

# HINCKLEY FESTIVAL ASSOCIATION NFP

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

**Date:** May 15, 2017

**Time:** 6:30pm

**Location:** J&K Half Moon

## **AGENDA**

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- 1.) Call to Order: Roll Call & Introductions
  - a. Joan Umano--present
  - b. Nikki Beane—present
  - c. Debbie Davis—present
  - d. Liz Kerlin—present
  - e. Teri Fecht—present
- 2.) Welcome
- 3.) Approval of minutes:
  - a. Debbie motioned to approve secretary minutes from April 27<sup>th</sup>, 2017, Nikki seconded. Motion carried.
- 4.) Treasurer's Report:
  - a. 27,003.75 total in our account as of today.
  - b. Purchase of Microsoft Office—motion by Debbie, seconded by Nikki.
- 5.) Fishermen's Inn
  - a. Final totals--\$15,893.00
  - b. Critique—
    - i. food was amazing
    - ii. mail to previous attendees
    - iii. promote earlier to radio stations and local areas
    - iv. credit card swiper for next year
    - v. pay for tickets on the website (2 companies that Joan knows about would be able to facilitate this)
    - vi. we will most likely have dinner on Friday nights in the future because Saturday is wedding night
    - vii. check mics for next year
    - viii. take pictures!!!
    - ix. 2 pay stations for auction winnings next year manned with 2 people each
    - x. possibly adding beef option

- xi. prewrite receipts?
  - c. Thank you letters—Robin will send a sample of our letter so it can be a tax deduction. We will then approve with or without corrections.
- 6.) 501c3 Status
- a. Waiting on information that was sent out via email
- 7.) Responsibilities to handle and/or oversee
- a. Volunteers—2 gates (every two hours) 2 people on one gate and 1 at far gate by baseball field 3pm-9pm (best people 7-9), Family Fun Area (3-7pm)—we will hire through Jumper Jumpies, set-up Friday night (spray grounds for bags and vendors)/Saturday morning (3 hour shift 8am-11am) set up tables & chairs, fill dunk tank—take down Saturday night, and Sunday morning cleanup (their own time frame, just let me know). Pop-up tent for information (Karen, Amy, & Hailey)
  - b. Fireworks Sponsorship (Pam Mackey)—Nikki B
  - c. Vendors—Teri F
  - d. Food Trucks—Joan U (Mike’s Empanadas, Kona Ice, Lemon Shake-ups, Carmel Corn, and more...)
  - e. Car Show—Joan (call Yorkville theater about Fast/Furious)
  - f. Bags Tournament—Rodney & Debbie
  - g. Advertising (Missi Lewis)--Nikki
  - h. Contracts--Nikki
- 8.) Anything else?
- a. Bike parade—no motorized vehicles
- 9.) Adjournment
- 10.) Next Mtg. Thursday, June 1, 2017 at Brian’s Pizza 6:30pm, June 15<sup>th</sup>, 2017 at Brown Pub