

Village Hall
211 S. Seminary
PO Box 18
Downs, IL 61736

VILLAGE OF DOWNS EVENTS COMMITTEE
REGULAR MEETING MINUTES

7:00 PM March 13th, 2014

1. Call to Order – 7:07 p.m.
2. Roll Call - Quorum present
 - a. Present: Dan Lush, Jill Kasprzak, Cyndi Miller, Cindy Kopack, Don Kopack, Mike James
 - b. Absent: Julie Becker, Leigh Hayes
 - c. Mike James left at 7:15 and returned at 8:10
3. Pledge of Allegiance
4. Approval of Agenda
 - a. Motion to approve the Agenda was made by Julie Kasprzak - Second by Dan Lush. - All in favor - No objections.
5. Discussion
 - a. 2014-2015 Events Committee Plan and Budget
6. New Business
 - a. Motion to approve Meeting Minutes from November 14, 2013, December 12, 2013, January 9, 2014 and February 13, 2014 – Motion made by Don Kopack - Second by Cyndi Miller – All in favor – No objections
 - b. Motion to Approve continuance of the Village of Downs Events Committee Meeting to Tuesday March 18th at 6:00 pm at the Village Hall – Motion made by Jill K. – Second by Cyndi M. – All in favor – No objections
 - c. Motion to approve changing the start time of the Event Committee Regular Meeting from 7 pm to 6 pm for the remainder of this Fiscal Year ending April 30, 2014. Motion made by Mike James - Second by Cyndi Miller – All in favor – No objections
 - d. Motion to approve the FY2015 Events Committee Plan and Budget and submit for approval to the Village Board of Trustees in the Village of Downs. Motion was broken out by event.

Downs Garage Sale Days – No event coordinator – Discussed advertising - Revised budget to \$200.00. Motion to approve made by Dan Lush – Second by Cyndi Miller. – All in favor – No objections

Downs Cleanup Days

Dan talked about ideas for Cleanup Days. Dan discussed dumpster service costs & refuse restrictions for American & Behr provided by Don K. Dan contacted Casali & Sons about providing dumpsters and possible service options. Casali could provide additional curb service pickup the week of event – did not have final numbers on cost. Dan was checking on how to take care of items like tires & batteries. Discussed advertising for event. Committee agreed a cost estimate was needed for the budget – Suggested budget be changed to \$500.00. Motion to approve made by Dan L. – Second by Don K. – All in favor – No objections

Dooley Park Car Show

Discussed Dooley Park Car Show & Budget provided by Don & Cindy K. Motion to approve made by Jill K. – Second by Dan L – All in favor – No objections

Memorial Day Recognition

This event was not discussed and moved to March 18th.

Downs July 4th Celebration

Discussed budget and arrangements for the three bands scheduled for July 4th. Dan L. questioned the need for a band between the hours of 10am to 1pm. Band arrangements were discussed at prior meetings and are already in place. Village currently does not have a fireworks contractor due to previous insurance claims. More discussion needed for this event. Budget was not yet finalized. Moved to March 18th

Downs Fright Fest

Revised budget and added \$1,500 for Park activities during the Haunted House hours. Also additional \$1,500 was added for building maintenance. Another \$500 was added for miscellaneous. The budget included the purchase of sign from SAM's which could also be used by other groups. Talked about what could be done at park while the Haunted House was open. Don K. volunteered to assist with park activities as Jill & Cyndi didn't have time. Mike will contact an individual with experience coordinating park activities. Motion to approve by Dan L – Second by Don K. . – All in favor – No objections

Veterans Breakfast

Motion to approve by Dan L – Second by Don K. – All in favor – No objections

Christmas Lights in the Park

Mike J. discussed Christmas lights in the park. Should consider decorating Main Street and also have a contest for home owners to decorate their homes. Discussed planters to be rented and decorated to generate money. Ask local

businesses to become involved and decorating store fronts. Discussed old decorations and if we should to dispose of those in non-working condition. More discussion is needed. Moved to March 18th.

Easter Breakfast and Egg Hunt

We did not talk about this event. Moved to March 18th

7. Old Business – None
8. Meeting was continued until March 18th at 6 pm at 8:57 pm.

VILLAGE OF DOWNS EVENTS COMMITTEE
REGULAR MEETING MINUTES

6:00 PM March 18th, 2014 - Continuance

1. Call to Order – 6:08 p.m.
2. Roll Call - Quorum present
 - a. Present: Jill Kasprzak, Cyndi Miller, Cindy Kopack, Don Kopack, Mike James
 - b. Absent: Dan Lush, Julie Becker, Leigh Hayes
 - c. Julie and Leigh have missed too many meetings or has never attended so therefore are being assumed to have resigned
3. Pledge of Allegiance
4. New Business (Continued)
 - a. **Downs Cleanup Days** – Further discussion was held regarding the complete cost of this event and it was felt that the budget needed to be further revised to 1,000 income and 800 expenses. Motion to amend the budget from 500 – 1000 and 500 – 800 was made by Jill K – Second by Cyndi – All in favor – No objections
 - b. **Memorial Day Recognition** – Motion to approve made by Jill K – Second by Cyndi M. – All in favor – No objections
 - c. **Freedom Days Celebration** – Discussion was held to change the name of this event due to it being a multi-day event, but can change again by sub-committee. Added concert in the park on July 3rd. Talked further about issues with no firework company. Motion to approve made by Jill K – Second by Cyndi M – All in favor – No objections
 - d. **Christmas in Downs** – Further discussion was held regarding how to change. Budget adjusted. Motion to approve made by Cyndi M – Second by Jill K – All in favor – No objections
 - e. **Easter Breakfast and Egg Hunt** – Plan is to offer back to churches to run egg hunt and Event Committee will run breakfast. Motion to approve made by Mike J – Second by Jill K. – All in favor – No objections
 - f. **Overall Plan and Budget** – Addition verbiage was added for summary, Mission, Goals and Objectives. Overall budget was added to the plan. Motion to approve made by Cyndi M. – Second by Jill K. – All in favor – No objections
5. Adjournment - Motion was made to adjourn the meeting at 8:30 pm by Mike J. – Second by Jill K. – All in favor – No objections.