



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

January 8, 2024

Village Hall - Executive Conference Room

7:00 PM

- 1. Call to Order**
- 2. Citizens To Be Heard**
- 3. Approval of Minutes**
 - 3.1. December 4, 2023
- 4. Current Financial Report**
 - 4.1. December 2023
 - 4.2. Shining Stars Gala Financial Report
- 5. Old Business**
 - 5.1. Holiday House Decorating Contest Recap
- 6. Current Business**
 - 6.1. Shining Stars Gala 2024
- 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
Meeting Minutes – December 4, 2023
Mount Prospect Village Hall**

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

Absent: Daniel Frystak, Alan Cervenka, Hazel Oreluk, Fred Steinmiller

1. Call to Order at 7:16pm
2. Citizens to be Heard
 - a. None
3. Approval of Minutes – November 6, 2023
 - a. Motion to approve by Commissioner Greco; Second by Commissioner Quill
 - b. In Favor – All
 - c. Opposed – None
4. Current Financial Reports
 - a. Motion to approve by Commissioner Chung; Second by Commissioner Greco
 - b. In Favor – All
 - c. Opposed – None
5. Old Business
 - a. Vice Chair Appointment
 - i. Following discussion at the previous meeting, the Commission agreed to appoint the longest tenured member, Christina Greco, as the Vice Chair. The Vice Chair will be activated only in the absence of the Chair.
 - ii. Motion to approve by Commissioner Chung; Second by Commissioner Quill
 - iii. In Favor – All
 - iv. Opposed – None
 - b. Special Events Commission Shirts
 - i. The Commission reviewed shirt samples from two vendors and selected the shirt of best quality within the price range.
 - ii. Commissioners were asked to send Liaison Cerk their shirt size and preference for polo or t-shirt.
 - c. Christkindlmarket Recap
 - i. Commissioner Greco reported that the event was a huge success with both vendors (20) and the amount of attendees.
 - ii. Commissioner Cousino suggested directional signage for where to enter and exit and also a sign stating “no strollers” inside the market.
 - iii. Commissioner Grimpe suggested someone direct cars next year as the traffic became quite hectic by the parking garage and where Emerson Street was closed off.

6. Current Business

a. Holiday House Decorating Contest

- i. Commissioner Chung reported that registration was ongoing through December 10.
- ii. Around 15 properties were registered, and the goal is to reach a similar amount as the Halloween Decorating Contest (50).
- iii. Liaison Cerk will continue promoting the registration, especially on social media.
- iv. Commissioner Chung reminded Commissioners that judging is to take place on December 16.

b. Shining Stars Gala 2024

- i. Commissioner Greco reported that Olive Palace will allow outside vendors.
- ii. Through the judging process, Chairperson Lambel stated that feedback from the other commissioners was valuable and taken into consideration by the judging sub-committee.
- iii. Commissioner Cousino stated that next year more work will need to be done on making the public aware of the awards, especially among groups who do not typically participate.
- iv. Commissioner Quill will create a list of past winners.
- v. Commissioner Gordon is aiming to close sponsorships the first week of January to allow the graphic designer enough time to create the print materials.

c. January Meeting Date

- i. Due to the regular meeting date falling on New Year's Day, the Commission agreed to cancel the January 1 meeting and hold a special meeting on January 8.

7. Open Floor/Discussion

a. None

8. Next Meeting – Monday, January 8, 2024, 7pm at Village Hall, Executive Conference Room

9. Adjournment at 8:44pm

- a. Motion to adjourn by Commissioner Quill; Second by Commissioner Greco
- b. In favor – All
- c. Opposed – None

Minutes recorded by Kylie Cerk

SPECIAL EVENTS COMMISSION

Treasurer's Report

December 31, 2023

Cash Balance November 30, 2023

\$ (2,567.18)

Receipts:

Shining Stars Gala 2024

\$ 8,000.00

ChristKindl Market Vendors

\$ 215.00

Total Receipts

\$ 8,215.00

Disbursements:

Shining Stars Gala 2024

\$ (5,000.00)

Total Disbursements

\$ (5,000.00)

Cash Balance December 31, 2023

\$ 10,647.82

SPECIAL EVENTS COMMISSION
Celestial Celebration XXX - 2023
Statement of Receipts and Disbursements
December 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)

SPECIAL EVENTS COMMISSION
Celestial Celebration XXXI - 2024
Statement of Receipts and Disbursements
December 31, 2023

