



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

March 4, 2024

Village Hall - Executive Conference Room

7:00 PM

- 1. Call to Order**
- 2. Citizens To Be Heard**
- 3. Approval of Minutes**
 - 3.1. February 5, 2024
- 4. Current Financial Report**
 - 4.1. February 2024
 - 4.2. Shining Stars Gala Financials
- 5. Old Business**
 - 5.1. None
- 6. Current Business**
 - 6.1. Family Bike Ride 2024
Location Information - Burning Bush Park
 - 6.2. Update on Potential Food Truck Festival
- 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 – February 5, 2024
Mount Prospect Village Hall**

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

Absent: Fred Steinmiller, Patti Quill

1. Call to Order at 7:02pm
2. Citizens to be Heard
 - a. None
3. Approval of Minutes – January 8, 2024 & January 29, 2024
 - a. Motion to approve by Commissioner Chung; Second by Commissioner Cervenka
 - b. In Favor – All
 - c. Opposed – None
4. Current Financial Reports
 - a. Motion to approve by Commissioner Grimpe; Second by Commissioner Cervenka
 - b. In Favor – All
 - c. Opposed – None
5. Current Business
 - a. Family Bike Ride Date & Location
 - i. Commissioner Cousino reported that she would like to hold this year's Family Bike Ride on June 15 and at a different location: Burning Bush Park, at the recommendation of Commissioner Grimpe.
 - ii. Commissioner Cousino will get in touch with the River Trails Park District and the Lions Club, who historically make a charitable donation to the event.
 - iii. Commissioner Cousino will also schedule a meeting with Public Works to go over the new route.
 - iv. Commissioner Chung motioned to approve the date and location change of the Family Bike Ride, seconded by Commissioner Frystak.
 - v. In Favor – All
 - vi. Opposed – None
6. Old Business
 - a. Shining Stars Gala Recap
 - i. Commissioner Chung started the discussion by thanking Commissioners Greco and Quill for their hard work on the Gala.
 - ii. In their absence, email statements with feedback from Commissioner Quill and Commissioner Steinmiller were read aloud by Liaison Cerk.

- iii. The Commission discussed what worked for the Gala and where there was room for improvement:
 - 1. Olive Palace Banquets was very reasonable and generous with their pricing. The layout with two stages was a fantastic addition.
 - 2. There were concerns about the long lines at the bar and miscommunications with food and service.
 - 3. The flow of the program and the award videos were very well received.
 - 4. Sound and visibility were an issue during the presentations.
 - 5. The photographers, band, and Lady Dahlia were great to work with.
 - 6. The community seemed to enjoy having the event back in Mount Prospect
- iv. The Commission agreed that it is too early to be making concrete decisions for next year's event, though overall this year's Gala was very well received.
- 7. Open Floor/Discussion
 - a. Annual Check-Ins
 - i. Chairperson Lambel reported that he would like to meet with each commissioner individually, and informally, to get their thoughts on the past year of events.
 - b. 4th of July Parade
 - i. Commissioner Cervenka reported that he and Commissioner Peterson will soon start planning for the 4th of July Parade.
- 8. Next Meeting – Monday, March 4, 2024, 6pm at Village Hall
- 9. Adjournment at 8:05pm
 - a. Motion to adjourn by Commissioner Greco; Second by Commissioner Frystak
 - b. In favor – All
 - c. Opposed – None

Minutes recorded by Kylie Cerk

SPECIAL EVENTS COMMISSION

Treasurer's Report

February 29, 2024

Cash Balance January 31, 2024

\$ 8,232.87

Receipts:

Shining Stars Gala 2024

\$ 13,910.00

Family Bike Ride

\$ 371.96

Total Receipts

\$ 14,281.96

Disbursements:

Shining Stars Gala 2024

\$ 24,977.05

Total Disbursements

\$ 24,977.05

Cash Balance February 29, 2024

\$ (2,462.22)

