



VILLAGE OF DOWNS
EVENTS COMMITTEE
SPECIAL MEETING MINUTES
JULY 12, 2018
6 PM @ VILLAGE HALL

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

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1. Call to Order at 6 pm
 2. Roll Call (Jill Kasprzak, Cyndi Miller, Julie James, Mike James, Linda Roberts, Fred Myers – Present; Ken Kasprzak, Steve Miller – Absent)
 1. Quorum to do business was declared
 2. Steve Miller arrived at 7:38 pm
 3. Pledge of Allegiance
 4. Discussion
 1. Freedom Run & 4th of July wrap-up
 - a. Jill covered the suggestions for the parade registration
 1. Pre-register and they will get a number and that order will be preset
 2. Need to get count of vehicles for each registry
 3. Need a secondary table with walkie talkies to communicate
 4. Any person with a special request needs to pre-register
 5. Put out 'No Parking' signs
 - b. Create a schedule of tasks to do with timeframes
 - c. Need a street employee or someone to do trash during the day: 1, 3 & 5
 - d. Dumpsters were provided
 - e. Are we going to keep the entertainment? We will decide next year and need to talk more about the location.
 - f. Complaints about the cost of the registration for 3-on-3
 - g. Mike covered the Finance and right now we are over \$13k in donations, entries and sponsors.
 - h. Need flyers and registration through paper for Freedom Run
 - i. Mike will have a conversation with the DUMC about the ice cream and food given away
 2. Fright Fest
 - a. Working with the advertising folks on tickets and
 1. 5k tickets, 1k flyers, 2500 rack cards, 1k business cards (all 100lb card stock) - \$489
 - b. Cyndi covered all the advertisers that she is working with
 - c. We are doing the radio advertising with the Village and Down GPS
 - d. Doing Friday night tailgate and ISU promotions
 - e. Need volunteers to help and builders
 3. Downs GPS Village day
 - a. Talked about the new radio advertising program and that it got approved by the Board. We have \$3k covered and need to raise at least \$1680.
 1. Working on the advertising offering
 2. We will start in Aug
 - b. Julie is working on the poster – Jill and Cyndi will get pictures to Julie
 - c. Other thoughts are jar for brainstorming ideas, clipboard for volunteers
 - d. Tri-fold brochure for events and volunteers – Sarah will work on it

- e. Ice Cream will be coming from The Union – Need to keep it simple from flavors and probably need to serve as well.
 - f. Put something on the marquee sign for the Village Day
 - g. Mike provided the Volunteer Registration
- 5. Public Comment – No public were present
- 6. Motions
 - 1. Motion to Approve the June 26, 2018 Events Committee Meeting Minutes (Julie / Fred 7-0)
 - 2. Motion to Approve Additional Advertising Expense for Events (Jill / Cyndi 8-0)
 - a. \$399 for tailgating
 - 3. Motion to Approve New Members of the Events Committee: Sarah Gassaway (Julie / Mike 6-0)
 - 4. Motion to Approve Additional Quick Hit Projects – No Action
- 7. Motion to Adjourn at 7:41 pm (Steve / Jill 8-0)