

MINUTES
FAMILY DAYS COMMISSION
September 12th, 2016

The Family Days Commission met in the Community Conference Room of the Village Hall at 4:00 p.m. on Monday, September 12th, 2016. In attendance were:

Present:

Barb Reich, Co-Chair	John Coughenour, Co-Chair	Phil Bettiker
Angie Butera	Ester Finne	Judy Geuder
Barry Gray	Herb Isaacs	Susan Karp
Janet Youngberg		

Also Present:

Brian Bundy, Commander
Tom Keane, Deputy Police Chief
Justin Keenan, PW Analyst
Andrew Lichterman, Asst. Manager
Jay Zahn, Director of Parks

Introductions

Justin Keenan was introduced by Co-Chair Reich as the new Staff Liaison to the Family Days Commission. Co-Chair Reich informed the group that going forward all email communication with Village staff should have Staff Liaison Keenan included on it.

Minutes

Commissioner Bettiker made a motion to approve the June 6, 2016, minutes and Commissioner Geuder seconded the motion. The motion passed unanimously.

Public Comment

There were no comments from the public.

2016 Family Days Financials

Co-Chair Reich reviewed the 2016 financials with the commission. In 2016, Family Days expenses totaled \$60,274 with revenues of \$53,801. Expenses less revenues put the net cost of the event at \$6,473.

Commissioner Geuder asked for a further breakdown of the additional \$4,126 that was spent due to the new parade route. Staff Liaison Keenan will email Commissioner Geuder and Co-Chair Reich the requested breakdown.

Co-Chair Reich informed the group that the largest sources of income for Family Days were wrist bands sales for rides and advertisements in the brochure.

Co-Chairs Reich and Coughenour thanked the members for another successful year and commended their efforts to control costs.

2016 Family Days Budget /Rides and Games

Fireworks:

Staff Liaison Keenan will work with our previous fireworks vendor, Mad Bomber, to negotiate and potentially sign another 3 year contract. The Commission expressed concerns that a contract may not evenly spread out the number of fireworks used in each show and wanted to ensure that that would be covered. As the cost of the firework show has remained at \$10,000 for multiple years, the commission proposed to raise the budget by \$2,000 to keep the quality of the display.

Signs/Banners:

Co-Chair Reich requested that Committee Member Isaacs send a sign inventory to her and Staff Liaison Keenan to ensure that signs are not duplicated. Deputy Chief Keane suggested that the Commission work with Jay Zahn, Director of Parks, and the Public Works Department to conduct a complete sign inventory. Co-Chair Reich noted that going forward all requests for signs should be sent to Staff Liaison Keenan for processing so that he can accurately track payments.

Parade:

Commissioner Geuder informed the group that the parade would be going back to its original route on Deerfield Road next year. She is requesting a \$250 increase for the parade budget.

Stage:

A 3 year contract for \$1,950/year has been negotiated by Commissioner Butera for the stage. She has emailed a copy of the contacts to Staff Liaison Keenan for processing.

Rides:

Commissioner Butera requested an additional \$2,100 to add one more mechanical ride. Due to the popularity of the rides, there were long lines last year. Adding one more ride should decrease wait times and potentially help sell more tickets.

Miscellaneous:

The miscellaneous budget was increased by \$400 to better help cover unexpected costs. Co-Chair Reich requested Staff Liaison Keenan to check the inventory of Family Days envelopes.

Restrooms:

Co-Chair Coughenour requested that Staff Liaison Keenan send him the bill for the porta-potty rentals when it comes in. Co-Chair Coughenour will manage the rentals for 2017. Co-Chair Coughenour confirmed that there will be a porta-potty available for the DJ, as requested by Commissioner Butera.

The Commission reviewed the budget line items and approved following amounts:

Expenses	Budgeted 2016	Actual 2016	Proposed 2017
Fireworks	\$10,000	\$10,000	\$12,000
Signs/Banners	\$500	\$713	\$500
Raffle	\$700	\$684	\$700
Brochure	\$4,700	\$4,811	\$4,900
Parade	\$17,000	\$17,917	\$17,250
Parade – Extra	\$0	\$4,126	\$0
Rotary Race	\$4,250	\$4,134	\$4,250
Bike Parade/Dog Show/Poster Contest	\$350	\$211	\$300
Flower Show	\$100	\$103	\$100
Stage	\$1,950	\$1,950	\$1,950
Petting Zoo	\$1,500	\$1,500	\$1,500
Rides	\$11,100	\$11,100	\$13,200
D.J/Music Entertainment	\$2,000	\$1,200	\$1,200
Park District Overtime	\$2,500	\$2,196	\$2,500
Miscellaneous	\$200	\$1,180	\$600
Restrooms	\$2,500	\$2,500	\$2,500
Silent Auction	\$75	\$65	\$75
Arts & Crafts	\$50	\$10	\$50
Total	\$59,475	\$60,274	\$63,575

