

VILLAGE OF DOWNS EVENTS COMMITTEE
SPECIAL MEETING MINUTES
November 14, 2016 6:00 PM

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

1. Call to Order at 6:02 pm
2. Roll Call (Steve Miller, Cyndi Miller, Jill Kasprzak, Julie James, Mike James – present; Dan Lush & CIA – absent)
 - a. 3 visitors – Don Kopack, Peggy Keylin, Stewart Oliver
3. Pledge of Allegiance -
4. Discussion:
 - a. Budget and Finances
 - i. We are at \$15,728 profit for the year
 - ii. Discussed purchasing a new ground display for the HH area (coming into town) or at McManus Park instead of buying banners– if we do the tree.
 - b. Fright Fest wrap-up
 - i. Discussed donations – Chief (gift card) and McLean Sherriff Reserves \$250
 - ii. Fright Fest Budget
 1. Preliminary budget for next year
 - iii. Need to put in another fire escape from building for upstairs. Decided that we should put in a window with a fire escape ladder.
 - iv. Need a new back door and new front door lock for building
 - v. Need to get an estimate for the roof
 - vi. Replace the light fixtures for inside the house
 - vii. Going to raise price of wristband to \$12 and limit the trips to 3
 - viii. Like the 1 night and \$2 for 5 min or \$5 for 10 min games or \$12 for unlimited
 - ix. 214 kids for the lights-on, hayrack was good idea for lights on
 - c. Cookies with Santa
 - i. Debbie Steiner is going to be photographer
 - ii. Need to get Santa wig
 - iii. CIA is doing all the cookies
 - iv. Switching out the background – needs to buy another background – going to do a park setting
 - v. Need Christmas trees
 - vi. Need to test the snow machine
 - d. Lights in the Park
 - i. Don Kopack – Coordinator
 1. Emptied the blue trailer and has inventoried everything – need to have it removed and new/donated to be brought to the park.
 2. Dumped stuff that was bad
 3. Mayor is going to build the pathway candles with the Christmas tree stands
 4. Putting up 2 large wreaths
 5. May use the archway for the entrances but lights don't work
 6. Train needs some work and will ask Randy Dunlap if he will assist in the repair if he has time
 7. A lot of handmade displays that are in good shape
 8. Looking to get timers to turn the lights on and off. Either at each pole or in the panel in the pavilion
 9. Going to decorate the pavilion and the youth center. Also, the fence.
Stewart Oliver
 10. Will start putting stuff out
 11. Not a whole lot of volunteers for helping

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12. Don wanted to get a key for longer for one week
 13. Need 10 timers for lights
 14. Don asked if we can get something put on the event sign announcing and asking for volunteers
 1. Cyndi and Jill will put up something on the sign
 - ii. Peggy Keylin
 1. Commented on the dedication and amount of work Don and his car club has put into the decorations
 - iii. Stewart Oliver
 1. Will be working on the fence this week
 - e. FY2017-2018 Event Plan
 - i. Need to finalize budgets and approve next month
 - f. Next meeting – will cancel the December 8 meeting and call a special meeting on December 21st, 5:30 pm to drive around and 6 pm for the meeting to pick the winners of the contest.
5. Motions
- a. Motion to Approve Minutes from September 08, 2016 (Steve / Jill 5-0)
 - b. Motion to Approve Purchase of LED Santa Lighting Display (Cyndi / Steve 5-0)
 - c. Motion to Approve Purchase of Christmas Lights for Village Christmas Tree (Steve / Cyndi 5-0)
 - d. Motion to Approve \$50 Donation to Village Market Committee for Advertising (Jill / Steve 5-0)
6. Motion to Adjourn at 8:38 pm (Julie / Mike 5-0)