



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

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**January 6, 2025**

**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. Minutes of the December 2, 2024 Special Events meeting
- 4. Current Financial Report**
  - 4.1. December, 2024
- 5. OLD BUSINESS**
  - 5.1. Recap of 2024 Holiday Decorating Contest
  - 5.2. 2024-2025 Shining Stars Gala
- 6. NEW BUSINESS**
  - 6.1. 2025 Event Calendar and Update
  - 6.2. New Sponsorship Opportunities
- 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](mailto:djarosz@mountprospect.org)**

**Village of Mount Prospect  
Special Events Commission  
Meeting Minutes – December 2, 2024  
Mount Prospect Village Hall**

**Members in Attendance:** Brian Lambel (Chair), Chris Gordon, Denise Peterson, Vicki Chung, Katie Cousino, Christina Greco, Patti Quill, Kylie Cerk (Staff Liaison)

**Absent:** Fred Steinmiller, Alan Cervenka, Jeannie Macatangay, Hazel Oreluk, Bill Grimpe

1. Call to Order at 7:05pm
2. Citizens to be Heard
  - a. None
3. Approval of Minutes
  - a. Motion to approve the November 4, 2024, meeting minutes by Commissioner Quill; Second by Commissioner Chung
    - i. In Favor – All
    - ii. Opposed – None
4. Current Financial Report
  - a. Motion to approve by Commissioner Chung; Second by Commissioner Quill
  - b. In Favor – All
  - c. Opposed – None
5. Old Business
  - a. Christkindlmarket
    - i. Commissioner Greco reported a successful event with a total of 22 vendors.
    - ii. Commissioner Greco stated that many of the vendors are repeats from prior years, though some new ones joined this year. Nine vendors already expressed interest in returning.
    - iii. One of the changes implemented this year was a request to leave strollers outside, as the room gets very full. Commissioner Cervenka attended to the strollers and reported no issues.
    - iv. Commissioners Gordon and Oreluk will be co-chairing the Christkindlmarket for 2025.
    - v. Chairperson Lambel would like to schedule a recap meeting with Public Works.
  - b. Holiday House Decorating Contest
    - i. Commissioner Chung reported six registrations to date.
  - c. Shining Star Awards/Shining Stars Gala
    - i. Liaison Cerk reported that all winners have been notified, though one has not responded. Cerk stated that the official notice to the public will go out once a response is received. For the future, the commission considered putting a timeline on acceptance of the award.
    - ii. Commissioner Quill got a quote from Station 34 for providing sliders as the late night snack. Commissioner Grimpe presented a quote from Raising Cane's at the previous meeting. Since not all were in attendance,

- the Commission agreed to allow Commissioners Quill, Grimpe, and Cervenka to make the final decision between the two options.
- iii. Commissioner Cousino recommended sending an email blast to ticket buyers beforehand to ease any confusion about confirmation of the registration, how tickets are acquired, etc. Liaison Cerk suggested also putting an FAQ on the ticket website page. Commissioner Quill offered to assist with putting an FAQ together.
  - iv. It was also discussed sending a thank you email to attendees after the event with a link to the gala photos.
  - v. Commissioner Gordon reported that he has verbal commitments from sponsors totaling \$4,000.
6. Any Other Business
    - i. Liaison Cerk stated that planning will begin soon for the 2025 Celebration of Cultures, and commissioners are invited to participate if they are interested.
  7. Next Meeting – Monday, January 6, 2025, 7pm at Village Hall
  8. Adjournment at 8:03pm
    - 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**  
**December 31, 2024**

Cash Balance November 30, 2024	<u>\$ (7,626.10)</u>
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Receipts:

ChristKindl Market	\$ 910.00
Shining Stars Gala	\$ 3,150.00

Total Receipts	<u>\$ 4,060.00</u>
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Disbursements:

Holiday Decorating Contest	\$ 118.49
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Total Disbursements	<u>\$ 118.49</u>
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Cash Balance December 31, 2024	<u><u>\$ (3,684.59)</u></u>
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**SPECIAL EVENTS COMMISSION**  
**Celestial Celebration XXXII - 2025**  
**Statement of Receipts and Disbursements**  
**December 31, 2024**

