



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

June 3, 2024

Village Hall - Executive Conference Room

7:00 PM

- 1. Call to Order**
- 2. Citizens To Be Heard**
- 3. Approval of Minutes**
 - 3.1. May 6, 2024
- 4. Current Financial Report**
 - 4.1. May 2024
- 5. Old Business**
 - 5.1. Family Bike Ride
 - 5.2. 4th of July Parade
- 6. New Business**
 - 6.1. Cancer Walk / Food Truck Event
 - 6.2. Village Strategic Plan Item
- 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 – May 6, 2024
Mount Prospect Village Hall**

Members in Attendance: Brian Lambel (Chair), Jeannie Macatangay, Christina Greco, Chris Gordon, Alan Cervenka, Denise Peterson, Katie Cousino, Fred Steinmiller

Absent: Bill Grimpe, Daniel Frystak, Hazel Oreluk

1. Call to Order at 7:05 pm
2. Citizens to be Heard
 - a. None
3. Approval of Minutes
 - a. Motion by Commissioner Greco and Second by Commissioner Cervenka to approve the minute from the March 4, 2024 meeting. No discussion. All in favor and none opposed.
 - b. Motion by Commissioner Cervenka and second by Commissioner Macatangay to approve the minutes from the April 1, 2024 meeting. No discussion. All in favor and none opposed.
4. Current Financial Reports
 - a. Motion to approve by Commissioner Greco; Second by Commissioner Cervenka
 - b. In Favor – All
 - c. 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 Cousino will be taking with Higher Up Ministries and the school districts.
 - ii. Commissioner Cousino spoke to the Mount Prospect Lions Club and they are donating \$1000.
 - iii. Registration is open and there are 10 families registered.
 - iv. Discussion about free helmets are for Mount Prospect Residents only and will update the registration. 20 Helmets will be saved for the day of the event.
 - v. Working with the Park District and will have the Veterans helping with safety on the day of the event. Commissioners will let Commissioner Cousino know if they can help on the day of the event. Help should be there at 8:30 am.

- b. 4th of July Parade
 - i. Commissioner Cervenka stated that he and Commissioner Peterson met with the Public Works Department.
 - ii. Commissioner Cervenka is working off the list of new and old participants. 5 Shining Stars winners will be on a float and waiting to hear back from 1 more.
 - iii. Commission may need additional vests for volunteers.
 - iv. Commissioners Cervenka and Peterson have not met with the Village's AV Department.
- 7. Open Floor/Discussion
 - a. Potential Food Truck Event
 - i. There was discussion about tying a food truck event with a cancer awareness event. Commissioners support the idea.
 - b. Celebration of Cultures
 - i. Commissioners will be going to Skokie to see their event and preplan for the Mount Prospect event. Hours will be shorter this year and entertainment will be back to back. There will be 9 food vendors.
- 8. Next Meeting – Monday, June 3, 2024, 7pm at Village Hall
- 9. Adjournment at 7:58 pm
 - a. Motion to adjourn by Commissioner Greco; Second by Commissioner Cervenka
 - b. In favor – All
 - c. Opposed – None

Minutes recorded by Brian Lambel

SPECIAL EVENTS COMMISSION

Treasurer's Report

May 31, 2024

Cash Balance April 30, 2024

\$ (2,535.22)

Receipts:

Shining Stars Gala

\$ 140.00

Total Receipts

\$ 140.00

Disbursements:

Total Disbursements

\$ -

Cash Balance May 31, 2024

\$ (2,395.22)

	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	140.00	4,040.00
PayPal		10,420.00
	\$ 140.00	\$ 19,960.00
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	\$ 140.00	\$ (13,375.05)

SPECIAL EVENTS COMMISSION
Family Bike Ride - 2024
Statement of Receipts and Disbursements
May 31, 2024

	<u>Current Month</u>	<u>Total</u>
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 Five Months Ending May 31, 2024

	<u>Receipts</u>	<u>Disbursements</u>	<u>Event Profit/(Loss)</u>
Celestial Celebration XXXI - 2024	19,960.00	33,335.05	(13,375.05)
Celestial Celebration XXXII - 2025	-	-	-
Family Bike Ride	371.96	-	371.96
Holiday Market - ChristKindl Market	-	-	-
Holiday Decorating			-
Other:			
PO Box annual fee			- -
Total Activity	\$ 20,331.96	\$ 33,335.05	\$ (13,003.09)