



Village of Brookfield

8820 Brookfield Avenue • Brookfield, Illinois 60513-1688
(708) 485-7344 • FAX (708) 485-4971
www.brookfieldil.gov

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TREE CITY U.S.A. Since 1981

HOME OF THE CHICAGO
ZOOLOGICAL SOCIETY

SPECIAL EVENTS COMMISSION

June 7, 2016 at 7:00 pm

Location: Recreation Hall
8820 Brookfield Avenue, Brookfield, Illinois

AGENDA

- I. Call to Order
- II. Roll Call
- III. New Business
 - a. Approval of Minutes from January 5, 2016, February 16, 2016
March 11, 2016 and April 5, 2016
 - b. Discussion of Chairman Position
- IV. Old Business
 - a. 2016 Battle of the Bands reca[
 - b. 2016 Concerts
 - c. 2016 Movies
 - d. July 4th
- V. Questions or comments from audience
- VI. Next Meeting – July 5, 2016
- VII. Adjournment

Individuals with a disability requiring a reasonable accommodation in order to participate in any meeting should contact the Village of Brookfield at (708) 485-7344 prior to the meeting. Wheelchair access may be gained through the front (South) entrance of the Village Hall.

Special Events Commission

Meeting Minutes

June 7, 2016

1) Call to Order

Motion by Commissioner Vyskocil that Dale Schwer act as chairman in the absence of Chairman Mike Doerr for the June 7, 2016 SEC meeting; 2nd by Commissioner Mihelic

Commissioner Doerr: Absent

Commissioner Heller: Aye

Commissioner Mihelic: Aye

Commissioner Schwer: Aye

Commissioner Vyskocil: Aye

Commissioner Kowalski: Aye

Commissioner Gill: Aye

The meeting called to order at 7:08 p.m.

2) Roll call

Voting members present:

Commissioner Schwer, Commissioner Mihelic, Commissioner Heller, Commissioner Vyskocil, Commissioner Kowalski, Commissioner Gill

Non-voting members present:

Dave LeClere, Trustee Liaison

In attendance

Arlene Rovner, Recreation Department

3) New Business

a) Approval of Minutes

SEC minutes from February 16, 2016 are not available

Motion by Commissioner Vyskocil to approve the January 5, 2016 SEC minutes; 2nd by Commissioner Heller

Commissioner Doerr: Absent

Commissioner Heller: Aye

Commissioner Mihelic: Aye

Commissioner Schwer: Aye

Commissioner Vyskocil: Aye

Commissioner Kowalski: Aye

Commissioner Gill: Aye

Motion by Commissioner Mihelic to approve the March 11, 2016 SEC minutes; 2nd by Commissioner Gill

Commissioner Doerr: Absent

Commissioner Heller: Aye

Commissioner Mihelic: Aye

Commissioner Schwer: Aye

Commissioner Vyskocil: Abstain

Commissioner Kowalski: Aye

Commissioner Gill: Aye

Motion by Commissioner Vyskocil to approve the April 5, 2016 SEC minutes; 2nd by Commissioner Mihelic

Commissioner Doerr: Absent
Commissioner Heller: Aye
Commissioner Mihelic: Aye
Commissioner Schwer: Aye
Commissioner Vyskocil: Aye
Commissioner Kowalski: Aye
Commissioner Gill: Abstain

b) **Discussion of Chairman Position**

Commissioner Doerr would like to step down as Chairman and recommend that Commissioner Schwer take the position. President Ketchmark has been notified and will appoint the replacement.

4) **Old Business**

a) **2016 Battle of the Bands**

First place went to Double Identity and second place went to Millennium. Both are available to play at 4th of July.

Brookfield is no longer in the Forest Park Region for Battle of the Bands, but has been moved to a neighboring region.

b) **2016 Concerts**

The Great Lakes Naval Band cancelled but Arlene was able to replace them with the 85th U.S. Army Reserve Band. 80's Enough also cancelled due to double booking. Arlene has attempted to get a confirmation of the cancellation in writing and has yet to receive a response from 80's Enough. Run Forest Run will replace 80's Enough.

Zoo City Treats will provide snacks and ice cream for all of the summer concerts and movies and will attempt to reflect the theme of the band or movie of the night.

