

## **SPECIAL EVENTS COMMISSION**

April 14, 2015 at 7:00 pm

Location: Edward Barcal Hall  
8820 Brookfield Avenue, Brookfield, Illinois

### **AGENDA**

- I. Call to Order
- II. Roll Call
- III. New Business
  - a. General Discussion
  - b. Approval of Minutes from January 6, 2015 and March 3, 2015 meetings
- IV. Old Business
  - a. Concerts
  - b. July 4<sup>th</sup> – band and parade suggestions
  - c. 10-Minute Play Fest
  - d. Movies
  - e. Tenth Annual Battle of the Bands
- V. Questions or comments from audience
- VI. Next Meeting – May 5, 2015
- VII. Adjournment

Individuals with a disability requiring a reasonable accommodation in order to participate in any meeting should contact the Village of Brookfield at (708) 485-7344 prior to the meeting. Wheelchair access may be gained through the front (South) entrance of the Village Hall.

## Special Events Commission

### Meeting Minutes

March 3, 2015

#### 1) Call to Order

The meeting was called to order at **7:01 p.m.**

#### 2) Roll call

*Voting members present:*

Mike Doerr, Shannon Heller, Mallory Kowalski, Dale Schwer, Mary Vyskocil, Andy Kenning, Anita Mihelic

*Non-voting members present:*

Michelle Ryan, Trustee Liaison; Andy Zontos Public Works

*In attendance*

Arlene Rovner, Recreation Department

#### 3) New Business

##### a) General Discussion

Commissioner Schwer resigned from duties pertaining to Special Events Commission meeting minutes. Commissioner Schwer made a motion to divide meeting minutes duties into 2-month sessions to be rotated amongst the entire commission. Commissioner Kowalski seconded the motion. The motion passed by unanimous vote. First session (March and April meetings) will be done by Commissioner Kowalski. Assignment of future sessions will be determined at the April meeting.

**Motion by Commissioner Schwer to divide meeting minutes duties into 2-month sessions to be rotated amongst the entire commission; 2<sup>nd</sup> by Commissioner Kowalski**

Commissioner Doerr: Aye

Commissioner Heller: Aye

Commissioner Mihelic: Aye

Commissioner Schwer: Aye

Commissioner Vyskocil: Aye

Commissioner Kenning Aye

Commissioner Kowalski: Aye

##### b) Approval of Minutes from November 4, 2014

**Motion by Commissioner Schwer to approve the minutes of November 4, 2014; 2<sup>nd</sup> by Commissioner Mihelic**

Commissioner Doerr: Aye

Commissioner Heller: Aye

Commissioner Mihelic: Aye

Commissioner Schwer: Aye

Commissioner Vyskocil: Aye

Commissioner Kenning Aye

Commissioner Kowalski: Aye

Commissioner Schwer will prepare minutes for the January 6, 2015 meeting for the April 7, 2015 meeting.

##### c) Tenth Annual Battle of the Bands

The T-Shirt Design Contest application was reviewed and will be sent to local schools (Morton, Park, Washington, RBHS, LTHS, Nazareth Academy, St. Joseph HS, Fenwick, Gross) and made available on the Village of Brookfield Facebook page and at A Sound Education. Submissions are due by April 10, 2015. Design judges will include a Village of Brookfield staff member and an A Sound Education staff member. A judge position will also be offered to a Studio VMR staff member. The winning design may be used on the 2015 Battle of the Bands t-shirt, pending any necessary adjustments, and the Village of Brookfield will retain non-exclusive rights to use indefinitely. The winner will receive 4 t-shirts and a certificate. If available, the winner will also receive an additional donated prize. T-shirt color will be chosen based on the winning design. T-shirts will once again be available for sale this year.

Sponsorship is at \$750 as of the March 3, 2015 meeting. Sponsors must participate by April 1, 2015 in order to be advertised on the t-shirt.

**Commissioner Mary Vyskocil left the meeting at 7:36 P.M.**

**4) Old Business**

**a) Concerts**

As of the March 3, 2015 meeting, the concert line up is Jeff Kust opening for Cuatro (July 10<sup>th</sup>), Trance (July 17<sup>th</sup>), and Steve Cooper Band (July 24<sup>th</sup>). We are still looking for bands for June 26 and July 31. Some of the options being contacted include Mason Rivers, Déjà vu, Brother John, and R Gang.

The Village of Brookfield will sell prepackaged ice cream at each concert and reach out to other businesses and organizations about supplying beverages.

Arlene Rovner will reach out to other commissions and town organizations to offer table space for their information and advertising during concerts.

**Motion by Commissioner Schwer that Arlene Rovner sends out letters to solicit businesses and organizations to promote themselves at a table during concerts; 2<sup>nd</sup> by Commissioner Kowalski**

**Commissioner Doerr: Aye**

**Commissioner Heller: Aye**

**Commissioner Mihelic: Aye**

**Commissioner Schwer: Aye**

**Commissioner Vyskocil: Absent**

**Commissioner Kenning Aye**

**Commissioner Kowalski: Aye**

Arlene Rovner will obtain a copy of Village of Brookfield ordinances, policies, insurance, and liability information pertaining to potential alcoholic beverage sales for discussion at the April 2015 meeting.

**b) July 4<sup>th</sup>**

Commissioner Schwer suggested that each commissioner reach out to at least one performance group, organization, or business to participate in the 4<sup>th</sup> of July parade. Some new groups already being looked at include Chicago Boys Acrobatics (finalists on America's Got Talent) and a tram for senior groups.

Arlene Rovner will send out a letter to local businesses and organizations about selling food, beverages, and alcohol. Businesses will be charged \$250 to be vendors. Non-profit organizations will not be charged.

**c) Future of 10-Minute Play Fest**

The goal is to put on another 10-Minute Play Fest in 2016. After reviewing an extensive list of duties and requirements for the 10-Minute Play Fest, more research will be done to find out what typical salaries are for producers of similar local events and a recommendation will be made to the Village Manager regarding a job posting.

As far as a venue is concerned, RBHS and St. Barbara Parish Center are options. RBHS is the preferred location for theater amenities suitable to our purposes, advantages in advertising, and size. Trustee Liaison Michelle Ryan expressed concern about using RBHS due to a pending zoning matter between the school and the Village Board, stating that “we missed that window of opportunity” to speak with RBHS about the event. However, this is a non-issue and RBHS remains a viable and healthy option.

d) **Movies**

Two movies will play this summer. One is The Amazing Spider Man and the second still needs to be purchased. Arlene Rovner will look into the availability of The Lego Movie, The Big Hero 6, and the latest Ice Age movie.

e) **Mission Statement**

The mission statement was submitted to the office for placement on the new website, which is still being worked on.

5) **Questions/Comments from the audience**

There were no questions or comments from the audience.

6) **Next Meeting – April 7, 2015**

7) **Adjournment**

Motion by Commissioner Kowalski to adjourn; 2<sup>nd</sup> by Commissioner Heller

Commissioner Doerr: Aye

Commissioner Heller: Aye

Commissioner Mihelic: Aye

Commissioner Schwer: Aye

Commissioner Vyskocil: Absent

Commissioner Kenning Aye

Commissioner Kowalski: Aye

Commissioner Doerr adjourned the meeting at 8:54 p.m.