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

December 2, 2024 | **Village Hall - Executive Conference Room** | **7:00 PM**

1. **Call to Order**
2. **Citizens To Be Heard**
3. **Approval of Minutes**
   - 3.1. November 4, 2024
4. **Current Financial Report**
   - 4.1. November 2024
5. **Old Business**
   - 5.1. Christkindlmarket Recap
   - 5.2. Holiday House Decorating Contest
   - 5.3. Shining Star Awards
   - 5.4. 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 – November 4, 2024
Mount Prospect Village Hall

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

Absent: Fred Steinmiller, Alan Cervenka, Chris Gordon

1. Call to Order at 7:07pm
2. Citizens to be Heard
    a. None
3. Approval of Minutes
    a. Motion to approve the October 7, 2024, meeting minutes by Commissioner Chung; Second by Commissioner Macatangay
        i. In Favor – All
        ii. Opposed – None
4. Current Financial Report
    a. Motion to approve by Commissioner Grimpe; Second by Commissioner Greco
    b. In Favor – All
    c. Opposed – None
5. Old Business
    a. Halloween Decorating Contest
        i. Commissioner Chung reported that the event was overall a success. Participation was lower than the year prior, but engagement was very high.
    b. Holiday House Decorating Contest
        i. Commissioner Chung stated that the contest for this year will have the same seven categories as the year prior.
        ii. Registration will start the Monday before Thanksgiving and run for two and a half weeks.
        iii. Commissioner Macatangay will get the information to the Downtown Merchants, and it was also suggested to share with Randhurst to pass along to their businesses.
    c. Christkindlmarket
        i. Commissioner Greco requested assistance from commissioners for an early shift and late shift.
        ii. Commissioner Greco reported that there will be a table for the Special Events Commission.
    d. Shining Star Awards/Shining Stars Gala
        i. Commissioner Grimpe reported that he shared nomination information with the D26 school board and the superintendents of D26, D214, and NSSEO.

ii. Liaison Cerk stated that there are currently around 25 nominations. Liaison Cerk will share a reminder on social media.
iii. The Commission discussed opening ticket sales and holding another early bird sale. Following approval from Village leadership, the Commission agreed on a $75 early bird price and $85 regular. Ticket sales will open as the winners are announced (before Thanksgiving).
iv. Commissioner Grimpe got a quote of $1000 from Raising Cane's for the late night snack, however, they cannot provide delivery.
v. Commissioners Cousino and Peterson will get quotes for a few other options before a decision is made.
vi. Commissioners Peterson and Oreluk volunteered to assist Commissioner Gordon in soliciting sponsorships for the Gala.
vii. Commissioners Quill and Grimpe proposed the idea of a "clean sweep" style of sponsorship for commission events and the creation of more sponsorship opportunities for events. Commissioners Quill and Grimpe will prepare a proposal for Chairperson Lambel that can be discussed with Village leadership.

6. Any Other Business
    i. Chairperson Lambel would like to get in touch with Public Works Director Sean Dorsey to figure out if any staff were present and have past knowledge on the winter parade event.
7. Next Meeting – Monday, December 2, 2024, 7pm at Village Hall
8. Adjournment at 8:45pm
    a. Motion to adjourn by Commissioner Chung; Second by Commissioner Greco
    b. In favor – All
    c. Opposed – None

Minutes recorded by Kylie Cerk

SPECIAL EVENTS COMMISSION
Treasurer's Report
November 30, 2024

Cash Balance October 31, 2024	$	(7,031.10)
Receipts:		
Total Receipts	$	-
Disbursements:		
Shining Stars Gala	$	500.00
Halloween Decorating Contest	$	95.00
Total Disbursements	$	595.00
Cash Balance November 30, 2024	$	(7,626.10)

SPECIAL EVENTS COMMISSION
Celestial Celebration XXXI - 2024
Statement of Receipts and Disbursements
November 30, 2024

	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 Recruting - 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
Celestial Celebration XXXII - 2025
Statement of Receipts and Disbursements
November 30, 2024

	Current Period	Total
Receipts:		
Sponsors		
		-
		-
		-
		-
		-
		-
		-
		-
		-
		-
		-
		-
		-
		-
		-
		-
		-
		-
		-
		-
Tickets Sales		-
Tickets		-
PayPal		-
	$ -	$ -
Disbursements:		
The New Crystal Palace Banquets - Deposit		5,000.00
Out of Control Music	500.00	500.00
		-
		-
		-
		-
		-
		-
		-
		-
		-
		-
		-
		-
		-
		-
	$ 500.00	$ 5,500.00
Excess/(Deficiency) of Receipts Over Disbursements	$ (500.00)	$ (5,500.00)

SPECIAL EVENTS COMMISSION
Family Bike Ride - 2024
Statement of Receipts and Disbursements
November 30, 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
Holiday House Decorating Contest
Statement of Receipts and Disbursements
November 30, 2024

	Current Month	Total
Receipts:		
		-
		-
		-
		-
		-
		-
		-
		-
		-
		-
	$ -	$ -
Disbursements:		
Halloween		
Yard Signs 2024 - Precise Digital Printing	75.00	75.00
Single Yard Sign 2024 - The Stevens Group LLC	20.00	20.00
		-
		-
		-
		-
	95.00	95.00
Excess/(Deficiency) of Receipts Over Disbursements	$ (95.00)	$ (95.00)

SPECIAL EVENTS COMMISSION
2024 Event Activity
For the Eleven Months Ending November 30, 2024

	Receipts	Disbursements	Event Profit/(Loss)
Celestial Celebration XXXI - 2024	20,520.00	33,335.05	(12,815.05)
Celestial Celebration XXXII - 2025	-	5,500.00	(5,500.00)
Family Bike Ride	1,371.96	1,195.88	176.08
Holiday Market - ChristKindl Market	-	-	-
Holiday Decorating	-	95.00	(95.00)
Other:			
PO Box annual fee			-
			-
Total Activity	**$ 21,891.96**	**$ 40,125.93**	**$ (18,233.97)**

Item Cover Page

Subject	**ChristkindImarket Recap**
Meeting	December 2, 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	December 2, 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	December 2, 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	December 2, 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	**a. Gala Sponsorships**
Meeting	December 2, 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