



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

March 10, 2025

Village Hall - Executive Conference Room

7:00 PM

- 1. Call to Order**
- 2. Citizens To Be Heard**
- 3. Approval of Minutes**
 - 3.1. January 6, 2025
 - 3.2. January 20, 2025, Special Meeting
 - 3.3. February 3, 2025
- 4. Current Financial Report**
 - 4.1. February 2025
- 5. Old Business**
- 6. New Business**
 - 6.1. Commission Membership / New Member
 - 6.2. 2025 Event Chairs & Duties
 - 6.3. Family Bike Ride 2025
 - 6.4. 4th of July Parade 2025
 - 6.5. Shining Stars Gala Venue 2025-26
 - 6.6. Event Promotion Ideas
- 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
Meeting Minutes – January 6, 2025
Mount Prospect Village Hall**

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

Absent: Patti Quill, Alan Cervenka

1. Call to Order at 7:01pm
2. Citizens to be Heard
 - a. None
3. Approval of Minutes
 - a. Motion to approve the December 2, 2024, meeting minutes by Commissioner Chung; Second by Commissioner Gordon
 - i. In Favor – All
 - ii. Opposed – None
4. Current Financial Report
 - a. Motion to approve by Commissioner Greco; Second by Commissioner Chung
 - b. In Favor – All
 - c. Opposed – None
5. Old Business
 - a. Holiday House Decorating Contest Recap
 - i. Commissioner Chung stated that there were 30 registrants, and winners will be recognized at the January 21 Village Board meeting.
 - ii. Commissioner Chung noted that there was no business participation. There was also a comment made about professional decorations and whether or not those should be allowed.
 - b. Shining Stars Gala
 - i. Commissioner Greco reported that menu specifics were decided.
 - ii. Commissioner Greco stated that the venue would like to have numbers on January 20.
 - iii. Commissioner Grimpe will be contacting the Grace Lutheran Church Garden Club to discuss who their representatives will be - as Pastor Dan Schwick will be giving the invocation.
 - iv. Commissioner Oreluk stated that Salerno's is interested in sponsoring the event.
 - v. The Commission discussed extending ticket sales to January 13.
 - vi. The Commission decided on holding a special meeting one to two weeks before the event at the venue.
6. New Business
 - a. 2025 Event Calendar and Update

- i. Liaison Cerk presented the group with a draft event calendar for 2025. The main change included the removal of the potential food truck event as the group is no longer interested in holding the event for 2025.
 - ii. Commissioner Cousino floated the idea of holding a scavenger hunt event in spring to address the gap in the calendar.
 - b. New Sponsorship Opportunities
 - i. Chairperson Lambel stated that he needs to meet with Commissioners Quill and Grimpe to discuss their ideas for expanding sponsorship opportunities. Following this, the group will meet with the Village Manager.
- 7. Next Meeting – Monday, January 20, 2025, 6pm at Crystal Palace Banquets
- 8. Adjournment at 8:33pm
 - a. Motion to adjourn by Commissioner Chung; Second by Commissioner Greco
 - b. In favor – All
 - c. Opposed – None

Minutes recorded by Kylie Cerk

**Village of Mount Prospect
Special Events Commission
Special Meeting Minutes – January 20, 2025
Crystal Palace Banquets**

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

Absent: Jeannie Macatangay, Hazel Oreluk, Bill Grimpe

1. Call to Order at 6:05pm
2. Citizens to be Heard
 - a. None
3. Old Business
 - a. Shining Stars Gala
 - i. Representatives from the Village's Public Works Department were present for a run-through of logistical needs and placement of event materials.
 - ii. Photographers Mike Zarnek and Mike Dziadus tested out placement of the event backdrop.
 - iii. A representative was also present for AV needs to assist with placement of screens.
 - iv. Commissioner Greco walked the group through the venue and assigned day-of roles.
4. Next Meeting – Monday, February 3, 2025, 7pm at Village Hall
5. Adjournment at 6:57pm
 - a. Motion to adjourn by Commissioner Chung; Second by Commissioner Greco
 - b. In favor – All
 - c. Opposed – None