Motion by Commissioner Heller to offer Zoo City Treats a reduced total vender fee of \$150 for all 9 summer concerts and movies; 2nd by Commissioner Vyskocil

Commissioner Doerr: Absent
Commissioner Heller: Aye
Commissioner Mihelic: Aye
Commissioner Schwer: Aye
Commissioner Vyskocil: Aye
Commissioner Kowalski: Aye
Commissioner Gill: Aye

Motion by Commissioner Gill for Zoo City Treats to be the only vender at each of the 9 summer concerts and movies; 2nd by Commissioner Heller

Commissioner Doerr: Absent
Commissioner Heller: Aye
Commissioner Mihelic: Aye
Commissioner Schwer: Aye
Commissioner Vyskocil: Aye
Commissioner Kowalski: Aye
Commissioner Gill: Aye

Arlene is getting more local prizes for raffles including those from Sherwin Williams and Loca Mocha.

Commissioners signed up to work individual concerts for the summer.

c) 2016 Movies

Ferris Bueller's Day Off is playing June 17 and The Incredibles is playing August 19.

Arlene is looking into a red sports car or school band to play Twist and Shout for the 30th anniversary of Ferris Bueller's Day Off.

Commissioners signed up to work individual movies for the summer. It is assumed, but not confirmed, that DPW will help.

The village purchased a new projector after it was discovered that the old projector no longer worked and could not be repaired.

The Others has been ordered for free as a third movie under a deal from the agency and will be shown around October. This can be changed if so desired, but a movie title had to be chosen at the point of ordering Ferris Bueller's Day Off and The Incredibles in order to be eligible for the free order.

d) 2016 July 4th

Dale Schwer contacted fire protection districts Tristate, McCook, Riverside, Brookfield, DWFD, La Grange, North Riverside, Lyons, Broadview, Pleasant View, and La Grange Park. Four have already responded and will be in the parade. He also contacted a dance group who will be joining our parade this year about signing their contract and sending it to Arlene.

Currently, there are just over 40 parade groups signed up with completed contracts.

Mary Vyskocil has a face painter interested in working at the July 4th park event and is getting information regarding pricing and times.

SEASPAR does not usually participate in parades, but is interested this year as it is their 40th anniversary year.

Potential parade judges are still being contacted and confirmed. The goal is to have five judges.

"Best New Entry" or something similar will be added to the parade judging as a way to incentivize participation.

Arlene mentioned Jim Perry can cover photography and has a long history of helping with village events.

Motion by Commissioner Vyskocil to have Jim Perry provide photography services for 4th of July and be paid for his time and efforts; 2nd by Commissioner Heller

Commissioner Doerr: Absent

Commissioner Heller: Aye

Commissioner Mihelic: Aye

Commissioner Schwer: Aye

Commissioner Vyskocil: Aye

Commissioner Kowalski: Aye

Commissioner Gill: Aye

5) Questions/Comments from the audience

6) Next Meeting – July 5, 2016

Motion by Commissioner Heller to cancel the July 5, 2016 SEC meeting; 2nd by Commissioner Gill

Commissioner Doerr: Absent

Commissioner Heller: Aye

Commissioner Mihelic: Aye

Commissioner Schwer: Aye

Commissioner Vyskocil: Aye

Commissioner Kowalski: Aye

Commissioner Gill: Aye

The next meeting will be August 2, 2016.

7) Adjournment

Motion by Commissioner Kowalski to adjourn; 2nd by Commissioner Heller

Commissioner Doerr: Absent

Commissioner Heller: Aye

Commissioner Mihelic: Aye

Commissioner Schwer: Aye

Commissioner Vyskocil: Aye

Commissioner Kowalski: Aye

Commissioner Gill: Aye

Commissioner Doerr adjourned the meeting at 7:58 P.M.

DIVISION 3. - ADVISORY COMMITTEES

Subdivision I. - In General

Sec. 2-472. - Policy.

It is the policy of the village to establish a procedure for creating advisory committees. An advisory committee shall be created by the president with the advice and consent of the board of trustees whenever, in the opinion of the president and the board of trustees, the village will benefit from an advisory committee.

(Code 1964, § 02-300; Ord. No. 99-55, 12-13-1999)

Sec. 2-473. - Scope.

The provisions of this division shall apply to all advisory committees of all kinds appointed by the president with the advice and consent of the board of trustees, except as follows:

- (1) If a conflicting provision appears in a state statute or in a village ordinance relating to a particular committee, the specific statute or ordinance shall apply rather than this division.
- (2) The provisions of this division shall not apply to the boards and commissions created by statute or ordinance.

(Code 1964, § 02-301; Ord. No. 99-55, 12-13-1999)

Sec. 2-474. - Procedure.

