

Parade & Festival Committee

Minutes of the Special Meeting on
May 8, 2018

**Village of Homer Glen
14240 W 151st Street, Homer Glen, IL 60491
Community Room**

1. Call to Order

The meeting was called to order at 6:30 p.m. by Carlo Caprio.

2. Pledge of Allegiance**3. Roll Call; Establish Quorum**

Members present at 6:30 p.m. were Village of Homer Glen Trustee Carlo Caprio, Mary Pat DeGrassi, Village of Homer Glen Trustee Keith Gray, Homer Township Trustee Ed Kalas, Homer Township Fire Protection District Chief Chris Locacius, Sara Rudnik, Sue Steilen, Debbie Stevens, and Homer Township Road District Commissioner Mike De Vivo (arrived at 6:38 p.m.),

Also Present: Dave Bricker, Todd Fonfara, and John Robinson.

4. Amendments to Agenda**5. Approval of Minutes**

a) None.

6. Public Comment

None.

7. Announcements

None.

8. Old Business

- a) Discussion regarding Distribution of Duties Due to Vacated Committee Positions
Clerk Linsey Sowa and Mike McGowan have resigned from the committee. Their committee responsibilities were discussed.
- 1) Website - Mike McGowan manages the website and is willing to continue to do so, without being a committee member. Since he is no longer on the committee, a new individual will be sought to manage the website for next year's fest. Trustee Caprio will reach out to Mike McGowan for details about the site. Trustee Caprio will also request that the domain name ownership be transferred to the Village.
 - 2) Facebook Page/Social Media - Member Steilen will manage the Facebook page. She will get the ownership transferred for the page as well.
 - 3) Advertising – Most of the advertising has been completed. Member Stevens will work with Trustee Gray, Member DeGrassi and Member Steilen to complete the remaining advertising.

- 4) Food Vendors – A meeting has been scheduled for May 10. All of the vendors are returning vendors. Member Steilen is working on the insurance. Todd Fanfara will assist the Health Department inspections.
- 5) T-Shirts – Trustee Gray will order the t-shirts. The t-shirts will be ordered from the same vendor as last year. Member Steilen will send Trustee Gray a copy of the order from last year. “Event Staff” will be placed on the front.
- 6) Volunteers – Commissioner De Vivo will coordinate volunteers. Each evening will have an employee of the Road District as a manager of the volunteers. Each manager should get a radio from John Robinson/EMA bus. The volunteer shifts are four hours; exceptions can be made if needed. Volunteers should be directed to the Road District for information and to sign up.
- 7) Chain of Command and Staff Handbook will be updated at the next meeting.
- 8) Special Needs Day – Chief Locacius and Trustee Caprio will assist Member DeGrassi. Registration names, t-shirts, and prizes are needed.
- 9) Beer Tent Organizations – Member DeGrassi will ask Clerk Sowa if she gave instructions and time slots to the organization that applied. Member Steilen will contact the organizations if needed. Chief Locacius, Trustee Gray, and Trustee Kalas will work with the organizations at the event.
- 10) Signs – Supply bins, signs, ponchos, and coolers need to be tracked down. Member DeGrassi and Commissioner De Vivo will search for them. Once found, Chief Locacius will see what needs to be purchased.
- 11) Money Trailer – A runner is needed to take money from the trailer to the ticket booth. Member Rudnik will help as a runner. Trustee Caprio will get a cash counter. Clerk Holtz will do the cash deposits each night. Need to find out who the Township will provide for the Money Trailer. Trustee Caprio will talk to Supervisor Meyers. Member Rudnik will be at the Fest on Saturday and Sunday. Wristbands are needed for Special Needs Day and a different color band is used every night.

9) New Business.

- a) Safety meeting needs to be scheduled.
- b) Fireworks meeting needs to be scheduled.
- c) Rubi Agave will supply 50 gallons of margaritas. A sponsorship agreement is being worked out. Trustee Caprio will follow up with Ruben Pazmino. Part of the agreement will include a photo booth. Trustee Caprio will check with Clerk Holtz to find out how much salt and limes are needed. Member Steilen will order cups. Last year 1500 cups were ordered; a little over 1200 were used.
- d) Commissioner De Vivo will purchase the beer tickets.

10) Next Meeting – May 15

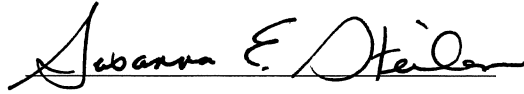
Meetings will start taking place every two weeks.

11) Adjournment

Member DeGrassi made a motion to adjourn the meeting. Second was made by Trustee Kalas. The motion passed unanimously.

The meeting was adjourned at 7:23 p.m.

Respectfully Submitted:

A handwritten signature in black ink, appearing to read "Sue Steilen". The signature is written in a cursive style and is positioned above the printed name.

Sue Steilen
Community Relations Coordinator
Village of Homer Glen