



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

**September 11,
2023**

Executive Conference Room

7:00 PM

- 1. Call to Order**
- 2. Citizens To Be Heard**
- 3. Approval of Minutes**
 - 3.1. August 7, 2023
- 4. Current Financial Report**
 - 4.1. Financial Report as of August 31, 2023
- 5. Old Business**
 - 5.1. Family Bike Ride Recap
 - 5.2. Celebration of Cultures Recap
- 6. Current Business**
 - 6.1. Budget Update
 - 6.2. Special Events Commission Shirts
 - 6.3. Upcoming Events
 - Halloween Decorating Contest
 - 2024 Shining Stars Gala
 - Christkindlmarket
 - Holiday House Decorating Contest
- 7. Open Floor/Discussion**
 - 7.1. Special Events Commission Inventory
 - 7.2. Ideas for Potential Food Truck Festival
- 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 – August 7, 2023
Mount Prospect Police Department**

Members in Attendance: Brian Lambel (Chair), Jeannie Macatangay, Denise Peterson, Hazel Oreluk, Chris Gordon, Vicki Chung, Daniel Frystak, Alan Cervenka, Katie Cousino, Kylie Cerk (Staff Liaison)

Absent: Christina Greco, Fred Steinmiller, Patti Quill

1. Call to Order at 7:17pm
2. Citizens to be Heard
 - a. None
3. Approval of Minutes – July 10, 2023
 - a. Motion to approve by Commissioner Cousino; Second by Commissioner Chung
 - b. In Favor – All
 - c. Opposed – None
4. Current Financial Reports
 - a. Motion to approve by Commissioner Chung; Second by Commissioner Cervenka
 - b. In Favor – All
 - c. Opposed – None
5. Current Business
 - a. Special Events Commission T-shirts and Banners
 - i. The Commission would like shirts to come in male and female sizes
 - ii. Commission will get quotes from Mount Prospect businesses
 - iii. Commission will review quotes to compare polos or t-shirts
 - iv. Commissioner Frystak volunteered to assist
 - v. A simple Special Events Commission banner was printed by Public Works
 - b. Family Bike Ride
 - i. Commissioner Cousino requested volunteers to help with the event. Commissioners Cervenka, Chung, Peterson, Quill, and Gordon were slated to help day-of.
 - ii. The Commission discussed using Facebook advertising to promote the giveaway items, thank sponsors, and capture last-minute signups.
 - iii. Commissioner Cousino motioned to spend \$50 on Facebook advertising; Second by Commissioner Gordon.
 - iv. In Favor – All
 - v. Opposed – None
 - c. Celebration of Cultures
 - i. Liaison Cerk gave a brief overview of the event and requested volunteers.
 - d. 2024 Shining Stars
 - i. Liaison Cerk reported that Commissioner Greco has booked Olive Palace for the event.

- ii. Commissioner Cousino would like to discuss the award categories at a future meeting.
- 6. Open Floor/Discussion
 - a. Food Trucks
 - i. Commissioner Cousino brought up an idea to host a food truck event.
 - ii. Commissioners Cousino, Chung, and Macatangay will discuss further and present their ideas.
 - b. Ideas for Expanding Events
 - i. Commissioner Macatangay is interested in participating more, whether it is with new events or an existing one.
 - ii. The Commission discussed revamping the Holiday House Decorating Contest and trying something for Halloween.
 - c. Next Meeting
 - i. The Commission will not meet on September 4, due to the Labor Day Holiday
 - ii. The Commission chose to hold a special meeting on the following Monday at the same time.
- 7. Next Meeting – Monday, September 11, 2023, 7pm at Village Hall
- 8. Adjournment at 8:30pm
 - a. Motion to adjourn by Commissioner Frystak; Second by Commissioner Peterson
 - b. In favor – All
 - c. Opposed – None

Minutes recorded by Kylie Cerk

SPECIAL EVENTS COMMISSION

Treasurer's Report

August 31, 2023

Cash Balance July 31, 2023

\$ 2,870.12

Receipts:

Total Receipts

\$ -

Disbursements:

Family Bike Ride - Giveaways

\$ 117.02

Other - PO Box Renewal

\$ 176.00

Total Disbursements

\$ 293.02

Cash Balance August 31, 2023

\$ 2,577.10

SPECIAL EVENTS COMMISSION
Celestial Celebration XXX - 2023
Statement of Receipts and Disbursements
August 31, 2023

