

HINCKLEY FESTIVAL ASSOCIATION NFP

PO Box 657, Hinckley 60520 email: hinckleyfireworks@gmail.com

Date: Feb 23, 2017

Time: 6:30pm

Location: J&K Half Moon

AGENDA

1. Call to Order, Roll Call
 - a. Joan Umano-present
 - b. Nikki Beane-present
 - c. Debbie Davis-present
 - d. Liz Kerlin-present
 - e. Teri Fect-present
2. Welcome (Introduction when necessary)
3. Approval of Previous Meeting Minutes
 - a. Liz Kerlin made a motion to approve meetings, Debbie seconded
4. Additions to the Agenda
5. Treasurers Report/Approval--\$12,674.81
 - a. Opened new bank account. All funds transferred to the new account.
 - b. Wondering if a bill came with the business checks? Shouldn't be more than \$250.
 - c. Bank statements arrive every month on the 6th.
 - d. Quickbooks is set up on the computer.
 - e. Money came in from donation can.
6. Old Business—
 - a. Received DCV Imports contract.
 - i. Fireworks company. Copy given to Teri. We have made our deposit of \$800. \$7200 left to pay.
 - b. Business checks have finally arrived
 - i. Joan has checks to give to Teri
 - c. March Update has Meeting invitation for Thurs, march 23rd, 7pm @ J&K HalfMoon and date posted for Annual Dinner & Auction @ Fisherman's Inn/Friday, May 5th
 - i. Joan gave us a copy of the Hinckley Update that invites people to our March 23rd meeting.
7. New Business

- a. **Liz-Association Website.** Vote to use website
 - i. Website built on Weebly. Hosting will cost \$50 per year. Need to vote on names.
 - ii. Spell out the name of Hinckley Festival Association .org
 - iii. Check out the price to upgrade to grade pay pal?
 - iv. Joan knows of a free site the golf association. Ask Chris O'Dwyer about their website and ask about fees.
- b. **Nikki-Tattoo/Face Painting Artist—Vote to hire Michelle Campbell**
 - i. Nikki has known for years, she has been active in Airbrush for some time. Quote \$500 for 5.5 hours. We would pay for it and then it would be free to the community.
 - ii. We could possibly ask for a local sponsorship.
 - 1. **Nikki B. made a motion to hire Michelle Campbell for \$500 for 5.5 hours. Teri F. seconded. Motion approved.**
- c. **Logo**-extending until Monday for 2nd student to complete their work
- d. Picked up the Fireworks items left at Village from previous year.
- e. **Annual Auction Fundraiser-Friday, May 5th, 6pm-11pm @ Fisherman's Inn**
 - i. Vote to hire Joel Prestegaard—**Auctioneer/ \$500**
 - 1. Joan spoke with Joel today, February 23rd, and he is available for the May 5th event. Last year he did this free of charge. Joel has to pay his Ring Guy, Joel will charge \$500 for his services, and then will pay Ring Buy \$250 of the \$500 fee.
 - 2. After Joan meets with Joel for his sound and room suggestions, Joan will meet at Fisherman's Inn.
 - ii. Secure **Entertainment**-Jake Mack for Fisherman's Inn
 - 1. Comedian? DJ? Other ideas?
 - 2. Mason Rivers, last year \$1300 because we went through a broker and they performed 7-10pm. We could possibly request more patriotic songs during the fireworks display? This year's contract would require them to perform 7-10pm (with 2 short breaks) and their fee would be \$1800. They will provide the sound and lights.
 - 3. Joan will talk with Anderson to make sure our location will not disturb the new HS orchards.
 - 4. **Motion made by Liz K. to approve the contract for Mason Rivers for entertainment at the Family Fun Fest and Fireworks event for \$1800 for 3 hours. Motion was seconded by Nikki B. Motion was carried.**
 - a. Joan will email Mason Rivers to let them know.