Unless otherwise provided in the ordinance creating the advisory committee, or in a later ordinance pertaining to the advisory committee, in this Code, or by state law, the following provisions shall apply to each advisory committee:

- (1) *Advisory responsibility.* The committee shall have responsibility to provide advice only, and the board of trustees shall not be bound by any recommendation or advice received from the committee.
- (2) *Appointment and terms.* Advisory committees shall consist of at least three members, to be appointed by the president with the advice and consent of the board of trustees. Members shall serve for terms designated by the president at the time of appointment or if no term is designated at the time of appointment members of the committee shall serve for three-year staggered terms, so that approximately one-third of the membership shall be subject to reappointment each year. The first appointed members shall establish terms of one, two and three years by lot so that they will be serving for staggered terms. If members are serving for terms other than staggered terms in

any committee at the effective date of the ordinance from which this division is derived, members presently in office shall complete their terms and the members appointed at the completion of the existing terms shall be appointed for staggered terms. Any vacancy occurring shall be filled for the remainder of the term in the same manner as original appointments. The terms will run from the date of appointment or if the committee is created by ordinance, by the passage of the ordinance creating the committee.

- (3) *Chairperson.* Unless a chairperson is appointed by the president, the committee shall select one of its members as chair and one of its members as secretary.
- (4) *Reports.* The committee shall report in writing at least annually to the board of trustees. The committee shall provide such additional reports as from time to time may be necessary to fulfill the functions of the committee.
- (5) *Meetings.* Meetings shall be held by advisory committees as often as may be necessary to accomplish its objectives. The advisory committee may fix the date and time of its meetings by a majority vote of the committee. Special meetings may be called at any time by the chairperson or by any two members of a committee upon notice to each member of the committee. Meetings shall be open to the public, and a notice of the meeting, with the agenda, shall be posted and filed in the same manner as notices of the meetings of the board of trustees. Minutes of all committee meetings shall be taken.
- (6) *Unexcused absences.* If any member of any advisory committee misses three or more consecutive meetings without an excuse approved by a majority of the members of the advisory committee, the advisory committee shall declare that member's position vacant and shall notify the president and the board of trustees that there is a vacancy to be filled. The member shall be notified.
- (7) *Vacancies.* Vacancies shall be filled for the remainder of the term in the same manner that original appointments are made.
- (8) *Expenses.* Members of the advisory committee shall receive no pay for their services, and shall receive no compensation for their time expended nor time lost from work. Members of the committee may be reimbursed for actual expenditures, subject to receiving previous authorization from the village manager for each such expenditure.

(Code 1964, § 02-302; Ord. No. 99-55, 12-13-1999)

Sec. 2-475. - Review and reconsideration.

At least once each year the board of trustees shall review the effectiveness of each advisory committee, and shall determine whether such committee shall be continued as it is, abolished, or continued in a changed form. The committee's annual report may contain recommendations in this regard.

(Code 1964, § 02-303; Ord. No. 99-55, 12-13-1999)

Sec. 2-476. - Attendance by audio or video conference.

- (a) If any member of a village committee, including an advisory committee, is prevented from physically attending a regular or special committee meeting because of a personal illness or disability, employment purposes, the business of the village, or family or other emergency, and provided that a quorum of the committee is physically present at the meeting, the committee may, by a majority vote, allow the member or members who are prevented from physically attending the meeting to participate and vote by audio or video conference.
- (b) The member who is prevented from physically attending a committee meeting must notify the secretary of the committee in advance of the meeting of the reason why the member is prevented from physically attending the meeting, unless advance notice is impractical. When the secretary of the committee has received the required notice from any member who is prevented from physically attending the meeting, the secretary of the committee shall, at the commencement of the meeting, announce to the committee the receipt of the notice, the identity of the member who notified the secretary of the committee, and the reason why the member is prevented from physically attending the meeting as set forth in the notice.
- (c) Provided that a quorum of the committee is physically present at the meeting, the presiding officer at the meeting shall thereupon call for a vote on the question of permitting the member who are prevented from physically attending the meeting to participate and vote by audio or video conference. The vote to permit any member to participate in a closed meeting by audio or video conference shall be made in the open portion of the meeting.
- (d) The minutes of the meeting shall identify those members participating in the meeting by audio or video conference.

(Ord. No. 2006-79, 10-23-2006)

Secs. 2-477—2-505. - Reserved.

DIVISION 13. - SPECIAL EVENTS COMMITTEE

Sec. 2-876. - Composition; appointment of number.

