



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

February 5, 2024

Executive Conference Room

7:00 PM

- 1. Call to Order**
- 2. Citizens To Be Heard**
- 3. Approval of Minutes**
 - 3.1. January 8, 2024 Special Meeting
 - 3.2. January 29, 2024 Special Meeting
- 4. Current Financial Report**
- 5. Current Business**
 - 5.1. Family Bike Ride Date & Location
- 6. Old Business**
 - 6.1. Shining Stars Gala Recap
- 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 – January 8, 2024
Mount Prospect Village Hall**

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

Absent: Fred Steinmiller, Chris Gordon

1. Call to Order at 7:03pm
2. Citizens to be Heard
 - a. None
3. Approval of Minutes – December 4, 2023
 - a. Motion to approve by Commissioner Chung; Second by Commissioner Grimpe
 - b. In Favor – All
 - c. Opposed – None
4. Current Financial Reports
 - a. Motion to approve by Commissioner Chung; Second by Commissioner Cervenka
 - b. In Favor – All
 - c. Opposed – None
5. Old Business
 - a. Holiday House Decorating Contest Recap
 - i. Commissioner Chung reported that there were 36 registrations.
 - ii. The Commission discussed how many residents may have been thrown off by the new registration system.
 - iii. Next year, the Commission would like to focus on getting businesses and those in apartments/condos to register.
 - iv. Winners will be honored at the January 9 Special Village Board Meeting
6. Current Business
 - a. Shining Stars Gala 2024
 - i. Liaison Cerk reported that nearly 200 guests have purchased tickets for the Gala so far. She will get the registration information to Commissioner Quill so she can work on the seating chart.
 - ii. Liaison Cerk stated that we need to provide a hard deadline for sponsors, as we are requiring payment before adding logos to the print materials (programs, step and repeat banner, etc.). Commissioners Cousino and Frystak volunteered to follow-up with sponsors who expressed interest but have not provided payment. Print materials will be designed within the next few days.
 - iii. On behalf of Commissioner Gordon, who could not attend the meeting, Commissioner Cousino inquired about in-kind sponsorships for vendors involved with the Gala. Liaison Cerk stated that we will need to discuss

- guidelines on this for next year, and it is too close to the event date to make decisions on in-kind sponsors this year.
- iv. Commissioner Quill reported that Lady Dahlia is able to provide tacos as a late-night snack.
 - v. At the 2023 Gala, Hubby's provided hot dogs, which was very successful. The Commission discussed if they should continue with hot dogs or try to feature a different Mount Prospect restaurant each year. The Commission decided to approach a different restaurant for every Gala to showcase the variety offered in Mount Prospect and to help spread awareness for the restaurant community. Commissioner Quill will follow-up with Lady Dahlia on the booking.
 - vi. Commissioner Cousino researched star-shaped chocolates to provide at the tables and will send the information to Liaison Cerk to purchase.
 - vii. Commissioner Greco reported that winners will be arriving at 5:30 pm instead of 5 pm.
 - viii. The Commission discussed holding a special meeting at the venue the week before the Gala to assign volunteer duties and tie up loose ends.
 - ix. Motion to host special meeting by Commissioner Oreluk; Second by Commissioner Macatangay
 - x. In Favor – All
 - xi. Opposed – None
7. Open Floor/Discussion
- a. Family Bike Ride
 - i. Commissioner Cousino reported that she is considering a bike ride in June in the Burning Bush area of Mount Prospect.
 - ii. Liaison Cerk will add the bike ride to the next regular meeting agenda so the Commission can decide on date and location.
8. Next Meeting – Monday, January 29, 2024, 6pm at Olive Palace Banquets
9. Adjournment at 9pm
- a. Motion to adjourn by Commissioner Frystak; Second by Commissioner Cousino
 - b. In favor – All
 - c. Opposed – None

Minutes recorded by Kylie Cerk

**Village of Mount Prospect
Special Events Commission
Special Meeting Minutes – January 29, 2024
Olive Palace Banquets**

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

Absent: Bill Grimpe

1. Call to Order at 6:01pm
2. Citizens to be Heard
 - a. Mike Dziadus and Mike Zarnek, the photographers hired for the Gala, were present to view the venue and go over any details related to photography at the event.
3. Current Business
 - a. Shining Stars Gala
 - i. Liaison Cerk brought the program draft to the meeting for final edits. Cocktail hour times, the jazz trio, and presentation start time were added. The time for the Lady Dahlia taco bar was changed from 10:30pm to 10pm.
 - ii. Commissioner Greco reported that she and Chairperson Lambel were present with Public Works and TV Services earlier in the day to figure out where things will be placed.
 - iii. Commissioner Quill stated that attendance will be approximately 310. She is finalizing the seating chart and will be doing the placecards.
 - iv. Commissioner Gordon reported he will be collecting items from sponsors to be at the table. Liaison Cerk will work with Public Works to print posters with sponsor logos to have at the table.
 - v. Commissioner Greco assigned day-of volunteer duties to the commissioners.
 - vi. Commissioner Frystak requested a run of show be sent to commissioners before the event.
4. Next Meeting – Monday, February 5, 2024, 7pm at Village Hall, Executive Conference Room
5. Adjournment at 7:09pm
 - a. Motion to adjourn by Commissioner Greco; Second by Commissioner Chung
 - b. In favor – All
 - c. Opposed – None

Minutes recorded by Kylie Cerk

