

HCCE MINUTES

Meeting date –5/3/23 **Time** – 6:07 pm

Meeting location: *Upper Town Hall*

Type of Meeting Regularly Scheduled

Members Present: Jacqui Herrera, Erica Katsepas,

Michelle Coon, Rachael Carter.

President Linda Carter

Liaisons Present: Dave Byers

Vice President Sandy McKnight

Additional Attendees: Doug Turich, Kathy C. Burke

Financial Jack Rowe/Phone conference

Secretary Carol Parker

Minutes 4-5-23 – Motion by Rachael to approve 4-5-23 minutes, 2nd Michelle, vote 8/8 yes - Approved

Financial Report – Further communication with Town Board required to update

Liaison Reports – Requested biodegradable balloons for Memorial Day event, environmentally friendly

President Report - Tax exempt forms to be used for HCCE purchases (other than Amazon or Oriental Trading).
Submit receipts to Town liaison (Chad). Wristbands- \$30, July 4th only -\$35

Committee Reports, Old Business, and New Business:

Memorial Day - May 29th @ 10:00 am – Organizers - Sandy McKnight, Linda Carter, Michelle Coon: Sandy displayed commemorative coins for speakers (\$39.75), planes for children (\$17), and 2 boxes commemorative men’s bracelets (\$63). Carol to purchase 2- cases bottled water (\$20), put in clean coolers.

Fallen Heroes - Kim Carlyle to call names and Michelle to release balloons. Motion by Linda to purchase balloons (\$12/72) and helium tank (?), 2nd Carol, vote 7/8 yes, 1 no, Chad to order them.

Sandy to secure Presenters - MC , Tom Black

Paul Hayne - Boy Scout volunteers.

Community Yard Sales – HCCE event -May 13/14 Spring – Aug 26/27 Fall @ 8:00 am – 3:00 pm. Facebook and Town webpage sign-up; they are up and running, 90 vendors thus far, no bill for advertising.

4th of July – June 30th to July 4 - All hands on deck, members man town booth and fill in at ticket booth, sign up at [https://www.signupgenius.com/go/10c0e48afa622a2f8c34-4thofjuly#/.](https://www.signupgenius.com/go/10c0e48afa622a2f8c34-4thofjuly#/)

Fireworks – contract already in place for 2023. Contract ends this year. Sharp Complex, 9:00 pm

Food Vendors – Jacqui Herrera – Jacqui receiving entries, ~\$267 for electric booth, food vendors adjacent to each other

Non-Food Vendors – Jacqui Herrera –non-food vendors adjacent to each other, political signs at booths only, no solicitation throughout Park

Motion by Jack for nonprofit, Health Network, 1/2 price for July 4th Festival booth (if space available), 2nd Linda, vote yes 8/8.

Kiddie Parade – Sunday July 2nd – Municipal Lot – Lineup 1-1:30 pm - Organizers -Erica and Carol. Treat bags ordered Michelle to order content. Donnie Maisse to provide 5 golden tickets for free rides July 2nd.

Twilight Parade – Monday July 3rd – St. James Church lineup @5:00 pm – Organizers - Linda, Jack, Rachael, all hands on deck. Military, Scouts and Bands free, all others \$30 fee. Politicians may distribute candy and flyers, while walking only (articulate on registration forms). Garber Chevy Dealer to provide a car for Grand Marshal of Parade Gail Galich (1st District American Legion, 1st female Commander). No judges/prizes for parade entries.

Entertainment – Bands/beer garden – Mark Herak, request band schedule. Big screen on stage showing mile run and parade before band plays July 3rd.

Motion by Carol to hire Magic Show, for July 4th, 2-2:45 pm, \$400, 2nd, Erica, vote yes 8/8.

Sandy to purchase stage skirt.

Security/Grounds – Highland Police for security, HCCE grounds, Parking at Highland Christian School, \$5, Kyle Weener will provide clean up and set up -Town will provide additional insurance.

Backyard BBQ – Aug 18 – 19th. Friday 5-10:30 pm; Saturday 2-10:30 pm.

Food Vendors - Leon's Large food truck

Entertainment- Sandy McKnight, Linda Carter, Michelle Coon

Security/Grounds - Over night security needed; Grounds by HCCE members/volunteers

Games/Etc. - Chair person? Dunk tank? Car Show, Kid's games, crafts, bags tournament, T-shirts?

Suggestions?

Sponsors- Increase sponsorship. What incentives? Display their banners?

Trunk Or Treat – Oct 21 – 10:00 to Noon. Rain date 10/22 - All hands on deck, storage room inventory needed?

Santa Parade/Tree Lighting Ceremony – November 25th @ 4:30 pm

NYE – December 31 – Midnight

PUBLICITY/MARKETING - Erica to update festival flyer (agenda handout), include genre and distribute to local businesses, advertise in Gazebo (no cost yet), Facebook, Town website. Motion by Michelle to advertise in Panerama Magazine for July 4th Festival and BYBBQ (\$500), 2nd, Carol, vote yes 8/8. Michelle to update events on Town Website calendar. Times ad?

New Business - Reach out to businesses to sponsor events; liaison to reach out to casinos for sponsorship interest.

Special needs - July 3rd 4-6, no music or lights during this time period. Consider pre-registration, redeem wrist band at booth, suggestions?

Mark Harek arranged portable ATM machines to be place in the Park during July 4th Festival, sponsored by First Financial, Downtown Highland. He's also organizing an online vendor sign-up and payment method.

HCCE members bring lunches or buy from vendors

T-shirts for HCCE members to be purchased at Junkyard T-Shirts \$7.50-\$10/shirt, sizes recorded.

Anthony Kartuchi to recruit local bank tellers to work booth, Horizon Bank interested; also church groups and Park workers

Research Premier Porta Potty, 4th of July Festival (\$5,645)

Next meeting - Extra meeting scheduled for May 17, 6:00 pm, Upper Town Hall

Adjournment - 8:25 pm