The special events committee shall be composed of not more than seven voting members, which shall be appointed by the village president subject to confirmation by the village board of trustees. The special events committee shall also be composed of two non-voting members as follows:

- (1) The village manager or a person appointed by the village manager from the department of administration; and
- (2) The director of public works and services or a person appointed by the director from the department of public works and services.

(Code 1964, § 02-210; Ord. No. 90-16, 3-12-1990; Ord. No. 1994-9, 1-24-1994; Ord. No. 2011-18(B), § 2, 2-28-2011)

Sec. 2-877. - Terms of members and vacancies.

- (a) The terms of all voting members of the special events committee shall be for **two years**. All appointments for the filling of vacancies occurring after the initial appointment shall be for the remainder of the unexpired term and in the same manner as original appointments.
- (b) The terms of all officeholders who serve as nonvoting members of the special events committee shall run concurrently with the term of office of the office by which they qualify as nonvoting members or until such officeholder appoints a successor from within the officeholder's department.
- (c) The term of office of members of the special events committee who serve as nonvoting members by reason of appointment by an officeholder or election by a commission shall be until such time as the officeholder appoints a successor or the commission elects a successor.

(Code 1964, § 02-211; Ord. No. 1990-16, 3-12-1990; Ord. No. 1994-9, 1-24-1994)

Sec. 2-878. - Appointment and election of officers.

The members of the special events committee shall consist of a **chairman to be appointed by the village president with the consent and approval of the board of trustees. The committee shall elect their own vice-chairman and secretary and such other officers of the committee as may, in their judgment be necessary.**

(Code 1964, § 02-212; Ord. No. 1990-16, 2-12-1990)

Sec. 2-879. - Compensation.

No members or officers of the committee shall receive compensation based solely for serving as a member or officer of the committee.

(Code 1964, § 02-213; Ord. No. 1990-16, 3-12-1990; Ord. No. 1994-9, 1-24-1994)

Sec. 2-880. - General powers.

The duties of the committee are to advise the president and village board and the village manager on matters concerning the liaison, monitoring, establishment and operations of fairs and similar special events sponsored or sanctioned by the village as well as recommendations governing the establishment of new events intended to promote the interests of the village. The committee shall exercise such other powers as may be directed from time to time by the president and village board of trustees.

(Code 1964, § 02-214; Ord. No. 1990-16, 3-12-1990)

Sec. 2-881. - Meetings; quorum; records.

All meetings shall be open to the public. A quorum shall be deemed to be the majority of the number of voting members appointed to the committee at the time of a meeting. The committee shall keep proper written records of their proceedings which shall be made available pursuant to the statutory requirements of the state.

(Code 1964, § 02-215; Ord. No. 1990-16, 3-12-1990; Ord. No. 1994-9, 1-24-1994)

State Law reference— Open Meetings Act, 5 ILCS 120/1 et seq.

Secs. 2-882—2-886. - Reserved.

2016 Holiday Celebration
Village/Chamber Coordinating Group
February 26 and March 31, 2016
Village Hall Conference Room

Advance Planning Meeting Outcomes

Attendees

2/26/16: Betty L, Marty S, Michelle R, Amy W, Kit K, Keith S, Arlene R, Mike D

3/31/16: Betty L, Marty S, Michelle R, Kit K, Arlene R, Tom M

Note: Italics below indicate the identified (or presumed) lead to move each item forward.

General

- Saturday, Dec. 3, 2016, 2:00 – 7:00 pm (*Chamber HWC, SEC and Village*)
- Focus: expanding upon last year's success
- Expand activities in the Broadway Business District and Village Hall/Brookfield Ave corridor, and further engage participation in the Grand Blvd District (*Chamber HWC, SEC, Chamber and Village*)
- Santa at Grossdale Depot starting at 2 pm, then transported by fire truck to the Broadway District at 5 pm (*Chamber HWC and Village*)
- A Brookfield/Grand Blvd gateway banner over the street, visible to drivers and Metra riders from both north and south approaches (where the angles were) (*Chamber HWC and Village*)
- Planned/coordinated Tree Lighting Program from 5 - 6 pm (*Chamber HWC and Village*)
- Trolley to get people around (*Chamber HWC and Friends of the Library*)

Village Hall/Brookfield Ave Corridor

- Village Hall activities 2 – 5 pm (*SEC and Arlene*)
- Grossdale Depot to be open/used to host Santa (inside). Cut-outs and potential other attractions in front yard (*HWC for Santa arrangements, Kit for cut-outs, and Arlene for other front yard attractions - see wood carver or ice sculptor, at end of summary*)
- Brookfield Metra Train Depot for model train display (*Michelle, Dave, Arlene*)