Minutes recorded by Kylie Cerk

**Village of Mount Prospect
Special Events Commission
Meeting Minutes – February 3, 2025
Mount Prospect Village Hall**

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

Absent: Fred Steinmiller, Jeannie Macatangay

1. Call to Order at 7:06pm
2. Citizens to be Heard
 - a. None
3. Current Financial Report
 - a. Motion to approve by Commissioner Chung; Second by Commissioner Grimpe
 - b. In Favor – All
 - c. Opposed – None
4. Old Business
 - a. Shining Stars Gala Recap
 - i. In general, the Commission agreed the gala went very well with a few minor flaws. The group kept the following discussion to an event recap only and went over what could be improved upon.
 - ii. Food
 1. The Commission had positive things to say about the appetizers and bar service.
 2. Commissioners noted that there were no non-alcoholic options.
 3. Although placecards noted which meal guests would be having, more work needs to be done to ensure waitstaff are taking note of dietary needs.
 - iii. Entertainment
 1. The Commission stated that the band was great along with the accompanying jazz trio. Commissioner Quill noted that the band is reasonably priced and enjoys attending the event.
 2. It was noted that many thought the cigars were free - though they were not.
 3. Commissioner Cervenka noted that the photo area was too tight and did not look as nice without balloons.
 - iv. Program
 1. The Commission noted that the script was slightly clunky and prompted applause at confusing times.
 - v. Attendance
 1. Liaison Cerk stated that there were many attendance dropouts right before the event.
 2. Commissioner Quill stated that there were about 23 no-shows.
 - vi. Venue

1. The Commission was overall very happy with the venue.
 2. It was reported that some attendees could not find the location.
 3. Many made comments of gratitude that the event was held in Mount Prospect.
- vii. Presentations
 1. Similarly to past years, there were struggles with getting attendees to be silent during the presentations.
5. Next Meeting – Monday, March 3, 2025, 7pm at Village Hall
6. Adjournment at 8:48pm
 - a. Motion to adjourn by Commissioner Chung; Second by Commissioner Cousino
 - b. In favor – All
 - c. Opposed – None

Minutes recorded by Kylie Cerk

SPECIAL EVENTS COMMISSION

Treasurer's Report

February 28, 2025

Cash Balance December 31, 2024

\$ 3,403.61

Receipts:

Shining Stars Gala

\$ 19,095.00

Total Receipts

\$ 19,095.00

Disbursements:

Shining Stars Gala

\$ 30,728.64

Total Disbursements

\$ 30,728.64

Cash Balance February 28, 2024

\$ (8,230.03)

SPECIAL EVENTS COMMISSION
Celestial Celebration XXXII - 2025
Statement of Receipts and Disbursements
February 28, 2025

	Current Period	Total
Receipts:		
Sponsors		
Zander Enterprises (Berkshire Hathaway)		500.00
Salerno's Mt Prospect		500.00
Le Peep of Mt. Prospect		250.00
Chokshi Filippone Law		500.00
Draft Picks		250.00
HQ Residences		1,500.00
North Shore Pickleball Group LLC		250.00
Wingspan Development Group		500.00
Nicholas & Associates, Inc		1,500.00
Mt Prospect Lions Charities		1,500.00
Waxing the City	250.00	250.00
		-
Tickets Sales		-
Tickets	300.00	525.00
Village Board/Employees & SEC members	2,175.00	2,175.00
PayPal	16,370.00	16,370.00
		-
	\$ 19,095.00	\$ 26,570.00

Disbursements:		
Amazon - Table Runners		386.80
Jonathan Wasielewski - AV Production Services	4,100.00	4,100.00
Uline - Crowd Control Posts/Ropes	528.26	528.26
Amazon - Tea lights and containers	74.98	74.98
Amazon - Name Badges	29.99	29.99
CBS Awards - Shinig Star Awards	800.00	800.00
New Crystal Palace - venue	15,460.00	15,460.00
Purple Rose Florest - Floral Arrangements	2,715.00	2,715.00
Z Search Recruiting - Photography Services	1,200.00	1,200.00
Out of Control Music - Gala Band	2,300.00	2,300.00
Irick Investments - Late night buffet	800.00	800.00
Michael Dziadus - Photography Services	1,200.00	1,200.00
Patti Quill - Place cards	50.85	50.85
PayPal Fees	569.56	569.56
SEC Member tickets	900.00	900.00
		-
	\$ 30,728.64	\$ 31,115.44

2025 Celestial Celebrations Budget	40,000.00
Remaining/(Overage)	8,884.56

Excess/(Deficiency) of Receipts Over Disbursements	\$ (11,633.64)	\$ (4,545.44)
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SPECIAL EVENTS COMMISSION
2025 Event Activity
For the Two Months Ending February 28, 2025

	<u>Receipts</u>	<u>Disbursements</u>	<u>Event Profit/(Loss)</u>
Celestial Celebration XXXII - 2025	26,570.00	31,115.44	(4,545.44)
Celestial Celebration XXXIII - 2026	-	-	-
Family Bike Ride	-	-	-
Holiday Market - ChristKindl Market	-	-	-
Holiday Decorating	-	-	-
Other:			
PO Box annual fee			-
			-
Total Activity	<u><u>\$ 26,570.00</u></u>	<u><u>\$ 31,115.44</u></u>	<u><u>\$ (4,545.44)</u></u>