

# HINCKLEY FESTIVAL ASSOCIATION NFP

P.O. Box 657, Hinckley, IL 60520

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**Date:** 1/17/17

**Time:** 6:30pm

**Location:** J&K Halfmoon

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## **AGENDA:**

### **1. Call to Order: Roll Call**

- Joan Umamo-President-present
- Nikki Beane-Vice President-present
- Debbie Davis-Member at Large-present
- Liz Kerlin-Secretary-present
- Teri Fecht-Treasurer-present

### **2. Welcome (Introductions when necessary):**

- a. None

### **3. Approval of Previous Meeting Minutes:**

- a. None as this is our first meeting

### **4. Additions to the Agenda:**

- a. None

### **5. Treasures Report/Approval:**

### **6. Old Business:**

- a. None

### **7. New Business:**

*a. Certificate of Incorporation-signatures*

*b. Approval of Bylaws-signature*

- Liz Kerlin made a motion to approve Bylaws, Nikki Beane seconded. The Bylaws were passed with all members voting yea.

*c. Duties of Officers*

- Page 3-4 of the Bylaws outline the positions of each person on the board.
- **“Member at Large”**-hoping to define this position more. Hoping to hold off negative comments and use Debbie as someone looking for information, but we are hoping the community will feel comfortable coming to any of the members.
- Think about responsibilities for Debbie in the future to have a clearer picture of her position.
- The board understands the need for an odd number of board members in order to create fair voting opportunities.

- **Secretary:** needs to stay out of all financial aspects of the board and decisions.
- d. *Fiscal responsibilities-Teri*
- Robin will send reminders when we will need to file taxes.
  - Laptop purchased to be used for our finances. Quicken will be used to keep our finances.
  - All receipts given to Teri within a week
  - No debit cards
  - Budget requested to be at the February meeting, the 21st
- e. *Close out Hinckley Fireworks checking acct\_(ending balance: \$12, 674.81) and open Hinckley Festival Association NFP acct/Resource Bank-4:30pm Friday, 1/20/17*
- f. *Association Website/Liz*
- Liz will make a website for information purposes and to house meeting minutes: Joan will talk with our new HBRHS Art Teacher to promote a Logo Designing contest. Liz will have the form to Joan by Thursday night January 19<sup>th</sup>.
  - Hinckley Update
  - Community Calendar through the library, Joan has login information.
- g. *Association Gmail: [hinckleyfireworks@gmail.com](mailto:hinckleyfireworks@gmail.com)*
- h. *Contact cell numbers:* Please contact Joan via cell 630-768-1021
- i. *Family Fun Fest & Fireworks-Saturday, June 24<sup>th</sup>*
1. Contract established with DCV Imports & Deposit made
    - Petting Zoo, Band, Tent Rental,
    - Band-last year we gave him a “gift” or “donation”. This year we will not be able
    - Suggestions from organizations: Timing, last year we started at 1pm which was too long to try to take care of the food and staff the booths.
    - Joan heard from organizations that profit margin is low for food. There are a lot of food trucks for hire in DeKalb County. Possibly secure in 3 food trucks? Joan will be looking into food truck ideas. Rolling Harvest Food Truck (Jim: 815-901-3819), Nina’s Taco Shop (779-777-2322), Tinez Tacos (630-229-9258), Mike’s Empanadas (815-761-7465). Food Trucks open until the end of the Fireworks.
    - Bring in crafters and vendors: same time frame as food?
    - Possibly rent a tent with Midwest Tent that could be for craft and vendor

- Bounce Houses were a success
- Pony and petting zoo was a success
- Fire Department: either Hinckley or Big Rock to run Water Fights. Will ask Hinckley first deadline by, if they are unable to do this we will reach out to Big Rock. We will negotiate time frame once we have a fire department on board.
- Stilt Walker: no
- Magic Matt: balloon artist and magician was a success.
- Dunk Tank: success. Move to other side of kickback board and more visible.
- Bags Tournament was a success
- Car Show: ask the Lion's Club to see if they would be interested in switching.

## 2. Need to secure all contracts

### j. *Annual Auction Fundraiser-Friday, May 5<sup>th</sup>, 6-11pm @ Fisherman's Inn, Elburn*

- There was discussion about scheduling this on a Friday night. Last year we need to be gone, as they want their staff out the door by midnight. We will be decorating either Thursday night or Friday during the day. Joan will know after her initial meeting.
  1. Silent auction & Live Auction items
    - Next meeting we will be diving out responsibilities for contacting people for items.
    - Last year there were LOTS that came in at the last minute, possibly too many. Pamphlet of images of items ahead of time. Post on FB and website ahead of time. Possibly slide show during the event.
    - Gift certificates were used as prizes for raffle tickets.
  2. Secure Joel Prestegaard-Auctioneer
    - Joan will call
  3. Secure Entertainment
    - DJ this year? The band was too noisy. Possibilities: Jake Mack (sings by himself). We need to come up with budgets for this.

### k. *Open up March mtg to Community-Post on Update?*

- Waiting until March until the board is organized and ready.
  1. Establish Committee Chairs

## **8. Discussion**

- a. Last year we did not have any facepainting! Nikki knows someone who owns “Airbrush ‘N You” Michelle Simpsonson-Campbell and Nikki is wondering if this is something we would be interested in having. She is hoping to get a sponsor so the friend knows it will be profitable. Quote: \$500 for 5.5 hours. This quote includes travel, supplies, etc.
- b. Next month goals: have a budget, decide on committee’s we want, website up and going, have logo from art students and we will vote.
- c. Our new name, broad term, allows us in the future to open up to doing more community events throughout the year.
- d. “Hinckley Family Fun Fest and Fireworks” will stay the same so banners can stay.
- e. Possibly: At light of the tree in December could add on to another group to expand the realm of community activities.
- f. Community Meeting will be when we plan the “Hinckley Family Fun Fest and Fireworks”
- g. HFA is the umbrella above HFFFF

## **9. Adjournment**

**NEXT MEETING: TUESDAY, FEBRUARY 23, 2017 6:30PM, J&K HALFMOON**

**ITEMS FOR NEXT MEETINGS AGENDA:**