



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

May 6, 2024

Village Hall - Executive Conference Room

7:00 PM

- 1. Call to Order**
- 2. Citizens To Be Heard**
- 3. Approval of Minutes**
 - 3.1. March 4, 2024
 - 3.2. April 1, 2024
- 4. Current Financial Report**
 - 4.1. April 2024
- 5. Current Business**
 - 5.1. Family Bike Ride
 - 5.2. 4th of July Parade
- 6. Open Floor/Discussion**
 - 6.1. Potential Food Truck Event
 - 6.2. Celebration of Cultures Update
- 7. 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 – March 4, 2024
Mount Prospect Village Hall**

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

Absent: Fred Steinmiller, Patti Quill, Denise Peterson, Vicki Chung

1. Call to Order at 7:00pm
2. Citizens to be Heard
 - a. None
3. Approval of Minutes – February 5, 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 Greco; Second by Commissioner Frystak
 - b. In Favor – All
 - c. Opposed – None
5. Current Business
 - a. Family Bike Ride
 - i. Commissioner Cousino reported that the River Trails Park District approved the bike ride date and location (June 15 at Burning Bush Park)
 - ii. Commissioner Cousino met with Public Works to discuss the route map, which will be checked out for construction issues ahead of time. The Police Department and CERT Team will be looped in as well.
 - iii. Commissioner Cousino stated that she would like to have tents and tables for more organizations, including one for the Public Works bike study.
 - iv. Commissioner Cousino contacted the Safe Kids program out of Lurie Children's Hospital regarding helmets. Instead of giving away a bike, Commissioner Cousino would like to give out helmets to the first 75 registrants.
 - v. Commissioners Gordon and Cousino will attend the next Lions Club meeting to ask if they would like to sponsor the event or donate funds to purchase the helmets.
 - vi. Commissioner Grimpe shared a presentation with photos of the park and surrounding area to familiarize the group with the area.
 - b. Update on Potential Food Truck Festival
 - i. Commissioners Macatangay, Gordon, and Steinmiller met with the Village's Community Development Department to learn about the requirements for hosting something like this.

- ii. The subcommittee has been discussing locations and is considering approaching the event planners for National Night Out.
 - iii. The group is considering hosting a pilot event first before growing the concept. Possibly an event survey would be distributed to gauge the public's thoughts.
- 6. Open Floor/Discussion
 - a. Celebration of Cultures Update
 - i. Commissioner Macatangay reported on the date and location of the event. Any commissioners who would like to assist are welcome.
 - b. Annual Check-Ins
 - i. Chairperson Lambel reminded the group that he would like to meet with each commissioner individually, and informally, to get their thoughts on the past year of events.
 - c. 4th of July Parade
 - i. Commissioner Cervenka reported that he and Commissioner Peterson will be meeting soon to start planning the parade.
 - ii. Commissioner Grimpe mentioned that he would like to see the parade hosted on the North side of town to be more inclusive. There is not a location change taking place this year, but Commissioners were receptive to the concept of being more inclusive of other areas in Mount Prospect.
- 7. Next Meeting – Monday, April 1, 2024, 7pm at Village Hall
- 8. Adjournment at 8:21pm
 - a. Motion to adjourn by Commissioner Greco; Second by Commissioner Grimpe
 - b. In favor – All
 - c. Opposed – None