Grand Blvd

- Kris Kringle-type of Market at Irish Times Cottage (alternatives could be CSS Academy or Brookfield Ale House) (*Chamber HWC*)
- Engage more Grand Blvd businesses to host daytime open houses, activities and promotions (*Chamber HWC*)
- Coordination of Grand Blvd businesses for post-tree lighting/adult activity, potentially with food specials and live bands in the businesses (after 7 pm). (*Chamber HWC*)

8 Corners/Broadway

- Petting Zoo at same location. Lighting to be secured through Village/PW (*Betty to contact Zoo and Arlene to look into availability of lighting through PW*)
- Second attraction/activity desired for 8 Corners. (Synthetic skating rink eliminated due to levelness needed and cost.) (*Chamber HWC*)
- Chamber Tent and raffle baskets to be done again (*Chamber HWC*)
- Ten reindeer (of top-level sponsors) to be featured at 8 Corners and to be raffled off. Needs further planning of raffle (*Michelle to obtain pattern, Betty to secure craftsman, Chamber HWC to confirm sponsorship levels/benefits and plan raffle*)
- 50 reindeer for residents and/or organizations to purchase and decorate. These would be smaller versions (4') that could be displayed in grass/yard areas along the Celebration route/path or kept in the yards of residents. (*Michelle to obtain pattern, Betty to secure craftsman, Chamber HWC to further plan and identify display locations*)
- Contest for favorite reindeer [sponsors and residents] (*Chamber HWC*)
- Creation of FaceBook page for Holiday Celebration (*Tom*)
- Luminaries around Memorial Circle and along Grand, with marketing at summer/fall events (*Betty, Chamber HWC*)

Other attractions to pursue/secure (Specific Locations TBD)

- Wood carver, with item to be raffled off (*Arlene*)
- Ice sculptor (*Arlene*)
- Tommy Twister (*Arlene*)

Other attractions to potentially explore

- Donut maker/vendor (*Betty to meet with*)
- Food cart (*Michelle to look into for potential later consideration*)
- Kiddie train (*Michelle to look into. More likely a possibility for next year*)

Update since the meeting ☺

- Mary's Morning Mix-Up has been secured to have a tent at Progress Park from 2-7 pm, with hot chocolate, cookies, etc. (*Betty*)

###

Preliminary Holiday Budget (as approved by Chamber 08/18/16)

ESTIMATED EXPENSES			
Printing, Copying and Marketing			<u>Notes & Assumptions</u>
Postage	175		Sponsorship mailing
Newspaper ads	600		2 ads @ \$300 consecutive weeks
Event Banners	460		One 3'x 7' banner and three 3'x8' banners @ \$115, for Circle, VH, CVS on Broadway, CVS on Ogden
Sponsor Banners	345		Three 3'x8' banners @ \$115, Circle, Village Hall, Grossdale Dt
Grand Blvd/rr banner	600		3'x30' 2-sided banner. (Cable add'l. thru DPW)
Lawn signs for activities	30		Line-up for Santa and Model train exhibit @ \$15/sign
Design	600		1-time design of posters, schedule, banners, ads
FB/web support (res/org reindeer contes	100		Set-up, monitoring, compilation, results
Printing	600		50 posters for \$25, and 1000 2 sided z-folded schedules for \$575. Provided by Library in '15 + \$75 specialty paper.
	Subtotal	3,510	
Purchased Program Services			
Entertainment in Villge Hall	400		\$250 last year , add'l hour this year
Tommy Twister	200		Tom Chyna. To be in CBD (50% pd by host Tischler's in '15)
Strolling carolers	600		3-5 pm on Grand
	Subtotal	1,200	
Concessions and Food			
Rec Hall refreshments	250		Includes extra hour from '15 (2-5pm)
Circle/Tree lighting refreshments	250		3pm - 6
Hot chocolate @ Tree Lighting	-		Mary's Morning Mix-up
Hot chocolate, coffee @ Grand	-		Loca Mocha, various biz's
	Subtotal	500	
VH Program Supplies			
VH crafts, games, decorations, supplies	580		
	Subtotal	580	
Other Materials, Supplies and Expenses			
Refreshment for VH volunteers	30		
Trolley	925		2-7 pm (\$800 for 4 hrs, \$125 for extra hr)
Trolley tip	100		
Santa Gift Card	50		
Petting Zoo	600		\$585 in '15
Tree lighting sound equipment	-		A Sound Ed
Model RR Club	100		Inside Prairie Ave Metra Station.
Reindeer (for sponsors/adoption)	2788		15 lрге @\$57.50 and 50 sm @ \$38.50. Labor compl.
Signage for sponsored reindeer	100		
Tent garland and décor	-		M D Ryan Consulting
Prairie Ave Station décor	-		Chamber member and Village/ SEC contribution/loans
Tree lighting performance	100		Ms Clara (keyboardist, Ms Clara)
Woodcarving	350		Inc 1 finished sculpture
Refreshments for reindeer auction	-		Moved to Chamber Follow-on Silent Auction
Luminaries on Grand	-		American Cancer Society
Bows for businesses/bldgs	300		Broadway, Grand, Metra Stn, Grossdale, VH (No garland)
Glow sticks	200		500 glow sicks for tree lighting (\$20 per 50 glow sticks)

