

VILLAGE OF DOWNS EVENTS COMMITTEE
REGULAR MEETING MINUTES
September 8, 2016 6:00 PM

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

1. Call to Order At 6:27 pm
2. Roll Call (Cyndi Miller, Steve Miller, Julie James, Jill Kasprzak, Mike James & CIA (Toby Twyford represented) (Absent – Dan Lush)
3. Pledge of Allegiance
4. Discussion:
 - a. Budget and Finances
 - i. Covered – audit done so we will get better numbers
 - ii. Balance - \$6,324.77
 - iii. Thanks to CIA and other fundraising, we are in the black for 4th of July and the year
 - b. Movies in the Park wrap-up
 - i. Discussed the finances from MIP - \$700 in sponsorship
 - ii. Movies cost \$925 so we are \$-202 on MIP movies
 - iii. Cotton Candy & glow sticks is at \$-309.04 from 4th and MIP
 - iv. Dates will be June 3, July 1, August 5, 2017
 - v. HH will donate or sponsor the remaining \$202 to offset the cost of movie license
 - c. Fright Fest
 - i. CIA –
 1. Will plan on doing refreshments same as last year
 2. Meeting tomorrow to finalize details
 3. They will help with un-haunted version
 4. Furnished Hot Choc to sell by HH
 5. Toby will check with group to see if they want to sell Cotton Candy
 - ii. Need 2 stairs for wagons – ask Randy dunlap to build/repair
 - iii. Asked Dan to get rack & drivers
 - iv. Radio
 1. 73 spots
 2. 36 – 60 sec and 37 – 15 sec commercials
 3. Start 10/6 – 10/29 (thurs, Fri, sat)
 4. \$500 credit - \$950 total so we will owe \$450
 - v. Paper
 1. Pricing the Pantagraph to come
 - vi. Talked about other better social media sources
 - vii. Talked about having a separate Haunted House website, but we will create a www.VillageOfDownsEvents.org website and start with Fright Fest
 - viii. Fire Inspection went find and will come by on Oct 8th @ 10 for final inspection
 - ix. We need an exhaust fan for attic and some sealer for roof – Mike will get or look into it at Menards
 - d. Cookies with Santa
 - i. Had 80 kids last year and will update and est 100
 - ii. Need a different backdrop for self-pictures
 - iii. Need to secure Tony
 - iv. Neil Roach has agreed to do Santa again, but we need a new beard
 1. Costume store – Dallas & Co in Champaign
 - v. Wants to hand out 2 different types of stuff
 1. Crayons & book
 2. Or picture frames
 - vi. Put together reindeer food to hand out

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- e. Lights in the Park
 - i. No information to present
 - f. FY2017-2018 Event Plan
 - i. Established dates for next year's events to submit to the BN area recreation and events group
5. Motions
- a. Motion to Approve Meeting Minutes from August 18, 2016 (Cyndi / Jill 5-0)
 - b. Motion to Approve Advertising with Neuhoff Media at \$950 for Fright Fest (Julie / Cyndi 5-0)
 - i. \$500 credit - \$950 total so we will owe \$450
 - c. Approve Activities with _____ at \$___ for Fright Fest – No Action
 - d. Motion to Approve Expenditures for Cookies with Santa as presented (Julie / Jill 5-0)
 - e. Approve Expenditures for Lights in the Park – No Action
6. Motion Adjourn at 7:50 pm (Julie / Cyndi 5-0)