stars or a keychain.
 - vii. Commissioner Cousino expressed that she would like to reach out to local businesses for award nominations. Commissioner Gordon will coordinate with Mount Prospect organizations and partners. Liaison Clerk was asked to provide the email list used to solicit 4th of July parade participants to assist Commissioner Cousino.
- 7. Open Floor/Discussion
 - a. Appointment of Vice Chair
 - i. Liaison Clerk stated that it is a best practice to have a Vice Chair in the event that the Chair is absent.
 - ii. The Commission was asked if anyone has interest in being Vice Chair, to which no one responded.
 - iii. Commissioner Oreluk suggested that the member with the most tenure, Commissioner Greco, should be Vice Chair. Everyone was in agreement.
 - iv. Liaison Clerk will add the appointment to the next agenda for a vote.

8. Next Meeting – Monday, December 4, 2023, 7pm at Village Hall, Executive Conference Room
9. Adjournment at 9:04pm
 - a. Motion to adjourn by Commissioner Cousino; Second by Commissioner Greco
 - b. In favor – All
 - c. Opposed – None

Minutes recorded by Kylie Cerk

SPECIAL EVENTS COMMISSION

Treasurer's Report

November 30, 2023

Cash Balance October 31, 2023

\$ (2,192.90)

Receipts:

Shining Stars Gala 2024

\$ 250.00

ChristKindl Market Vendors

\$ 245.00

Total Receipts

\$ 495.00

Disbursements:

Shining Stars Gala 2024

\$ 869.28

Total Disbursements

\$ 869.28

Cash Balance November 30, 2023

\$ (2,567.18)

SPECIAL EVENTS COMMISSION
Celestial Celebration XXX - 2023
Statement of Receipts and Disbursements
November 30, 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)

	Current Period	Total
Receipts:		
Sponsors		
Annie's Pancake House	250.00	250.00
		-
		-
		-
		-
		-
		-
		-
		-
		-
		-
		-
		-
Tickets Sales		-
Tickets		-
PayPal		-
	\$ 250.00	\$ 250.00
Disbursements:		
Olive Place Banquets - Deposit		5,000.00
Out of Control Music - Deposit	500.00	500.00
Amazon.com - supplies for 2024 Gala	369.28	369.28
		-
		-
		-
		-
		-
		-
		-
		-
		-
		-
		-
	\$ 869.28	\$ 5,869.28
Excess/(Deficiency) of Receipts Over Disbursements	\$ (619.28)	\$ (5,619.28)

Current Month	Total
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\$	-	\$	-
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\$	-	\$	258.00
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\$ - \$ (258.00)

SPECIAL EVENTS COMMISSION
Holiday Market
Statement of Receipts and Disbursements
November 30, 2023

	Current Month	Total
Receipts:		
Vendor Fees		
Felicien Sirois (Grenouille's Penthouse)		35.00
Kenneth Adams (Trees2Toys)		70.00
Diane Winkler (Diane's Boutique)		35.00
Agnes Ernst		35.00
Sharon Comer Blau (Soapie Squad)		35.00
Busse Automotives (St. Paul Sisters in Stitch)		70.00
Vanessa Azra (With Love Jewelry)	35.00	35.00
Joann Smith (Bad Witch Cosmetics/Lady Jo's Lips)	70.00	70.00
Joann Smith (Supernovas Sweet Treats)	35.00	35.00
Joshua & Laura Erickson (Life with Laura)	35.00	35.00
Steve & Lisa Haynes (Succulent City on Central)	35.00	35.00
Antonia Grana	35.00	35.00

	\$ 245.00		\$ 525.00
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Disbursements:

Excess/(Deficiency) of Receipts Over Disbursements

	\$ 245.00		\$ 525.00
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SPECIAL EVENTS COMMISSION
2023 Event Activity
For the Eleven Months Ending November 30, 2023

	Receipts	Disbursements	Event Profit/(Loss)
Celestial Celebration XXX - 2023	33,395.00	35,038.79	(1,643.79)
Celestial Celebration XXXI - 2024	250.00	5,869.28	(5,619.28)
Family Bike Ride	-	258.00	(258.00)
Holiday Market - ChristKindl Market	525.00	-	525.00
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	\$ 34,170.00	\$ 41,688.52	\$ (7,518.52)