10x10 Tents and tables	-	Chamber/Village
Lighting	-	For petting zoo, Chamber tent, woodcarver
Subtotal	5,643	
Grand Total of Est. Expenses	11,433	

ESTIMATED REVENUE			
Premium large reindeer sponsorships	7500		10 at Circle at new \$750 level (\$5000 if at \$500)
Large reindeer sponsorships	2500		5 on Grossdale yard w/ Toys for Tots sleigh at \$500
Small reindeer (resident/org purchase)	2500		50 at \$50
Other sponsorships	1950		6 @ \$100 and 9 @ \$150 (Levels increased from '15, partic. est. the same)
Hosts share of Tommy Twister	100		In '15 this was Tischlers
Grand Total of Est. Revenue		14,550	
Net Proceeds (2016)		3,117	
2016 EVENT RESERVE			
Budgeted net proceeds	3,117		(see above Net Proceeds)
Roll-over from 2015	2038		
TOTAL EVENT RESERVE BY 2016 YEAR END		5,155	
Budget for Follow-on Event: Silent Auction of up to 15 Reindeer			
Expenses			
Refreshments for reindeer silent auction	300		Wine & Cheese (at FNBB?)
Revenue			
Auction proceeds	300-1500		15 @ \$20 (ave) = \$300; to 15 @ \$100 (ave) = \$1500. Wood sculpture?
Net Proceeds			
		0 - \$1200	Net proceeds to be donated to Shop with a Cop or other local Holiday-oriented program.

2016 Battle of the Bands

Expenses

Advertising

Banner	Donated	\$ -
Newspaper ads	Donated	
Posters	Printed in house	\$ -
Total Advertising		\$ -

Awards

\$ -

Concessions & Food

\$ -

Program Supplies

T-Shirts	\$ 669.50
Candy - donated	
Pizza/snacks for Judges	\$ 25.00
Total Program Supplies	\$ 694.50

Other Materials/Supplies

\$ -

Total Expenses **\$ 694.50**

Revenue

Sponsorship

Barones	\$ 150.00
Brookfield Chamber	\$ 150.00
Carstar Scola's	\$ 150.00
Hitzeman Funeral Home	\$ 150.00
Hancock Engineering	\$ 150.00
Brookfield Financial Plans	\$ 150.00
Galloping Ghost	\$ 100.00
Gorman & Assoc	\$ 100.00
Merrick Animal	\$ 150.00
Total Sponsorship	\$ 1,250.00

Program Fees - Other Rec.

Band Applications	\$ 175.00
Total Program Fees	\$ 175.00

Concessions Space Rental

Vendors	
Restaurants	
Total Space Rental	\$ -

Merchandise Resale

T-shirt Sales	\$ 70.00
Total Merchandise	\$ 70.00

Total Revenue **\$ 1,495.00**

Net Profit (Loss)

\$

800.50

2016 Summer Concert Series

Expenses	
Bands	
BritBeat	\$2,500.00
Peach's Beach Party	\$ 750.00
85th Army Reserve Band	\$ -
Johnny Lightning	\$ 650.00
Run Forrest Run	\$ 1,500.00
Lincoln Don't Lie	\$ 650.00
Chicago Cuartro Orch.	\$ 900.00
Bands Total	\$ 6,950.00
Advertising	
Banner	\$ 168.00
Poster Printing	in house
Program Printing	in house
Newspaper Ads	\$ 350.00
Advertising Total	\$ 518.00
Equipment Rental	\$ -
Concessions	
Ice Cream purchases	\$ -
Concessions Total	\$ -
Program Supplies	
Paper for programs	
Program Supplies Total	
Total Expenses	\$ 7,468.00