	Current Period	Total
Receipts:		
Sponsors		
Annie's Pancake House		250.00
Zander Enterprises	500.00	500.00
B&E Accounting & Tax	500.00	500.00
Andreani Family Foundation	500.00	500.00
Draft Picks	250.00	250.00
Busse Automotive, Inc	500.00	500.00
Michael Kautz Carpets & Designs	250.00	250.00
Capannari	250.00	250.00
Friedrichs Funeral Home Inc.	500.00	500.00
Peterson Roofing, Inc	1,500.00	1,500.00
Cigar Heaven, Inc	250.00	250.00
Nicholas & Associates, Inc	1,500.00	1,500.00
		-
		-
		-
		-
		-
		-
		-
		-
		-
Tickets Sales		-
Tickets	1,500.00	1,500.00
PayPal		-
		-
	<u>\$ 8,000.00</u>	<u>\$ 8,250.00</u>
Disbursements:		
Olive Place Banquets - Deposit	(5,000.00)	-
Out of Control Music - Deposit		500.00
Amazon.com - supplies for 2024 Gala		369.28
		-
		-
		-
		-
		-
		-
		-
		-
		-
		-
		-
		-
	<u>\$ (5,000.00)</u>	<u>\$ 869.28</u>
Excess/(Deficiency) of Receipts Over Disbursements	<u><u>\$ 13,000.00</u></u>	<u><u>\$ 7,380.72</u></u>

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
December 31, 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
Joann Smith (Bad Witch Cosmetics/Lady Jo's Lips)		70.00
Joann Smith (Supernovas Sweet Treats)		35.00
Joshua & Laura Erickson (Life with Laura)		35.00
Steve & Lisa Haynes (Succulent City on Central)		35.00
Antonia Grana		35.00
Jeffrey & Amber Hartleroad (BirdLeigh Gifts & Home Décor)	35.00	35.00
Alexandra & James Hamilton (Lexie's Little Luxuries LLC)	35.00	35.00
Susan & Adam Duke (Tackle Box Troubles)	35.00	35.00
Julia Medina (Mary Kay)	35.00	35.00
Katarzyna Wilczewski (Gift It Uniquely)	75.00	75.00
		-
		-
	\$ 215.00	\$ 740.00

Disbursements:

	-	-
Excess/(Deficiency) of Receipts Over Disbursements	\$ 215.00	\$ 740.00

SPECIAL EVENTS COMMISSION
2023 Event Activity
For the Twelve Months Ending December 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	8,250.00	869.28	7,380.72
Family Bike Ride	-	258.00	(258.00)
Holiday Market - ChristKindl Market	740.00	-	740.00
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>\$ 42,385.00</u>	<u>\$ 36,688.52</u>	<u>\$ 5,696.48</u>

SPECIAL EVENTS COMMISSION

Celestial Celebration XXXI - 2024
Statement of Dinner Dance Receipts
As of December 31, 2023

	Sponsors			
	Donors	Ticket Sales	# Tickets	Total Deposit
Deposits				
11/20/2023	250.00		-	250.00
12/29/2023	6,500.00	1,500.00	25.00	8,000.00
			-	-
			-	-
Pending		780.00	13.00	780.00
			-	-
PayPal			-	-
Pending		7,980.00	133.00	7,980.00
Total	6,750.00	10,260.00	171	

SPECIAL EVENTS COMMISSION
Celestial Celebration XXXI - 2024
Statement of Receipts and Disbursements
December 31, 2023

	2023	2024	Total
Receipts:			
Sponsors			
Andreani Family Foundation/Norwood Builders Inc	500.00		500.00
Friedrichs Funeral Home	500.00		500.00
Busse Automotive, Inc	500.00		500.00
Tom & Mary Zander, Berkshire Hathaway Starck Real Estate	500.00		500.00
Peterson Roofing Inc	1,500.00		1,500.00
Nicholas & Associates, Inc	1,500.00		1,500.00
B&E Accounting & Tax PC	500.00		500.00
Capanari Ice Cream	250.00		250.00
Draft Picks	250.00		250.00
Annie's Pancake House	250.00		250.00
Michael Kautz Carpets & Designs	250.00		250.00
Cigar Heaven, Inc	250.00		250.00
Tickets Sales			-
Tickets	1,500.00		1,500.00
<i>Tickets</i>		780.00	780.00
PayPal			-
<i>PayPal</i>		7,980.00	7,980.00
	<u>\$ 8,250.00</u>	<u>\$ 8,760.00</u>	<u>\$ 17,010.00</u>
Disbursements:			
Olive Palace Banquets - venue		5,000.00	5,000.00
Out of Control Music - Deposit	500.00		500.00
Amazon.com - supplies for 2024 Gala	369.28		369.28
PayPal Fees		303.00	303.00
			-
	<u>\$ 869.28</u>	<u>\$ 5,303.00</u>	<u>\$ 6,172.28</u>
Excess/(Deficiency) of Receipts Over Disbursements	<u><u>\$ 7,380.72</u></u>	<u><u>\$ 3,457.00</u></u>	<u><u>\$ 10,837.72</u></u>

*Note: Items *italicized in red* are currently pending, but included for overall picture of Gala.

2024 Celestial Celebrations Budget	\$ 37,000.00
2023 Expenses	(869.28)
2024 Expenses	(5,303.00)
Remaining Budget	<u><u>\$ 30,827.72</u></u>