



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

Events Committee Regular Meeting Minutes

April 13th, 2022
6:00 pm @ Village Hall

1. Call to Order at 6:08 pm
2. Roll Call
 - a. Cyndi Miller, Steve Miller, Randy Wert, Ken Kasprzak, Jill Kasprzak, Julie James, Mike James – Present
 - b. Mel Pilchard, Stephanie Adkisson – Absent
 - c. Quorum was declared to do business
3. Pledge of Allegiance
4. Discussion
 - a. Easter Follow-up
 1. 130-150 estimated people attended the breakfast
 2. Made \$500.55 in donations
 3. Julie spoke with Jake
 1. Wants to do it again next year but not at the Union
 2. Food was marginal and Jake wants to make next year
 3. Felt we needed more communication
 4. Est food cost of \$600 –
 1. Need to check with Treasurer if we can just donate \$600
 5. Gave the coffee away unless they wanted something special
 6. Don't feel like he made anything
 4. Kyle said the egg hunt had more than they have ever had
 5. Easter Bunny was in the gazebo and that worked out well. Stephanie bought decorations. Mike and Steve decorated. Worked out very well. Gave decorations back to Stephanie
 6. Hope to improve next year with maybe using the camera program
 7. Julie bought light stands and mount for the ipad to do photo booth
 - b. Digital Sign
 1. Mike covered the quotes he has received for the LED sign
 2. More research needs to be done with additional quotes
 3. Jill will investigate companies in Bloomington.
 - c. FY2022 Review
 1. Mike covered the reports
 - d. FY2023 Review
 1. \$76k expected HH revenue – last year was \$69k
 1. Switching ticketing companies – reduced fees
 2. Passing fees onto ticket purchases



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3. Bumping the number of tickets per hour to 120 from 90.
 - e. Freedom Run
 1. Mel wasn't at meeting so no update
 - f. 4th of July
 1. Stephanie wasn't at meeting but provided to Jill
 1. Meeting with a couple of bands
 2. Narrowed down to 4 food trucks
 3. Doing a text to vote for the battle of the bands – create flyers
 4. Know by the May meeting regarding T-shirts and sponsorships
 2. Fireworks order has been placed
 3. Board passed 3-yr extension for J&M – on contract thru 2025
 - g. Haunted House
 1. Julie talked to Heather about doing T-Shirts – use Donna for patches and embroidery
 1. t-shirts for HH 30-year - ~\$13 - \$16 for regular to extra size – our cost
 2. \$21 for hoodie – our cost
 3. Needs 2-weeks lead time and we will wait until FY2023 to order
 2. Do we want to do blankets? Beanie hats? Patches?
 3. Talked about the stuff purchased at TW and after. Spent ~\$20k in improvements
 4. Added 5 Animatronics
 5. Needs to replace the front door – the lock is not working properly
 6. Unless on the HH committee we shouldn't be paying for a hotel room
 7. Talked about tracking purchased items and making sure we get them
 8. We need to determine what is needed and order vacuum panels
 9. Need to come up with the flow and layout in the HH
 10. Will need to reorder the marketing materials because the QR code can't be changed – Print out stickers with new QR code
 11. Ordered Crocodile
 - h. Other
 5. New Business
 - a. Motion to Approve Meeting Minutes for March 24, 2022 (Ken / Julie 7-0)
 6. Old Business
 - a. Motion to Approve Purchase of Storage Containers
 - b. Motion to Approve Recommendation to Purchase of New Event/Village Marquee Sign
 7. Motion to Adjourn at 7:47 pm (Ken / Randy 7-0)