Revenue	
Concessions	
Concessions Total	\$ -
Sponsorship	
Brookfield Financial Plans	\$ 1,000.00
Hitzeman	\$ 1,000.00
Nat'l. Thereputic	\$ 250.00
Hancock Engineering	\$ 1,000.00
Miss Clara	\$ 250.00
Licitra Roofing	
Illinois Arts Tour Grants	\$ -
Sponsorship Total	\$ 3,500.00
Concession Space Rental	
Zoo City Treats Vendor Fee	\$ 150.00
Concession Space Rental Total	\$ 150.00
Total Revenue	\$ 3,650.00

Net Profit (Loss) \$ (3,818.00)

July 4, 2016

Expenses

Revenue

Contractual

5460 - Equipment Rental		
5560 - Parade volunteer shirts	\$	279.75
5560 - Parade Entries	\$	2,800.00
5560 - ASCAP/BMI	\$	672.00
5560 - Bands + Sound	\$	5,400.00
5560 - Face painter	\$	300.00
Total Contractual	\$	9,451.75

Commodities

5610 - Awards	\$	329.00
5625 - Concessions & Food	\$	32.00
5690 - Program Supplies	\$	53.95
Total Commodities	\$	414.95

Total Expenses **\$ 19,733.40**

Rent

4620 - Concessions Space Rental	\$	50.00
Total Rent	\$	50.00

Other Revenue

4930 - Merchandise Resale	\$	-
Total Other Revenue	\$	-

Total Revenue **\$ 50.00**

Net Profit (Loss) **\$ (19,683.40)**

July 4, 2015

Expenses

Revenue

Contractual	
5460 - Equipment Rental	\$ 450.00
5510 - Janitorial	\$ -
5560Parade Entries	\$ 2,775.00
5560Bands + Sound	\$ 5,770.00
Total Contractual	\$ 8,995.00
Commodities	
5610 - Awards	\$ 317.25
5625 - Concessions & Food	
5690 - Program Supplies	\$ 26.05
Total Commodities	\$ 343.30
Total Expenses	\$ 9,338.30

Rent	
4620 - Concessions Space Rental	\$ 150.00
Total Rent	\$ 150.00
Other Revenue	
4930 - Merchandise Resale	\$ -
Total Other Revenue	\$ -
Total Revenue	\$ 150.00

\$ (9,188.30)

Net Profit (Loss)

2015 Battle of the Bands

Expenses

Advertising

Banner	Donated	\$	-
Newspaper ads	Donated		
Posters	Printed in house	\$	-
Total Advertising		\$	-

Awards

		\$	-
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Concessions & Food

		\$	-
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Program Supplies

T-Shirts		\$	812.25
Poster Board, Rope ,candy		\$	21.12
Pizza/snacks for Judges	Pizza Donated	\$	12.60
Total Program Supplies		\$	845.97

Other Materials/Supplies

		\$	-
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Total Expenses		\$	845.97
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Revenue

Sponsorship

Barones	\$	150.00
Brookfield Chamber	\$	150.00
Carstar Scola's	\$	150.00
Cignot	\$	150.00
Edward Jones	\$	50.00
Fleck & Ulich	\$	50.00
Galloping Ghost	\$	150.00
Great Clips	\$	150.00
Joe Rizza Ford	\$	150.00
Merrick Animal	\$	150.00
Sweetener Supply	\$	150.00
The Sanctuary	\$	150.00
Total Sponsorship	\$	1,600.00

Program Fees - Other Rec.

Band Applications	\$	275.00
Total Program Fees	\$	275.00

Concessions Space Rental

Vendors		
Restaurants	\$	25.00
Total Space Rental	\$	25.00

Merchandise Resale

T-shirt Sales	\$	160.00
Total Merchandise	\$	160.00

Total Revenue	\$	2,060.00
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Net Profit (Loss)

\$ 1,214.03

2015 Summer Concert Series

Expenses

Bands

ST Dave & W/City Groove	\$	1,800.00
Jeff Kust	\$	75.00
Chgo Cuatro Orch.	\$	900.00
Trance	\$	425.00
Steve Cooper Orch.	\$	800.00
Mason Rivers	\$	1,000.00

Bands Total \$ 5,000.00

Advertising

Banner	\$	168.00
Poster Printing	in house	
Program Printing	in house	\$ 50.00
Newspaper Ads	\$	350.00
Advertising Total	\$	568.00