Revenues	Budgeted 2016	Actual 2016	Proposed 2017
Parade	\$3,200	\$3,650	\$3,500
Rotary Race	\$6,000	\$6,780	\$6,500
Water Bill Donations	\$5,000	\$4,272	\$4,200
Wrist Band Sales	\$12,000	\$13,418	\$13,000
Corp Sponsors	\$16,000	\$18,400	\$17,500
Corp. Booths	\$1,500	\$1,450	\$1,500
Arts & Crafts	\$2,000	\$2,170	\$2,000
Silent Auction	\$1,500	\$1,096	\$1,000
Glow Item Sales	\$450	\$400	\$400
Food Vendors	\$1,500	\$1,880	\$1,500
Fundraising			\$2,500
Misc.	\$300	\$385	\$300
Total	\$51,500	\$53,801	\$53,900

Co-Chair Reich reported that she would be presenting a report to the Village Board at a meeting in October and request approval of the Family Days budget.

Park District and Police Recognition

Co-Chairs Reich and Coughenour presented certificates of recognition to the Park District and Police Department for their hard work and support on July 3rd and 4th. Co-Chair Reich noted the Fire District is not present to receive their certificate but it will be delivered to them shortly.

Committee Reports

Bike Parade:

Commissioner Butera noted that there was glass in the parking lot during the bike parade and requested that a street sweeper clear the lot next year just prior to the event.

Pancake Breakfast:

Committee Member Isaacs noted the lines for the pancake breakfast appeared shorter this year than in the past. Some commissioners mentioned that the \$10 per person cost may have been a little high.

Commissioner Butera requested that the commission look into other food vendors. Co-Chair Coughenour will reach out to the local restaurants.

Dog Show:

Committee Member Isaacs informed the group that the event once again had a great turnout.

Flower Show:

Committee Member Youngberg informed the group that the event had an increase in entries from last year. Co-Chair Reich would like to begin advertising for this event in the Village newsletter.

Poster Contest:

Committee Member Finne would like to send a thank you note to Holy Cross Church for giving them access to electricity and setting out chairs. She also noted that her employer, Berkshire Hathaway Koenig Rubloff Realty Group covers the cost of hosting the event.

Optimist Sale:

The commission discussed whether it would be a good idea to move the optimist table closer to the entrance to collect more donations. The table is currently out of view and donations are minimal. Commissioner Butera asked if it was possible to put a donation box directly onto the water bill in lieu of the donation insert that allows residents to add an additional 10% of their water bill as a donation. Staff Liaison Keenan will look into it and update the commission at the next meeting.

Rotary Race:

Commissioner Grey informed the group that the event went well and over 200 runners signed up for the race.

Silent Auction:

Committee Member Karp believes that the revenue projections for the silent auction are slightly off and will email her revenue excel sheet to Co-Chair Reich and Staff Liaison Keenan for review. Every item with the exception of 2 were sold.

Entertainment/rides:

Co-Chair Reich decided to no longer offer the wristband presale due to how labor intensive it is with little revenue generated.

Food Vendors

Co-Chair Coughenour will work with the Park District and Public Works to determine if there is a better way to supply power to the food vendors. It may be necessary to put electrical usage restrictions in place for vendors. Trustee Butera asked if it would be possible to move the vendors to the tennis courts and pavilion area. Both Co-Chairs and Jay Zahn had concerns due to lack of electricity and space. This will be discussed at a future meeting.

Police Department

Deputy Chief Keane mentioned that more communication may be necessary for the residents in Bristol Estates and Fountain View subdivisions. There were issues with the closure of Pfingsten at Lake Cook Road. It may be necessary to mail letters to those residents informing them of the restrictions, adding

additional signage and having an officer present at the south end of Brickyards Park earlier (by 5PM) on July 3.

Fundraising

Co-Chair Reich informed the commission that she concurs with Commissioner Butera suggestion to send letters to schools and clubs in the area that may be willing to donate money to support the event.

Next Meeting

Co-Chair Reich noted the next meeting would be held on October 3rd at 4 p.m.

Adjournment

Commissioner Bettiker motioned to adjourn. Commissioner Gray seconded the motion. The motion passed unanimously. The meeting adjourned at 5:55 p.m.

Respectfully submitted,
Justin Keenan, Public Works Analyst