	Current Period	Total
Receipts:		
Sponsors		
Wingspan		500.00
Prospect Place		1,500.00
Chokshi Filippone Law		500.00
Mt Prospect Lions Charities		1,500.00
MP2 Holdings, Inc	1,500.00	1,500.00
		-
		-
		-
		-
		-
		-
		-
		-
		-
		-
		-
Tickets Sales		-
Tickets	1,990.00	3,900.00
PayPal	10,420.00	10,420.00
	\$ 13,910.00	\$ 19,820.00
Disbursements:		
Olive Place Banquets - Deposit + Remaining Balance	14,021.00	19,021.00
Out of Control Music		2,200.00
Lauren Korosa - balloons		350.00
DG Prospect - late night snack		735.00
CBS Awards - Trophies	700.00	700.00
Michael Dziadus - Photographer	1,000.00	1,000.00
G&J Associates - Banner Printing	489.48	489.48
Z Search Recruiting - Roaming Photographer	1,000.00	1,000.00
Pro-Mix Audio & Lighting - AV Services	3,800.00	3,800.00
Purple Rose Florist	2,490.00	2,490.00
Lisa Eckert - Design of Program and Banner	250.00	250.00
Amazon - Candles and Candle Holders	475.78	475.78
Etsy - Chocolate Stars	345.86	345.86
PayPal Fees	404.93	404.93
		-
	\$ 24,977.05	\$ 33,262.05
Excess/(Deficiency) of Receipts Over Disbursements	\$ (11,067.05)	\$ (13,442.05)

SPECIAL EVENTS COMMISSION
Family Bike Ride - 2024
Statement of Receipts and Disbursements
February 29, 2024

	Current Month	Total
Receipts:		
Event sponsorships:		
Mt Prospect Lions Club	371.96	371.96

	\$ 371.96		\$ 371.96
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Disbursements:

-
-
-
-

	\$ -		\$ -
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Excess/(Deficiency) of Receipts Over Disbursements	\$ 371.96		\$ 371.96
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SPECIAL EVENTS COMMISSION
2024 Event Activity
For the Two Months Ending February 29, 2024

	Receipts	Disbursements	Event Profit/(Loss)
Celestial Celebration XXXI - 2024	19,820.00	33,262.05	(13,442.05)
Celestial Celebration XXXII - 2025	-	-	-
Family Bike Ride	371.96	-	371.96
Holiday Market - ChristKindl Market	-	-	-
Holiday Decorating			-
Other:			
PO Box annual fee			-
			-
Total Activity	\$ 20,191.96	\$ 33,262.05	\$ (13,070.09)

SPECIAL EVENTS COMMISSION
Celestial Celebration XXXI - 2024
Statement of Receipts and Disbursements
February 29, 2024

	2023	2024	Total
Receipts:			
Sponsors			
Annie's Pancake House	250.00		250.00
Tom & Mary Zander, Berkshire Hathaway Starck Real Estate	500.00		500.00
B&E Accounting & Tax PC	500.00		500.00
Andreani Family Foundation/Norwood Builders Inc	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
Capanari Ice Cream	250.00		250.00
Friedrichs Funeral Home	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
Vince Dante Real Estate		500.00	500.00
Le Peep of Mt Prospect		250.00	250.00
Prospect Place Development Partners LLC		1,500.00	1,500.00
Wingspan Development		500.00	500.00
Chokshi Filippone Law LLC		500.00	500.00
Mt. Prospect Lions Charities, Inc		1,500.00	1,500.00
HQ Residence		1,500.00	1,500.00
			-
			-
			-
			-
			-
			-
			-
			-
Tickets Sales			-
Tickets	1,500.00	3,150.00	4,650.00
			-
PayPal	4,800.00	5,620.00	10,420.00
			-
	\$ 13,050.00	\$ 15,020.00	\$ 28,070.00
Disbursements:			
Olive Palace Banquets - venue		19,021.00	19,021.00
Out of Control Music	500.00	2,200.00	2,700.00
Amazon.com - supplies for 2024 Gala	369.28	475.78	845.06
PayPal Fees		404.93	404.93
Lauren Korosa - balloons		350.00	350.00
DG Prospect - late night snack		735.00	735.00
CBS Awards - Trophies		700.00	700.00
Michael Dziadus - Photographer		1,000.00	1,000.00
G&J Associates - Banner Printing		489.48	489.48
Z Search Recruiting - Roaming Photographer		1,000.00	1,000.00
Pro-Mix Audio & Lighting - AV Services		3,800.00	3,800.00
Purple Rose Florist		2,490.00	2,490.00
Lisa Eckert - Design of Program and Banner		250.00	250.00
Etsy - Chocolate Stars		345.86	345.86
			-
			-
			-
	\$ 869.28	\$ 33,262.05	\$ 34,131.33
Excess/(Deficiency) of Receipts Over Disbursements	\$ 12,180.72	\$ (18,242.05)	\$ (6,061.33)
	4,800.00		

*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	(33,262.05)
Remaining Budget	<u><u>\$ 2,868.67</u></u>

Family Bike Ride 2024



Moving to Burning
Bush Trails Park

1313 Burning Bush
Lane







**Total of 64 parking spots
throughout the park**





**Paved path circling the
athletic fields in the back
of the park**