Equipment Rental \$ -

Concessions

Ice Cream purchases		
Concessions Total	\$	-

Program Supplies

Paper for programs		
Program Supplies Total		

Total Expenses \$ 5,568.00

Revenue

Concessions

Ice Cream Sales		
Concessions Total	\$	-

Sponsorship

Brookfield Financial Plans	\$	700.00
Hitzeman	\$	1,200.00
Joe Rizza Ford	\$	700.00
Groot Industries	\$	750.00
Cantata	\$	700.00
Licitra Roofing	\$	100.00
Illinois Arts Tour Grants	\$	1,485.00

Sponsorship Total \$ 5,635.00

Concession Space Rental

Concession Space Rental Total \$ -

Total Revenue \$ 5,635.00

Net Profit (Loss) \$ 67.00

SPECIAL EVENTS SUMMARY
September 6 2016 meeting

REVIEW OF SPECIAL EVENT/ADVISORY COMMISSION ORDINANCE - A copy of the advisory committees' ordinance and the Special Events Committee Ordinance was provided with you packets. I have highlighted areas regarding the committee's election of a vice-chairman and secretary.

2016 HOLIDAY CELEBRATION

- The time for the 2016 celebration has been extended. It will take place on Saturday, December 3, from 2:00 pm until 7:00 p.m. with Village Hall activates running from 2:00 – 5:00 p.m.
- It has been proposed that we continue with the same format that we had last year. That is, entertainment, crafts and refreshments. **Please discuss what types of entertainment you would like and I will make the necessary contacts. I will try to contact the schools to give them a “save the date” but let me know whether or not that is the direction we are going. Some other things to consider are popcorn, face painting vs tattoos, photo booth area, etc.**
- The chamber will increasing the number of “large reindeer offered” and will also offer a smaller version for purchase by residents or nonprofit groups. These smaller reindeer could be kept on the individual's property or they could transport them to designated areas on the day of the event in order to take part in a Facebook contest. After the event the large reindeer will be auctioned off with the proceeds going to a local project or charity. Please review the Advance Planning Meeting Outcomes and the preliminary Holiday Celebration Budget for more details.
- **Please form a working committee made up of no more than 3 commissioners to work with me on the planning of the event activates.**

MURDER MYSTERY DINNER

In revisiting the possibility of putting on the Murder Mystery package which we purchased several years ago, I have received approval from Keith to discuss having the event off site. A few place that have shown an interest are Irish Times, the Brookfield Ale House and Paisans. Our package price for the event could include food and/or participation in the show, but any liquor purchased would have to be purchased by the participants on their own.

Please discuss: a) is this something we want to pursue; b) date for the event; c) other ideas for location; and d) anyone that would like to participate in the planning

2016 CONCERT/MOVIE RECAP

Attendance at the first movie, “Ferris Bueller’s Day Off”, was approximately 175 people. The Incredibles had a lower attendance (approximately 75) due to the poor weather conditions.

Attendance for the concerts follows (keep in mind that the Zoo had concerts each of these nights):

BritBeat	420 people		concession present
Peach’s Beach Party	315 people		concession present
85 th U.S. army Band	293 people		concession present
Johnny Lightning & the Thunder	185 people	poor weather	no concession present
Run, Forrest, Run	138 people	rainy	no concession present
Lincoln Don’t Lie	185 people		concession present
The Chicago Cuatro Orchestra	78 people	rain/held inside	no concession present

EVENTS INCOME/EXPENSE REPORT – I have included the income/expense breakdown for the summer events for 2015 and 2016. When reviewing **BATTLE OF THE BANDS** please note that in 2016 we had three less bands, \$350.00 less in sponsorship and \$90.00 less in shirt sales (which would account for the decrease in profit). RE: the **CONCERTS** – in 2016 no grants were available from the State of Illinois (we received \$1,485.00 in 2015). Also we received \$650.00 less in sponsorship and spent \$2,000.00 more on bands. In reviewing the **MOVIES** please note that in 2016 we received \$1,050.00 less in sponsorship. Also, we had a credit in 2015 for a 2014 rainout. Therefore, in 2015 we only paid for one movie, but showed two. In 2016 it looks like we are paying for 3 movies, however, we are receiving licensing for 3

movies but paying for only two. The fee for the two summer movies are added together and that fee is divided between the three movies. **Currently, the movie that was reserved for the October 14th or 15th is "The Others". In order to take advantage of the 3 for 2 deal we had to pick a movie but it can be changed up to 2 weeks before showing. Please discuss some movie choices and what if anything else we would like to do in addition to the movie.**