- iii. Meet with Joel P next week, then meet with Fisherman's Inn (deposit needed)
- iv. **Work on Silent auction items and 4-5 Live Auction**
 - 1. Too many live auction items last year.
 - 2. Joan will be meeting with Joel to decide which items will be best for live auction items.
 - 3. If each person could come up with 5-10 people or businesses who would be willing to donate items. Please email Joan ASAP.
 - a. Nikki will talk with Debbie White about getting a Disney donation. Nikki will speak with Meier's too.
 - b. Liz will contact American Girl Doll about a doll donation.
- f. **Family Fun Fest Activities:**
 - i. Craft Fair 9am-3pm (rent large tent for extra fee to use & rent single tent space)
 - 1. Joan spoke with Nancy and Pam about having a craft fair. Lynn Stein and Bonnie from the library help set up the Sandwich. If people want a space under the tent they would pay a premium price will be dependent on the tent rental. Outside of the tent will be \$25? We will explore this option more before next meeting.
 - ii. Fire Dept Water Fights 10am-3pm?
 - iii. Lions Club Car Show 11am-3pm?
 - 1. Joan will ask if they would be willing to bring their cars to the High School to park near the baseball field. Lion's Club will keep their money from car spaces. Will explore option.
 - iv. Food Vendor Trucks 11am-10pm
 - 1. Local organizations can still come in, but instead of food they could have activities, carnival games, etc.
 - v. Parks & Rec Bike parade 3pm starting at the Library
 - 1. Molly Ferguson wants to meet with us to solidify details soon.
 - vi. **Kick off the Family FUN Fest Activities: 3pm-9pm**

*Fisherman's Inn event fall on Cinco De Mayo—we are hoping to ask Fisherman's Inn to offer a Mexican type/style of food or beverage to tie in with the holiday.

- vii. **Community Organization & Businesses Tents: 3pm—8pm. No food tents.** The earlier time, noon, from last year was too long of a time span.
- viii. Petting Zoo, Pony Ride—3pm-7pm?
- ix. Bounce Houses, Magician/balloons, Tattoo, Dunk Tank, Bags Tournament, Bingo 3pm-8pm

- x. Mason Rivers Band—7-10pm
- xi. Fireworks 9:15pm??

*At this next meeting we will need to establish committee's with an outline of what each committee will be responsible for.

- g. Establish **Committee Chairs** for March Mtg.
 - i. Advertising (Missy Lewis?)
 - ii. Coordinate Craft Fair (contact Bonnie & Lynn from Library)
 - iii. Coordinate Fire Department Water Fights (Hinckley or Big Rock Fire)
 - iv. Coordinate Volunteers for entrance \$ Gates
 - v. Coordinate getting sponsors for Family FUN Fest
 - vi. Coordinate Food Vendors
 - vii. Coordinate Community Organizations & Businesses Vendors—NO FOOD
- h. Contacts
 - i. 2016 expenses ~\$16,000
 - ii. 2017 Contracts
 1. DCV (Fireworks company)-\$8000 (deposit of \$800 already made)
 2. Insurance-BMC
 3. Jumpers Jumpies-Bounce Houses (2016- 1-8pm \$500) (Nikki will contact)
 4. Tower Hill Stables-petting zoo (2016 1-5pm \$1200) (Nikki will contact)
 5. Magic/Balloon Artist- Magic Matt (Joan will contact)
 6. Fact Painter/Tattoo-\$500
 7. Rental tent-chairs & tables (2016 ~950) (Nikki will contact, ask about possibilities for the crafters)
 - a. 1-20x40 tent
 - b. 20-8ft tables
 - c. 200 –folding chairs
 8. Dunk Tank (2016 \$175, 1-4pm) Midwest Tent (Nikkie will contact)
 9. Vendor Trucks (Joan will contact)
 10. Band-Mason Rivers Band, 7-10pm \$1800
 11. HBR Event Custodian partial salary (2016 paid for overtime hours- 11hrs x \$19.50-\$214.50)
 - a. We might not need the service this year if we are able to secure food trucks
 12. Additional Signage-Strypes Plus More/Larry Yagee

- a. Possible new signage needed if we have new sponsors for bounce houses, etc.
 13. Supplies-spray paint cans, staple guns & staples, cases of water & pop
 14. Fishermen's Inn –deposit \$500
 15. Entertainment for Fishermen's Inn-needs to be decided
 16. Auctioneer- Joel Prestegaard/ services including assistance of a Ring-guy \$500 (He is giving us a price break as this would normally be a cost of \$750)
8. Discussion
 9. Adjournment

**NEXT MEETING: THURSDAY, MARCH 23, 2017 7PM, J&K HALFMOON
WHEN WE INVITE COMMUNITY**

ITEMS FOR NEXT MEETING AGENDA: