



VILLAGE OF DOWNS EVENTS COMMITTEE  
SPECIAL MEETING MINUTES  
6:00 PM  
MAY 18, 2017

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

1. Call to Order at 6:04 pm
2. Roll Call (Jill Kasprzak, Ken Kasprzak, Cyndi Miller, Mike James; Absent – Julie James & CIA)
  - Quorum to do business
3. Pledge of Allegiance
4. Motion to Approve Agenda order (Mike / Cyndi 4-0)
5. Discussion
  - a. Car Show
    - May 21
    - Posting FB event and sign
    - Sign letters are blowing off and breaking
  - b. Clean-up Day
    - June 3
    - Flyer done and in the Village Flyer
    - Trash dumpster be ordered – Maureen Roach
    - Les Fitz – looking recycle, new place doesn't take electronics
    - Recycle place in Blm can't guarantee we can get a dumpster
    - Looking to find a new place to take material
    - Going to do house pickup – which must be prearranged with the hall
    - Only charging \$5 for tires
  - c. Fireworks/Fourth of July/Bands(Music)/Vendors/Activities/Fundraising
    - Churches said they were doing activities, but not verified
    - DJ – Joe pick is probably not going to be doing
      - Jill and Ken will ask another DJ in their subdivision
      - Need one from 10-2
    - Kyle Yap is booked for \$400
    - Gas Road Riot is booked for \$1200
    - Carmen is verified – working on 2 trailers this year
    - Little donuts will also be there
    - Snow cone guys has not verified
    - Talked to Dave – from Gameday about doing food
      - He is thinking about it
    - Jill asked about Papa G's
    - If either of them will do it, then we will ask Lucky 7's
    - Also, we could as Orange Leaf
    - Firework – Mike and Steve has signed up to be licensed
      - Dropped off the firework supplies and wire
    - Still need donation collectors
    - J&M Displays gave us 250 glow necklaces
      - Signed 3 yr contract – 5%, 10% & 15% extra fireworks
      - Pay in full early and we get 8% more fireworks
      - We got 13% this year
    - Parade – Lisa Myszka will coordinate
      - Wil send the folks at the front who need to get out through the park
    - Mosquito Squad will come spray for 4<sup>th</sup> and movies in the park

- d. Movies in the Park
  - Will be spraying in the park
  - Church youth groups are going to help
  - Cyndi and Steve will not be able to help on June 3
  - Haven't heard if Sams will be there – Sent email thanking for help with Easter and asking about if they were coming to MIP
  - We don't have any sponsors for Movies
  - Flyers were put in the Friday folders
- e. Haunted House
  - Need to take down walls
  - Need new window put in the front
  - Haven't found the hatchet so Cyndi is going to order a new one
  - Have some more expenses to turn in
  - Website –
    - Going to create a new website for village and hosting on GoDaddy
    - We can get the downshauntedhouse.org domain and host it under the village's
    - We also will get unlimited email addresses using cpanel
    - Mike will try to get setup before next month
- f. Christmas
  - Need to talk with BJK Welding to see if he wants to weld and build Christmas displays
  - Handed out the brochures received
- g. Trans World – outstanding shipments have not received
- h. Other
  - Radio Advertising
    - \$390 /mth for lowest – 1 time deal with radio – still can't afford this option
    - Got a \$500 voucher to use. Will combine with \$500 more and get a \$1000 worth of radio advertising for select events
  - Need to Consider taking credit cards, etc.
    - Mike will talk with Julie Bakewell
  - Steve and Cyndi are going to Jamaica in May 29 - June 3 for market research
- 6. Public Comment
- 7. New Business
  - a. Motion to Approve the April 11, 2017 Events Committee Meeting Minutes (Jill / Ken 4-0)
  - b. Motion to Approve Gas Road Riot, Kyle Yap and DJ for 4<sup>th</sup> of July Entertainment on July 4, 2017 (Ken / Mike 4-0)
  - c. Motion to Approve 4<sup>th</sup> of July Celebration Vendors on July 4, 2017 (Mike / Cyndi 4-0)
  - d. Motion to Approve Radio Advertising for Neuhoff Media for a \$1000 (Including \$500 voucher) (Cyndi / Jill 4-0)
- 8. Old Business
  - a. Motion to Approve Recommendation for Website Hosting for Haunted House (Jill / Mike 4-0)
    - Setup domain under the village website/hosting once changed to GoDaddy
    - Use domain downshauntedhouse.org or downshauntedhouse.com
  - b. Motion to Approve Christmas Lighting Contest Rules and Scoring System – **No Action**
- 9. Motion to Adjourn at 7:40 pm (Jill / Cyndi 4-0)