



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

Events Committee Special Meeting Minutes

March 7th, 2023
6:00 pm @ Village Hall

1. Call to Order 6:15 pm
2. Roll Call
 - a. Jill Kasprzak, Erik Rassmussen, Julie James, Mike James, Cyndi Miller – Present
 - b. Randy Wert, Steve Miller – Absent
 - c. Quorum present to do business
 - d. Amanda Knight – potential committee member present
 1. Approved and became a committee of 7 present at 6:27 pm
3. Pledge of Allegiance
4. Discussion
 - a. FY2023 Review of finances
 1. Covered the financial reports and standing
 - b. Easter planning
 1. Riley wants to be the Easter Bunny instead of Randy
 2. Riley is going to help cook
 3. Need to finish coordinating with the Station
 4. Jayden volunteered and would look for additional help
 5. Mike will ask if the Boy Scouts will help bus tables
 6. Mike will talk to Kyle Boward about churches doing the egg hunt
 7. Steph will decorate the gazebo for the bunny
 - c. FY2024 Budget and Plan
 1. Talked about the new idea for doing a daughter/dad and mother/son fund raiser dance to raise money for 4th of July
 2. Talked about using the ticketing system for dances
 3. Julie will connect with Amanda and Steph
 4. Covered the budget for each event and made a few adjustments for 4th and Haunted House
 - d. Other
 1. 4th
 1. Stephanie found 2 vendors that want to come to 4th
 2. Needs a vendor contract/agreement - \$150 or 10% of sales
 3. Burgers and fair food.
 4. Checking with snowbiz
 5. Looking for a DJ – Jill will check with Joe Palma. 11-3 pm
 6. Hopes to have games to keep folks in the park
 7. Next Thing Smokin is our night band \$1,500 – Have a good following 5-



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fireworks – Need a contract/agreement

1. They will play patriotic music and national anthem
- e. Motion to Approve Meeting Minutes for February 16, 2023 (Cyndi / Stephanie 7-0)
Approved
- f. Motion to Approve FY2024 Event Plan and Budget (Julie / Stephanie 7-0) Approved
- g. Motion to Approve FY2024 Events Committee Regular Meeting Schedule (Cyndi / Jill 7-0) Approved
 1. No meeting in April 2023
 2. Tuesday on the same week as the Village Board meeting (2nd Thursday)
- h. Motion to Approve Amanda Knight Additional Member of Events Committee
(Stephanie / Jill 6-0) Approved
5. Old Business
 - a. Motion to Approve Purchase of Storage Containers
6. Motion to Adjourn at 7:34 pm (Stephanie / Erik 7-0)