

# HINCKLEY FESTIVAL ASSOCIATION NFP

PO Box 657, Hinckley 60520 email: [hinckleyfireworks@gmail.com](mailto:hinckleyfireworks@gmail.com)

**Date:** ~~Feb 23, 2017~~ March 9, 2017

**Time:** 6:30pm

**Location:** J&K Half Moon

## **AGENDA**

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

- a. Joan Umano—present
- b. Nikkie Beane—present
- c. Liz Kerlin—present
- d. Debbie Davis—absent
- e. Teri Fecht—available via FaceTime when needed

### **2. Discussion—Car Show vs ~~Craft Fair~~**

- a. Carousel Car Company—this company would do EVERYTHING! They would print all promotions, car tags, collect entry fees, and announce winners. Quote of \$275 Just need someone “handy” to park cars. Located in DeKalb. They have people from a wide area.
- b. Whichever we choose it should run until 3pm so the kids can do activities.
- c. At this point, the Car Show would most likely draw in the largest crowd and would be easiest to facilitate.
- d. Joan will call Harry at Carousel Car Company to see if they advertise to find participants or if that’s something we will need to do.
- e. Joan will talk with Barbra B. from Big Rock about finding people to display their cars.
- f. We will need to find out who will need to mark the field? Carousel Car Company or someone from Hinckley Festival Association?

### **3. Committee Chairs & Responsibilities**

- a. Publicity Committee—contact Missy
- b. Sponsorship for Family FUN Fest Activities
- c. Local Business & Organization Vendors
- d. Volunteers for Car Show Parking
- e. Volunteers for Entrance Gates
- f. Volunteers for Bounce Houses—8<sup>th</sup> Grade Volunteers

- g. Volunteers for Friday & Saturday set-up—5-8pm on Friday, Saturday 8am-12
- h. Volunteers for Saturday evening take-down

#### **4. Fishermen's Inn Dinner & Auction Gala details**

- a. Joan talked with Patty and Kim at the Fisherman's Inn and they informed her that we are getting the whole building the night of May 5th. Doors open at 6pm, check-in downstairs, get your bid number. Entire silent auction will be in the lower level and this is where the hors d'oeuvres will be served. Menu consists of: BLT Bites, Mediterranean Cucumber Cups, Stuffed Mushroom Cups, Buffalo Chicken Bites. Salad: Fishermen's Inn Signature Salad Entrée: Chicken Picatta Dessert: Brownie Bombs (vanilla ice cream with brownie) margarita bar, Tuscany Pasta, Garlic Mashed Potatoes.
  - i. Fisherman's Inn has suggested the duet "Drift Away" who normally plays at their outside patio time for our entertainment. We will find out their quote for entertainment asap.
  - ii. We are looking to have about 50 items for our silent auction.
- b. Suggestion from Fisherman's Inn compared to last year: During auction...have wingman move further away from auctioneer so everyone can hear.
- c. 7:30 silent auction lists will be pulled for everyone to go up to dinner.
- d. To display winners of the silent auction items we will need a laptop, need thumb drive, PowerPoint created ahead of time with items listed so we only need to type in the name of the winners on the night of the event.
- e. After the live auction the band will be set up in the Veranda Room.
- f. We are wondering if there will be a coffee and water bar in the hallway like last year. Joan will double check with Fishermen's Inn.
- g. To help facilitate live auction, we need to make a booklet with live auction items. The booklet will allow participants to see what they are able to bid on during the auction. The back of booklet will have bid number.
- h. Each person will be given a bid number at the registration table. We will remind people to not put down their name on the silent auction items.
- i. Fisherman's Inn suggested that we raise our price for a dinner ticket as other similar activities have much higher prices. Last year we charged \$35 for a single ticket and \$60 for a couple.
- j. Patty also suggested we offer a VIP table. Your group of 8/10 could all be guaranteed to sit together. VIP Table would be a charge. Your table could be placed by the table or the auctioneer.
  - i. VIP Tables: "Reserve a VIP Table" sit with your friends for \$200 (does not include price of dinner ticket) 5 VIP tables offered. 8 to a table
- k. Last year we had 155 people attend. Our maximum capacity is 200.

- l. We need to get our request letter ready to gather auction items, asap.
- m. We will setup Thursday May 4<sup>th</sup>, 1-5pm.

**5. Approve Contracts:**

- a. Matt the Magician: \$895 2 shows under his tent...walks around and does balloons. 3-7 pm. **This was not approved.** Joan will get back with Matt to see if there is a half day rate. This price seems too high.
- b. Midwest Tents & Events: \$973 (20 banquet tables, 200 chairs, pole canopy, dunk tank) We need to put down half \$486.50.
  - i. Nikki B. motioned to approve the contract for Midwest Tents & Events for \$973, Liz K. approved. Motion carried.
- c. Jumpers Island: \$845 (3 bounce houses Castle, Jump & Slide, Dual Lane Obstacle Course) \$422.50 deposit need
  - i. Liz K. made a motion to approve the contract for Jumpers Island, Nikki B. seconded the motion. Motion carried.
- d. Carousel Sound Company: \$275
  - i. Nikki B. made a motion to approve the contract for \$275 for Carousel Sound Company to run our car show. Liz K. seconded the motioned. Motioned carried.
- e. Petting zoo for 3-7pm.
  - i. Nikki B. made a motion to approve the contract for \$1025 for petting zoo, Joan U. approved motion. Motion carried.

Next meeting will have two different secretary reports, this and last meeting. Teri will have a treasurer report ready for us and we will put out the committee chair positions.

We need a form letters to: ask for donations, thank you for your gift, and thank you for your tax deductible donation (in case people would like this for tax purposes).

Auction Ideas:

No more than 5 live auctions!

1. Chemwise
2. Mary Pritchard Apple Pie
3. Cubs Game ticket
4. 1 Hour Flight in private plane
5. ¼ Steer
6. Bountiful Blessings—1/2 crate vegetables for 4 weeks
7. Photographer—Traci Thorton
8. Shawnee Weekend: Rocky Comfort Cabins: Makanda, IL

9. Golf Rounds and bag

10. Great Wolf Lodge has program where we pay half and they pay half

**6. Adjournment**

Next Meeting: Thurs, March 23, 2017—7pm, J&K HalfMoon

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Items for next meeting's agenda