Minutes recorded by Kylie Cerk

**Village of Mount Prospect
Special Events Commission
Meeting Minutes – April 1, 2024
Mount Prospect Village Hall**

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

Absent: Fred Steinmiller, Katie Cousino, Daniel Frystak, Hazel Oreluk

1. Call to Order at 7:03pm
2. Citizens to be Heard
 - a. None
3. Approval of Minutes
 - a. Chairperson Lambel stated that the approval of the March minutes will be deferred to the next meeting as Liaison Cerk, who records the minutes, was on a planned vacation and had just returned that morning.
 - b. Motion to defer the minutes by Commissioner Greco; Second by Commissioner Cervenka
 - c. In Favor – All
 - d. Opposed – None
4. Current Financial Reports
 - a. Commissioner Greco had a question about the Pro Mix (AV) invoice for the Shining Stars Gala. Commissioner Greco would like to work with the Director of Digital Communications next year on Pro Mix's quote.
 - b. Motion to approve by Commissioner Chung; Second by Commissioner Grimpe
 - c. In Favor – All
 - d. Opposed – None
5. Old Business
 - a. Annual Check-Ins
 - i. Chairperson Lambel reported that he is still working on scheduling check-ins to get Commissioners thoughts on the past year in an informal setting.
 - ii. Chairperson Lambel also stated that the Commission may benefit from strategic planning or reviewing the Commission's mission statement.
6. Current Business
 - a. Family Bike Ride
 - i. Commissioner Gordon stated that he and Commissioner Cousino will be presenting to the Lions Club on April 25.
 - ii. Liaison Cerk reported that she has an upcoming meeting with Commissioner Cousino to work on the registration form for the event.
 - b. 4th of July Parade

- i. Commissioner Cervenka stated that he and Commissioner Peterson have a meeting scheduled with the Public Works Department.
 - ii. Commissioner Cervenka reported that he drafted rules and regulations for parade participants. These will be reviewed by the Village's public safety departments, attorney, and upper management before being approved and implemented.
 - iii. Commissioners Cervenka and Peterson plan to improve volunteer duties by having parade section managers assigned to certain areas.
 - iv. Commissioners Cervenka and Peterson would like to invite the Shining Star Award winners to ride on a float promoting community events.
 - v. The Commission had questions about whose budget pays for the professional tv announcers and questioned if that should be done by commissioners instead. Liaison Cerk will discuss with the Director of Digital Communications.
- 7. Open Floor/Discussion
 - a. Potential Food Truck Event
 - i. Commissioner Macatangay reported that their request to host food trucks at National Night Out was denied. The group will continue brainstorming.
- 8. Next Meeting – Monday, May 6, 2024, 7pm at Village Hall
- 9. Adjournment at 8:21pm
 - a. Motion to adjourn by Commissioner Gordon; Second by Commissioner Greco
 - b. In favor – All
 - c. Opposed – None

Minutes recorded by Kylie Cerk

SPECIAL EVENTS COMMISSION

Treasurer's Report

April 30, 2024

Cash Balance March 31, 2024

\$ (2,535.22)

Receipts:

Total Receipts

\$ -

Disbursements:

Total Disbursements

\$ -

Cash Balance April 30, 2024

\$ (2,535.22)

	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
		-
		-
		-
		-
		-
		-
		-
		-
		-
		-
		-
Tickets Sales		-
Tickets		3,900.00
PayPal		10,420.00
	\$ -	\$ 19,820.00
Disbursements:		
Olive Place Banquets - Deposit + Remaining Balance		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
Michael Dziadus - Photographer		1,000.00
G&J Associates - Banner Printing		489.48
Z Search Recruiting - Roaming Photographer		1,000.00
Pro-Mix Audio & Lighting - AV Services		3,800.00
Purple Rose Florist		2,490.00
Lisa Eckert - Design of Program and Banner		250.00
Amazon - Candles and Candle Holders		475.78
Etsy - Chocolate Stars		345.86
PayPal Fees		404.93
Amazon - Table Décor		42.55
USPS - Overnight postage		30.45
	\$ -	\$ 33,335.05
Excess/(Deficiency) of Receipts Over Disbursements	\$ -	\$ (13,515.05)

SPECIAL EVENTS COMMISSION
Family Bike Ride - 2024
Statement of Receipts and Disbursements
April 30, 2024

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

\$	-	\$	371.96
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Disbursements:		
		-
		-
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		-

\$	-	\$	-
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Excess/(Deficiency) of Receipts Over Disbursements	\$	-	\$	371.96
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SPECIAL EVENTS COMMISSION
2024 Event Activity
For the Four Months Ending April 30, 2024

	Receipts	Disbursements	Event Profit/(Loss)
Celestial Celebration XXXI - 2024	19,820.00	33,335.05	(13,515.05)
Celestial Celebration XXXII - 2025	-	-	-
Family Bike Ride	371.96	-	371.96
Holiday Market - ChristKindl Market	-	-	-
Holiday Decorating			-
Other:			
PO Box annual fee			- -
Total Activity	<u>\$ 20,191.96</u>	<u>\$ 33,335.05</u>	<u>\$ (13,143.09)</u>