

# HCCE MINUTES

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**February 28, 2024** 6:02 PM

**Town Hall Lower then Upper Room**

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## **Plenary Meeting.**

Members Present: Kathy Camp-Burke

President - Linda Carter

Liaisons Present: Alex Robertson

Vice President - Sandy McKnight

Additional Attendees: Doug Turich, Donnie Maise

Financial Secretary - Jack Rowe

Dave Jaros, Patty Grillion

Secretary - Carol Parker

Absent - Rachael Carter, Olga Briseno, Jacqui Herrera

**Minutes Review** – Approve minutes - Feb. 7, 2024 (passed 5-0)

**Financial Report** – HCCE requests a monthly income report along with expense report from Town. There is a need for increased funding, due to consideration of new events and rising costs. Possibility of using 2024 income to fund over budget items?

**Liaison Reports** – Alex Robertson - Decision for fireworks location TBA soon.

Seeking alternatives to fireworks, cost \$42,500/yr. Total cost of bands, 4th of July Fest \$34,100, increase from 2023- Sandy will specify. Alex will look into funding possibilities. HCCE liaisons attend meetings at the Town's request. Alex will firm up a location for Alpine Amusement's trailers, overnight accommodations during the 4th of July Festival.

Doug Turich - Committee to submit a report on the internal controls for handling cash at events for Town approval. Doug would like to see an Oktoberfest, Christkindlmarkt, and other Town events evolve.

## **Old Business**

- Remove Jack Rowe (at his request) and elect Kathy Camp- Burke for Financial Secretary, 2024 fiscal year (Passed 5-0)
- Approved revised sponsorship letter and form (passed 5-0). Submit to Board for approval, mail to Town businesses and past sponsors.

## **Committee Reports**

**July 4<sup>th</sup> Festival** July 3 – July 7, Main Square - Chairman Linda Carter

1. Donnie Maise, Alpine Amusement owner, will submit the 2024-2026 contract for the July 4<sup>th</sup> Festival to Alex Brown (past precedent) and Linda Carter for Board approval ASAP. Donnie will send internal controls for

- handling cash and ticket sequencing for accountability, to the Town. The Town will receive 27% of the profit from the carnival ride tickets and games; including the automatic ticket machines. Donnie's employees will man the ticket booth. Profits from the Alpine will be established each night based on ticket sales and sent to Linda and Town. The Town will be paid the 27% profit no later than July 10, 2024. Alpine will close each night at the same time as the Band's scheduled closing time. Aforementioned upon Board approval. Donnie will provide extra cash machines to facilitate crowd. Background checks of Alpine's employees are available upon request. Alpine will not handle beer garden money.
2. Griffith to lend its Jumbotron to Highland for use July 3rd-7th, fees to be determined.
  3. Forms are or will be on line for 4th of July parade, vendors, and kiddie parade sign-up. Town Parade – Contact Jack Rowe or Linda Carter. Cost \$30. Kiddie Parade – Contact Carol Parker or Kathy Burke. Saturday 1:15 - 2pm.
  4. Bands – Sandy McKnight has submitted all contracts to the bands currently on the 4th of July schedule
  5. Beer Garden – Two bids received - Big Frank's or Leroy's. Town Council to decide. Opportunities for Town nonprofits to sponsor/work the beer garden will be advertisement equally. Groups assigned for at least 2 hr. sessions on a first to register basis. Credit card use or cash machines availability at beer garden to be determined. Internal controls for cash to be determined.
  6. Safety wristbands for children, identifying parents name and telephone #.
  7. Tent to be placed by stage for HCCE use.

**Back Yard BBQ** - Alpine Amusement owner, will submit a contract to Alex Brown and Linda Carter for the BBQ event Sept. 13-15, 2024 for Board approval. Town profit will be 25% of the Alpine ticket sales; to be paid no later than 3 days after event.

**Christkindlmarket** - To be researched for a winter festival. Ex: Carmel, IN and Aurora, IL - [info@Christkindlmarket.com](mailto:info@Christkindlmarket.com)

\*HCCE members gather outside of scheduled meetings for training and to prepare and work at events for the Town. Volunteers are always welcome.

**Adjournment** - 9:25 pm

**Next Meeting** - March 6, 2024

Respectfully prepared by: Carol Parker, Secretary. Prepared 3-5-24