	Current Period	Total
Receipts:		
Sponsors		
Environmental Protection Industries, Inc		500.00
Andreani Family Foundation/Norwood Builders Inc		500.00
Friedrichs Funeral Home		1,500.00
Busse Automotive, Inc		500.00
Chokshi Filippone Law LLC		500.00
Tom & Mary Zander, Berkshire Hathaway Starck Real Estate		500.00
Peterson Roofing Inc		1,500.00
Remi Develoipment LLC		1,500.00
Nicholas & Associates, Inc		1,500.00
Mt. Prospect Lions Charities, Inc		1,500.00
Arrow Road Construction Co.		500.00
Camosy Construction		250.00
B&E Accounting & Tax PC		500.00
Formula Auto Repair		250.00
HQ Residencies LLC		500.00
Mt. Prospect Park District		250.00
Busey Bank		500.00
Byte Me! Computer Sales		250.00
Vince Dante Real Estate		500.00
Wingspan Developmet Group		500.00
Capannari Ice Cream		250.00
		-
Tickets Sales		-
Tickets		5,375.00
PayPal		13,770.00
	\$ -	\$ 33,395.00
Disbursements:		
Out of Control Music		2,000.00
Wilma Vending - Late Night Buffet		662.50
The Cotillion - 2023 Celestial Celebration deposit		19,896.00
CBS Awards Inc - 2023 Shining Stars Awards		1,176.00
G&J Associates - 2023 Shining Stars Banner		444.80
Lauren Korosa (Bimb's Balloons)		350.00
Michael Dziadus - Photography Services		1,000.00
Z Search Recruiting, Inc - Photography Services		1,000.00
Pro-Mix Audio & Lighting - A/V Support		4,000.00
Lisa Eckert - program design		600.00
Purple Rose		2,604.00
PayPal Fees		557.44
Amazon - event supplies		554.41
The Stevens Group - program printing		164.00
Amazon - table numbers		29.64
	\$ -	\$ 35,038.79
Excess/(Deficiency) of Receipts Over Disbursements	\$ -	\$ (1,643.79)

SPECIAL EVENTS COMMISSION
Family Bike Ride - 2023
Statement of Receipts and Disbursements
August 31, 2023

	Current Month	Total
Receipts:		
Event sponsorships:		

	\$ -	\$ -
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Disbursements:

Target.com - New Bike Prize		164.99
Oriental Trading Company - Giveaways	43.01	43.01

	\$ 43.01	\$ 208.00
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Excess/(Deficiency) of Receipts Over Disbursements	\$ (43.01)	\$ (208.00)
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SPECIAL EVENTS COMMISSION
2023 Event Activity
For the Eight Months Ending August 31, 2023

	<u>Receipts</u>	<u>Disbursements</u>	<u>Event Profit/(Loss)</u>
Celestial Celebration	33,395.00	35,038.79	(1,643.79)
Other:			
PO Box annual fee		176.00	(176.00)
Special Events Table Cloth		272.44	(272.44)
Giveaways		74.01	(74.01)
Family Bike Ride		208.00	(208.00)
Holiday Market - ChristKindl Market			-
Holiday Decorating			-
	<u> </u>	<u> </u>	<u> </u>
Total Activity	<u>\$ 33,395.00</u>	<u>\$ 35,769.24</u>	<u>\$ (2,374.24)</u>

SPECIAL EVENTS COMMISSION

4th of July Parade

Statement of Receipts and Disbursements

August 31, 2023

	Current Month	Total
Receipts:		
		-
Disbursements:		
Fairway Golf Cars, Inc.		650.00
Illinois Brass Band Association		2,250.00
Chicago Metropolitan Brass Ensemble Inc.		1,500.00
Nicholas Frasch		500.00
Elite Striders Positive Youth Organization		1,700.00
Achen K Mathew		400.00
New Generation Fancy Drill Team		2,500.00
Prairie Brass Band		2,250.00
Township High School District 214		2,000.00
Patek, David L.		800.00
Illinois Region - Marc		330.00
Oriental Trading Company		623.38
Uline Inc		5,024.64
Menard Inc.		49.84
Armenakis Enterprises Ltd.		93.50
Traffic Control & Protection Inc		732.00
Service Sanitation, Inc.	1,020.00	1,020.00
	1,020.00	22,423.36
Excess/(Deficiency) of Receipts Over Disbursements	\$ (1,020.00)	\$ (22,423.36)

* 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.