



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

November 4, 2024	Village Hall - Executive Conference Room	7:00 PM
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- 1. Call to Order**
- 2. Citizens To Be Heard**
- 3. Approval of Minutes**
 - 3.1. October 7, 2024
- 4. Current Financial Report**
 - 4.1. October 2024
- 5. Old Business**
 - 5.1. Halloween Decorating Contest Recap
 - 5.2. Holiday House Decorating Contest
 - 5.3. Christkindlmarket
 - 5.4. Shining Star Awards
 - 5.5. Shining Stars Gala
 - a. Gala Sponsorships
- 6. Any Other Business**
- 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 – October 7, 2024
Mount Prospect Village Hall**

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

Absent: Fred Steinmiller, Katie Cousino, Christina Greco, Chris Gordon

1. Call to Order at 7:05pm
2. Citizens to be Heard
 - a. None
3. Approval of Minutes
 - a. Motion to approve the September 9, 2024, special meeting minutes by Commissioner Quill; Second by Commissioner Oreluk
 - i. In Favor – All
 - ii. Opposed – None
4. Current Financial Report
 - a. Motion to approve by Commissioner Chung; Second by Commissioner Cervenka
 - b. In Favor – All
 - c. Opposed – None
5. Old Business
 - a. Halloween Decorating Contest
 - i. Commissioner Chung reported that three homes are currently registered.
 - ii. Liaison Cerk stated that the form includes a required acknowledgement of Chapter 9 of the Village Code in reference to safety hazards.
 - iii. Flyers promoting the contest were distributed.
 - iv. Commissioner Macatangay will provide information to the Downtown Merchants Association for business involvement.
 - b. Christkindlmarket
 - i. Liaison Cerk reported that plans remain the same for the Village tree lighting happening in conjunction.
 - c. Shining Stars Gala/Shining Star Awards
 - i. Commissioner Oreluk stated that Crystal Palace is the selected venue for the 2025 gala. Their current setup accommodates 500 attendees.
 - ii. Commissioner Quill reported that the band has been reserved.
 - iii. In her absence, Commissioner Greco asked Liaison Cerk to ask the group if they are interested in providing a giveaway to attendees. Commissioners did not express interest in this.
 - iv. Commissioners will research options in Mount Prospect for the late night snack.
6. New Business
 - a. Holiday House Decorating Contest
 - i. Commissioner Chung reported that she is considering opening registration the Monday before Thanksgiving.

7. Any Other Business
 - i. Chairperson Lambel reported that he plans to meet with Randhurst Village to get more information on a potential winter event partnership.
8. Next Meeting – Monday, November 4, 2024, 7pm at Village Hall
9. Adjournment at 7:47pm
 - a. Motion to adjourn by Commissioner Chung; Second by Commissioner Cervenka
 - b. In favor – All
 - c. Opposed – None

Minutes recorded by Kylie Cerk

SPECIAL EVENTS COMMISSION

Treasurer's Report

October 31, 2024

Cash Balance September 30, 2024

\$ (7,031.10)

Receipts:

Total Receipts

\$ -

Disbursements:

Total Disbursements

\$ -

Cash Balance October 31, 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)

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

	Current Month	Total
Receipts:		
Event sponsorships:		
Mt Prospect Lions Club		371.96
Mt Prospect Lions Club - Helmets		1,000.00
	\$ -	\$ 1,371.96
Disbursements:		
Costco - Treats for Family Bike Ride (CC Expense)		76.89
Bell Sports - Helmets (CC Expense)		1,100.00
Amazon - Supplies for bike ride		18.99
		-
	\$ -	\$ 1,195.88
Excess/(Deficiency) of Receipts Over Disbursements	\$ -	\$ 176.08

SPECIAL EVENTS COMMISSION
2024 Event Activity
For the Ten Months Ending October 31, 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>

SPECIAL EVENTS COMMISSION

4th of July Parade

Statement of Receipts and Disbursements

October 31, 2024

	Current Month	Total
Receipts:		
		-
Disbursements:		
Patek, David L.		800.00
Achen K Mathew		450.00
Nicholas Frasch		500.00
Todd Gully		575.00
Illinois Brass Band Association		2,250.00
New Generation Fancy Drill Team		2,500.00
Prairie Brass Band		2,250.00
Township High School District 214		2,000.00
Shawn McDonald		800.00
Thais Chopis-Perez		900.00
Illinois Region - Marc		330.00
Fairway Golf Cars, Inc.		800.00
OTC Brands Inc		579.88
Service Sanitation, Inc.		1,050.00
Armenakis Enterprises Ltd.	122.10	522.10
Traffic Control & Protection Inc		684.00
United Maintenance Company, Inc		1,380.00
Elite Striders Positive Youth Organization		1,700.00
WGN Flag & Decorating Co.		2,776.00
		-
	122.10	22,846.98
Excess/(Deficiency) of Receipts Over Disbursements	\$ (122.10)	\$ (22,846.98)

* 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.



Item Cover Page

Subject	Halloween Decorating Contest Recap
Meeting	November 4, 2024 - REGULAR MEETING OF THE MOUNT PROSPECT SPECIAL EVENTS COMMISSION
Fiscal Impact (Y/N)	
Dollar Amount	
Budget Source	
Category	Old Business
Type	Presentation

Information

Discussion

Alternatives

Staff Recommendation

Attachments

None



Item Cover Page

Subject	Holiday House Decorating Contest
Meeting	November 4, 2024 - REGULAR MEETING OF THE MOUNT PROSPECT SPECIAL EVENTS COMMISSION
Fiscal Impact (Y/N)	
Dollar Amount	
Budget Source	
Category	Old Business
Type	Presentation

Information

Discussion

Alternatives

Staff Recommendation

Attachments

None



Item Cover Page

Subject**Christkindlmarket**

Meeting

November 4, 2024 - REGULAR MEETING OF THE MOUNT
PROSPECT SPECIAL EVENTS COMMISSION

Fiscal Impact (Y/N)

Dollar Amount

Budget Source

Category

Old Business

Type

Presentation

Information**Discussion****Alternatives****Staff Recommendation****Attachments**

None



Item Cover Page

Subject**Shining Star Awards**

Meeting

November 4, 2024 - REGULAR MEETING OF THE MOUNT
PROSPECT SPECIAL EVENTS COMMISSION

Fiscal Impact (Y/N)

Dollar Amount

Budget Source

Category

Old Business

Type

Presentation

Information**Discussion****Alternatives****Staff Recommendation****Attachments**

None



Item Cover Page

Subject**Shining Stars Gala**

Meeting

November 4, 2024 - REGULAR MEETING OF THE MOUNT
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Fiscal Impact (Y/N)

Dollar Amount

Budget Source

Category

Old Business

Type

Presentation

Information**Discussion****Alternatives****Staff Recommendation****Attachments**

None



Item Cover Page

Subject

a. Gala Sponsorships

Meeting

November 4, 2024 - REGULAR MEETING OF THE MOUNT
PROSPECT SPECIAL EVENTS COMMISSION

Fiscal Impact (Y/N)

Dollar Amount

Budget Source

Category

Old Business

Type

Presentation

Information

Discussion

Alternatives

Staff Recommendation

Attachments

None