



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

October 7, 2024

Village Hall - Executive Conference Room

7:00 PM

- 1. Call to Order**
- 2. Citizens To Be Heard**
- 3. Approval of Minutes**
 - 3.1. September 9, 2024
- 4. Current Financial Report**
 - 4.1. September 2024
- 5. Old Business**
 - 5.1. Halloween Decorating Contest
 - 5.2. Christkindlmarket
 - 5.3. Shining Stars 2024-2025
 - a. Awards
 - b. Gala
- 6. New Business**
 - 6.1. Holiday House Decorating Contest
- 7. Any Other Business**
- 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 – September 9, 2024
Mount Prospect Village Hall**

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

Absent: Fred Steinmiller, Katie Cousino, Jeannie Macatangay

1. Call to Order at 7:00pm
2. Citizens to be Heard
 - a. None
3. Approval of Minutes
 - a. Motion to approve the July 1, 2024, minutes as amended by Commissioner Grimpe; Second by Commissioner Chung
 - i. In Favor – All
 - ii. Opposed – None
 - b. Motion to approve the August 5, 2024, minutes by Commissioner Greco; Second by Commissioner Cervenka
 - i. In Favor – All
 - ii. Opposed – None
4. Current Financial Reports
 - a. Commissioner Grimpe posed a question about why there were two Lions Club receipts noted in the financial report. Chairperson Lambel explained that the Lions Club approved a \$1000 donation to purchase helmets in addition to their sponsorship of the event (up to \$500).
 - b. Motion to approve by Commissioner Chung; Second by Commissioner Cervenka
 - c. In Favor – All
 - d. Opposed – None
5. Old Business
 - a. Celebration of Cultures Recap
 - i. Commissioner Peterson reported that it was a success, and the event is getting bigger every year.
 - ii. The Commission agreed to assist with next year's event.
 - b. Lemons of Love Food Truck Event Update
 - i. Commissioner Gordon announced that the Commission will not be participating in the event this year. He stated that Lemons of Love has a very well-planned event, and there was not a clear way to integrate food trucks.
 - ii. Commissioner Gordon reported that the food truck subcommittee will brainstorm on a different pilot event for 2025.
 - iii. Commissioner Grimpe stated that there is an area on the northern side of town at Wolf and Kensington that could be a good location for a future food truck event.

- c. Christkindlmarket
 - i. Liaison Cerk provided Commissioner Greco with the 2024 form so she may begin reaching out to past participants.
 - ii. Commissioner Greco asked the group if anyone had interest in taking over the event next year. Commissioner Gordon and Commissioner Oreluk expressed interest and will be shown the ropes during this year's planning.
 - iii. Commissioner Greco stated that there is room for approximately 23 vendors, and there is also interest in having a standalone food vendor selling candied nuts outside at the entrance.
 - d. Shining Stars Gala/Shining Star Awards
 - i. Commissioner Greco reported that Commissioners Cousino and Oreluk helped review the venue options in the area, including Olive Palace, The Cotillion, Victoria in the Park, Crystal Palace, Manzo's, and Metropolis.
 - ii. The Commission agreed that they would like the venue to be within Mount Prospect and have a capacity of 250 people or more. The Commission remains undecided on location.
 - iii. Commissioner Greco stated that she would like nominations to open on October 7. The closing date is November 13.
 - iv. Like last year, each Commissioner will have the opportunity to review the nominations and provide input to the Nomination Selection Committee.
 - v. Commissioners Grimpe, Greco, and Oreluk volunteered to be on the Nomination Selection Committee.
 - vi. Commissioner Greco stated that many nominations were too short and did not include enough detail. To address that, the Commission decided on a 200 word minimum.
6. New Business
- a. Halloween Decorating Contest
 - i. Commissioner Chung reported that she is proceeding with the same six categories as last year.
 - ii. Registration will open on September 27. The Commission will have until October 28 to cast their votes.
 - iii. Commissioner Chung reported that she would like the business community to be involved.
 - iv. Liaison Cerk will set up a meeting with Commissioner Chung and the Director of Building and Inspection Services to discuss Village code requirements for participants.
 - b. Winter Event at Randhurst
 - i. Chairperson Lambel reported that Randhurst Village expressed interest in hosting a winter parade, but there are many questions and details to be ironed out.
 - ii. Commissioners Gordon and Peterson volunteered to chair the event and conduct research.
7. Any Other Business
- i. Chairperson Lambel reminded the group that an event chair is still needed for the Family Bike Ride.
8. Next Meeting – Monday, October 7, 2024, 7pm at Village Hall

9. Adjournment at 8:57pm
 - a. Motion to adjourn by Commissioner Greco; Second by Commissioner Oreluk
 - b. In favor – All
 - c. Opposed – None

Minutes recorded by Kylie Cerk

SPECIAL EVENTS COMMISSION

Treasurer's Report

September 30, 2024

Cash Balance August 31, 2024

\$ (2,031.10)

Receipts:

Total Receipts

\$ -

Disbursements:

Shining Stars Gala

\$ 5,000.00

Total Disbursements

\$ 5,000.00

Cash Balance September 30, 2024

\$ (7,031.10)

	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		3,850.00
PayPal		10,420.00
	\$ -	\$ 20,520.00
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	\$ -	\$ (12,815.05)

	Current Period	Total
Receipts:		
Sponsors		-
		-
		-
		-
		-
		-
		-
		-
		-
		-
		-
		-
		-
Tickets Sales		-
Tickets		-
PayPal		-
	\$ -	\$ -
Disbursements:		
The New Crystal Palace Banquets - Deposit	5,000.00	5,000.00
		-
		-
		-
		-
		-
		-
		-
		-
		-
		-
		-
		-
		-
	\$ 5,000.00	\$ 5,000.00
Excess/(Deficiency) of Receipts Over Disbursements	\$ (5,000.00)	\$ (5,000.00)

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

SPECIAL EVENTS COMMISSION
2024 Event Activity
For the Nine Months Ending September 30, 2024

	<u>Receipts</u>	<u>Disbursements</u>	<u>Event Profit/(Loss)</u>
Celestial Celebration XXXI - 2024	20,520.00	33,335.05	(12,815.05)
Celestial Celebration XXXII - 2025	-	5,000.00	(5,000.00)
Family Bike Ride	1,371.96	1,195.88	176.08
Holiday Market - ChristKindl Market	-	-	-
Holiday Decorating			-
Other:			
PO Box annual fee			-
			-
	<u> </u>	<u> </u>	<u> </u>
Total Activity	<u><u>\$ 21,891.96</u></u>	<u><u>\$ 39,530.93</u></u>	<u><u>\$ (17,638.97)</u></u>