

1. 11:30 A.M. Special Events Committee Regular Meeting Agenda

Documents:

18-0207 AGENDA FEBRUARY 7 2018.PDF

2. 11:30 A.M. Special Events Committee Regular Meeting Packet

Documents:

18-0207 AGENDA PACKET FEBRUARY 7 2018.PDF



# Village of Hanover Park Administration

Municipal Building  
2121 West Lake Street, Hanover Park, IL 60133  
630-823-5600 tel 630-823-5786 fax

[hpi.org](http://hpi.org)

**Village President**  
Rodney S. Craig

**Village Clerk**  
Eira Corral Sepúlveda

**Trustees**  
James Kemper  
Jon Kunkel  
Herb Porter  
Bob Prigge  
Rick Roberts  
Sharmin Shahjahan

**Village Manager**  
Juliana A. Maller

## **SPECIAL EVENTS COMMITTEE** Hanover Park Village Hall, 2121 Lake Street, Room 212

**Wednesday, February 7th, 2018**  
**11:30 a.m.**

### **AGENDA**

1. **CALL TO ORDER – ROLL CALL**
  2. **ACCEPTANCE OF AGENDA**
  3. **PRESENTATIONS/REPORTS-**
    - 3a. **Nikki Russ- Lions Club participation at Family Festival**
  4. **APPROVAL OF MINUTES-**
    - 4a. **January 17, 2018**
  5. **ACTION ITEMS**
  6. **TOWNHALL SESSION**
  7. **NEW BUSINESS**
  8. **OLD BUSINESS**
    - 8a. **60<sup>th</sup> Anniversary Events**
      - **Movie in the Park(s)**
      - **Bike Event Planning**
      - **Aug 11 HP60 Family Festival**
      - **Wine in the Park**
    - 8b. **Reading Initiative**
- ADJOURNMENT**



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## SPECIAL EVENTS COMMITTEE

Hanover Park Village Hall, 2121 Lake Street, Room 212

Wednesday, January 17<sup>th</sup>, 2018

11:30 a.m.

### MINUTES

1. **CALL TO ORDER – ROLL CALL-** *The meeting was called to order at 1140am. All members of the committee were present. Also in attendance were Tricia Rossi, Officer Sullivan, Officer Pini and Lt. Sherrill. Village Manager Maller joined the meeting at 1:35pm.*
2. **ACCEPTANCE OF AGENDA-** *A motion was made by Sherry Craig to accept the agenda and it was seconded by Trustee Shahjahan. All were in favor.*
3. **PRESENTATIONS/REPORTS-**
  - 3a. **Kitty Weiner- Entertainment Management Group (EMG)-** *Kitty Weiner from EMG introduced herself and gave an overview of the services EMG will be providing for the Village for the August 11th Family Festival. She is currently processing the contracts for the music entertainment. She briefed the committee on weather and evacuation protocols.*
4. **APPROVAL OF MINUTES-**
  - 4a. **December 6<sup>th</sup>, 2017-** *A motion was made by Trustee Shahjahan to accept the minutes and seconded by Sherry Craig. All were in favor.*
5. **ACTION ITEMS-** *No report*
6. **TOWNHALL SESSION-** *No one for townhall session.*
7. **NEW BUSINESS**
  - 7a. **Reading Initiative (Mayor Craig)-** *(Due to an electronic communications error, this item was incorrectly listed on the agenda as Mayor Craig. It should have been listed as Sherry Craig.) Sherry Craig provided a list of potential books that could be selected for the committee to purchase. She also gave a recap of her conversations with the library and school officials about the initiative. The initiative will provide one specific book for students to read with prizes and goals attached to reading it.*

8.

**OLD BUSINESS**

**8a. 60<sup>th</sup> Anniversary Events**

- **60<sup>th</sup> Anniversary Kickoff-** *DVM Webb gave the committee an update of what is currently planned for the 60<sup>th</sup> anniversary kickoff at the Village Awards Ceremony.*
- **Movie in the Park(s)-** *Tricia Rossi summarized where the contract was with the Movie company and passed out the listing of potential movies to select from. After discussion, the 3 movies tentatively selected were Cocoa, ET and Lion King. Tricia Rossi will follow-up with the company for pricing. Further discussion occurred on providing popcorn for the events. Officer Sullivan will contact a kettle corn provider to attend some or all the events.*
- **Bike Event Planning-** *Discussion was had on preparing to plan this event. A start time of 9am was decided on with the end time of 1130. A tentative route with a starting/ending location of Springwood Jr. High was selected. The police department will play a major role in this event. An initial budget of \$3,500 for the event was assigned. Ideas for bike rodeo activities were discussed. Officer Pini/Sullivan will contact Springwood Jr. High for permission to host the event. A tentative name of "Pedal in the Preserve: Bike with Mayor Craig" was discussed.*
- **Aug 11 HP60 Family Festival-** *Planning discussion began on the Family Festival. Trustee Porter stated he would like a notice sent to all standing committees to see if or how they would like to participate at the Festival. The committee agreed and DVM Webb will send the notice. Trustee Porter stated he had secured the CONECT Business Expo to hold their event at the Festival. In discussing this, the committee looked at finalizing a site map for the festival, so it can be submitted to the Park District for approval of the permit. The site map was updated with a BINGO tent, beer tent, Business Expo tent and a children's activity area. It was discussed to contact St. Ansgar Church regarding hosting the BINGO tent. Mary Kay Prusnick will look into a 60<sup>th</sup> anniversary type photo booth. An idea was discussed about brings some 1958 classic cars to display was discussed. DVM Webb will talk to Mayor Craig and area car club about participation.*
- **CONECT Tent (Trustee Porter)-** *This was discussed as part of the Family Festival.*

**ADJOURNMENT-** *A motion was made by Sherry Craig to adjourn the meeting at 2:10pm and it was seconded by Nancy Cicero. All were in favor.*