



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

July 1, 2024

Village Hall - Executive Conference Room

7:00 PM

- 1. Call to Order**
- 2. Citizens To Be Heard**
- 3. Approval of Minutes**
 - 3.1. June 3, 2024
- 4. Current Financial Report**
 - 4.1. June 2024
- 5. Old Business**
 - 5.1. Family Bike Ride Recap
 - 5.2. 4th of July Parade
 - 5.3. Lemons of Love Food Truck Event Partnership
- 6. New Business**
 - 6.1. Volunteer Opportunities
- 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 – June 3, 2024
Mount Prospect Village Hall**

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

Absent: Christina Greco, Hazel Oreluk

1. Call to Order at 7:00pm
2. Citizens to be Heard
 - a. None
3. Approval of Minutes
 - a. Two amendments requested: Add Commissioners Chung and Quill to “Absent”
 - b. Motion to approve the minutes as amended by Commissioner Grimpe; Second by Commissioner Cousino
 - c. In Favor – All
 - d. 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. Cancer Walk / Food Truck Event
 - i. Julie Kapustka from Lemons of Love was present to introduce herself and explain the organization’s annual 5K/Walk, which is the non-profit’s largest fundraiser, on October 6 at Lions Park. Ms. Kapustka stated that Lemons of Love is open to a partnership with the commission to pilot a food truck event for 5K attendees.
 - ii. Commissioner Gordon stated that he feels there is a natural synergy to combine the events.
 - iii. Commissioner Macatangay reported that the subcommittee plans to meet weekly to plan.
 - iv. Commissioner Cousino brought up that the 5K is on the same day as the Lions Club Farmers Market. Commissioner Steinmiller expressed that he is not too concerned with the events conflicting and mentioned that many people often attend both.
 - v. Commissioner Cervenka motioned to enter into a partnership with Lemons of Love to pilot a food truck event at the Pink Lemonade 5K; seconded by Commissioner Chung
 - vi. In Favor – All
 - vii. Opposed – None

6. Old Business
 - a. Family Bike Ride
 - i. Commissioner Cousino reported that the helmets have arrived. Commissioner Steinmiller stated that he has the Lions Club stickers to be affixed to the helmets.
 - ii. Commissioner Cousino requested assistance with acquiring snacks and water for the bike ride. Liaison Cerk will arrange.
 - b. 4th of July Parade
 - i. Commissioner Cervenka reported that parade planning is going smoothly and applications are still coming in.
 - ii. Commissioner Cervenka stated that one of the focuses this year is to attract some new entertainment acts.
 - iii. Commissioners Peterson and Cervenka will be following up with groups they contacted but have not heard back from yet.
7. New Business
 - a. Village Strategic Plan Item
 - i. Liaison Cerk reported that the Village's 2024-2025 Strategic Plan will have an action item for the Special Events Commission to review and update, if needed, its mission statement. More details will be provided when the plan is finalized.
8. Open Floor/Discussion
 - i. Commissioner Cousino mentioned that it would be nice to hold an event that was focused on seniors. Liaison Cerk reported that the Village has a work group for senior social engagement through the Aging in Community initiative. Commissioner Chung expressed interest in participating in the work group.
 - ii. Chairperson Lambel mentioned that there are volunteer opportunities for commissioners at the upcoming Lions Club Festival.
9. Next Meeting – Monday, July 1, 2024, 7pm at Village Hall
10. Adjournment at 8:40pm
 - a. Motion to adjourn by Commissioner Chung; Second by Commissioner Gordon
 - b. In favor – All
 - c. Opposed – None

Minutes recorded by Kylie Cerk

SPECIAL EVENTS COMMISSION

Treasurer's Report

June 30, 2024

Cash Balance May 31, 2024

\$ (2,395.22)

Receipts:

Shining Stars Gala

\$ 420.00

Family Bike Ride

\$ 1,000.00

Total Receipts

\$ 1,420.00

Disbursements:

Total Disbursements

\$ -

Cash Balance June 30, 2024

\$ (975.22)

	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
Le Peep of Mt Prospect		250.00
Vince Dante Real Estate		500.00
MP2 Holdings, Inc		1,500.00
		-
		-
		-
		-
		-
		-
		-
		-
		-
		-
Tickets Sales		-
Tickets	420.00	3,710.00
PayPal		10,420.00
	\$ 420.00	\$ 20,380.00
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	\$ 420.00	\$ (12,955.05)

Current Month	Total
	371.96
1,000.00	1,000.00
\$ 1,000.00	\$ 1,371.96

Mt Prospect Lions Club - Helmets

Disbursements:

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\$ - \$ -

Excess/(Deficiency) of Receipts Over Disbursements

\$	1,000.00	\$	1,371.96
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SPECIAL EVENTS COMMISSION
2024 Event Activity
For the Six Months Ending June 30, 2024

	<u>Receipts</u>	<u>Disbursements</u>	Event <u>Profit/(Loss)</u>
Celestial Celebration XXXI - 2024	20,380.00	33,335.05	(12,955.05)
Celestial Celebration XXXII - 2025	-	-	-
Family Bike Ride	1,371.96	-	1,371.96
Holiday Market - ChristKindl Market	-	-	-
Holiday Decorating			-
Other:			
PO Box annual fee			- -
Total Activity	\$ 21,751.96	\$ 33,335.05	\$ (11,583.09)

SPECIAL EVENTS COMMISSION

4th of July Parade

Statement of Receipts and Disbursements

June 30, 2024

	Current Month	Total
Receipts:		
		-
Disbursements:		
Patek, David L.	800.00	800.00
Achen K Mathew	450.00	450.00
Nicholas Frasch	500.00	500.00
Todd Gully	575.00	575.00
Illinois Brass Band Association	2,250.00	2,250.00
New Generation Fancy Drill Team	2,500.00	2,500.00
Prairie Brass Band	2,250.00	2,250.00
Township High School District 214	2,000.00	2,000.00
Shawn McDonald	800.00	800.00
Thais Chopis-Perez	900.00	900.00
Illinois Region - Marc	330.00	330.00
Fairway Golf Cars, Inc.	800.00	800.00
	14,155.00	14,155.00
Excess/(Deficiency) of Receipts Over Disbursements	\$ (14,155.00)	\$ (14,155.00)

* 4th of July Parade expenses are charged to a separate account number rather than to the Special Events Commission line item. These expenses are not included in the Treasurer's Report and are supplied for informational purposes.