	Current Period	Total
<b>Receipts:</b>		
Sponsors		
		-
Friedrichs Funeral Home	500.00	500.00
Peterson Roofing	1,500.00	1,500.00
B&E Accounting	500.00	500.00
Busse Automotive	500.00	500.00
		-
		-
		-
Tickets Sales		-
Tickets	150.00	150.00
PayPal		-
	\$ 3,150.00	\$ 3,150.00
 <b>Disbursements:</b>		
The New Crystal Palace Banquets - Deposit		5,000.00
Out of Control Music		500.00
		-
		-
		-
	\$ -	\$ 5,500.00
 <b>Excess/(Deficiency) of Receipts Over Disbursements</b>	 \$ 3,150.00	 \$ (2,350.00)

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

	<u>Current Month</u>	<u>Total</u>
Receipts:		
Event sponsorships:		
Mt Prospect Lions Club		371.96
Mt Prospect Lions Club - Helmets		1,000.00
	<u>\$ -</u>	<u>\$ 1,371.96</u>
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
		-
	<u>\$ -</u>	<u>\$ 1,195.88</u>
Excess/(Deficiency) of Receipts Over Disbursements	<u>\$ -</u>	<u>\$ 176.08</u>

**SPECIAL EVENTS COMMISSION**  
**Holiday Market**  
**Statement of Receipts and Disbursements**  
**December 31, 2024**

	Current Month	Total
Receipts:		
Vendor Fees		
Ashley Adams	35.00	35.00
Nicole Youngquist	35.00	35.00
Susan Churchill	35.00	35.00
Agnes Ernst	35.00	35.00
Amanda Rosa	35.00	35.00
William Kaempfe	35.00	35.00
Pamela Weiglein	35.00	35.00
Marabeth Kime	35.00	35.00
Kenneth Adams	35.00	35.00
Felicien Sirois	35.00	35.00
Sandra Ziesak-Serrano	35.00	35.00
Diane Winkler-Pinna	35.00	35.00
Diane Winkler-Pinna	35.00	35.00
Crafty Chicks Chicagoland LLC	35.00	35.00
Valerie Lorens	35.00	35.00
Soapie Squad LLC	35.00	35.00
William Brancato	35.00	35.00
Busse Automotive	105.00	105.00
Various Vendors	210.00	210.00
	\$ 910.00	\$ 910.00

Disbursements:

	-	-
Excess/(Deficiency) of Receipts Over Disbursements	\$ 910.00	\$ 910.00

**SPECIAL EVENTS COMMISSION**  
**Holiday House Decorating Contest**  
**Statement of Receipts and Disbursements**  
**December 31, 2024**

	Current Month	Total
Receipts:		-
		-
		-
		-
		-
		-
		-
		-
		-
	\$ -	\$ -
Disbursements:		
Halloween		
Yard Signs 2024 - Precise Digital Printing		75.00
Single Yard Sign 2024 - The Stevens Group LLC		20.00
		-
Christmas		
Yard Signs - The Stevens Group LLC	118.49	118.49
		-
	118.49	213.49
Excess/(Deficiency) of Receipts Over Disbursements	\$ (118.49)	\$ (213.49)

**SPECIAL EVENTS COMMISSION**  
**2024 Event Activity**  
**For the Twelve Months Ending December 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	3,150.00	5,500.00	(2,350.00)
Family Bike Ride	1,371.96	1,195.88	176.08
Holiday Market - ChristKindl Market	910.00	-	910.00
Holiday Decorating	-	213.49	(213.49)
Other:			
PO Box annual fee			-
			-
	<hr/>	<hr/>	<hr/>
<b>Total Activity</b>	<b><u>\$ 25,951.96</u></b>	<b><u>\$ 40,244.42</u></b>	<b><u>\$ (14,292.46)</u></b>



## Item Cover Page

**Subject**                      **Recap of 2024 Holiday Decorating Contest**

Meeting                        January 6, 2025 - 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**                      **2024-2025 Shining Stars Gala**

Meeting                        January 6, 2025 - 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**                      **2025 Event Calendar and Update**

Meeting                      January 6, 2025 - REGULAR MEETING OF THE MOUNT PROSPECT  
SPECIAL EVENTS COMMISSION

Fiscal Impact (Y/N)

Dollar Amount

Budget Source

Category                      NEW BUSINESS

Type                              Presentation

**Information**

**Discussion**

**Alternatives**

**Staff Recommendation**

**Attachments**

None



## Item Cover Page

**Subject**

**New Sponsorship Opportunities**

Meeting

January 6, 2025 - REGULAR MEETING OF THE MOUNT PROSPECT  
SPECIAL EVENTS COMMISSION

Fiscal Impact (Y/N)

Dollar Amount

Budget Source

Category

NEW BUSINESS

Type

Presentation

**Information**

**Discussion**

**Alternatives**

**Staff Recommendation**

**Attachments**

None