



VILLAGE OF DOWNS
EVENTS COMMITTEE
SPECIAL MEETING MINUTES

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

April 17th, 2018
6:00 pm @ Village Hall

1. Call to Order at 6:02 pm
2. Roll Call
 - a. Present: Ken Kasprzak, Jill Kasprzak, Cyndi Miller, Julie James, Mike James
 - b. Absent: CIA, Steve Miller
 - c. Quorum was declared to do business
3. Pledge of Allegiance
4. Discussion
 - a. FY2018 Budget
 1. Reviewed the FY2018 budget income and expenses
 2. Need to get FY2018 Detail Profit/Loss Report for next meeting
 3. Reviewed FY2019 Budget
 - b. Easter Breakfast and Egg Hunt Debrief
 1. 124 served at breakfast, ~\$340 in donations
 2. \$250 Thrivent donation – Easter Candy and ½ food
 3. \$100 for the Easter Bunny costume
 4. \$100 extra for food
 5. Got donation from Sam's – non-perishable
 6. ~80 kids were there for egg hunt
 7. Next year will be a week before Easter – April 13th
 8. Adjusted supplies for next year
 - c. Advertising and Sponsorships
 1. Letter will be going out next couple of weeks
 2. Already have 2 committed donations/sponsorships
 3. Radio advertising will go up, but we are not going to use Pantagraph so we will still be ok with budget
 4. Wesleyan Radio station and WGLT is ISU
 5. Decided to bump the budget \$500 in case we decide to add radio
 6. Printed tickets will go down
 - d. Car Show
 1. Paid for trophies
 2. Scouts have been asked to do food
 3. Going to use 1-man band instead of DJ
 - e. Clean-up Day
 1. 3 - events on that day
 2. Flyer is in the Village newsletter this month
 - f. Movies in the Park
 1. June 2
 - Haven't decided on a movie yet
 - \$350 was cost for ET - 3 – movies would be \$285 / movie
 - Want to get a bouncy house as extra attraction



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- g. Freedom Run & 4th
1. Amie Mouser has been trying to find a replacement coordinator for Freedom Run. Thinks she found two ladies that wanted to help and was meeting with them this week.
 1. In jeopardy of being cancelled if we don't have someone step up
 2. Signed agreement for fireworks (\$9500) and Scott Marek Band (\$1400) today
 3. DJ is all set at \$400, Kyle Yap (\$300 – 4-7 pm)
 4. Sent email to OTN to see if interested in playing
 5. Need to send email to Becky Marcotte for a national anthem singer
 6. Need to reach out to vendors for food and verify payment from last year
 7. Need parade organizer
 8. Need to arrange for golf carts
 9. Need to reach out for activities
 10. Need to setup caution tape to rope off areas
 11. We will sell cotton candy only in the evening
 12. National Honor Society might be interested in buying our glow sticks – but not the cotton candy machine – not a commercial machine and worried about damage; Have 150 left; will let them sell what they can pay us cost; we will sell the rest at 4th
- h. Haunted House
1. Have not received what we have ordered at Transworld
 2. Showed us some new lights that they got from Walmart – that was cheaper than what we got at Transworld to us in the catacombs for the mausoleum
 3. Cyndi some clothes from Walmart and rummage sale
 4. Got stereo equipment and speakers last weekend from rummage sale. Going again this weekend
 5. Roof – we will stick with first estimate because of 2nd cost, but asked for clarification because the bids we so far apart
- i. Meeting Schedule
1. Will keep the 2nd Thursday of the month unless indicated on the schedule
- j. Drone Technology – No discussion
- k. Other
5. New Business
- a. Motion to Approve Meeting Minutes for March 8, 2018 (Julie / Ken 5-0)
 - b. Motion to Approve Revised Recommendation for Repairs to the Roof of the Haunted House Shed – No Action
 - c. Motion to Approve FY2019 Regular Meeting Schedule (Mike / Jill 5-0)
 - d. Motion to Approve 4th of July Theme as “Proud to be an American” (Mike / Jill 5-0)
6. Old Business
- a. Motion to Approve Movie for June 2, 2018 Movie in the Park (Julie / Jill 4-1; Ken dissent)
7. Motion to Adjourn at 8:42 pm (Jill / Mike 5-0)