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Office of the City Administrator

**Mequon Festivals Committee
October 12, 2015
Meeting Minutes**

Members Present: Alderman Pam Adams, Alan Day, Bridget King, Al McIlwraith, Vanessa Nerbun, Sharon Stillman, Committee Chair

Not Present: Kirsten Hildebrand

Also Present: Executive Assistant Prosser

The meeting was called to order by Sharon Stillman, Committee Chair at 6:07 PM

Approve meeting minutes of August 31, 2015 meetings

Action: Motion to approve meeting minutes of August 31, 2015 (Nerbun/McIlwraith)

Result: Motion passed by voice acclamation.

Budget and Sponsorship Update

Executive Assistant Prosser provided the Committee with a budget and sponsorship update.

Election of Committee Chair

Alderman Adam stated the item, election of committee chair, was tabled at the committee's May 4, 2015 meeting, therefore a motion will need to be made to take the item off the table for discussion.

Action: Motion to remove the item, election of committee chair, off the table for discussion.
(Adams/King)

Result: Motion passed by voice acclamation.

Action: Motion to nominate Vanessa Nerbun as committee chair. (King/Adams)

Result: Motion passed by voice acclamation.

After the election of a committee chair, Vanessa Nerbun chaired the meeting.

Item for Discussion: Planning Winter Wonderland of Mequon

Set time for Winter Wonderland of Mequon

Action: Motion to set the time for Winter Wonderland of Mequon at 4:00 – 6:30 PM.
(Nerbun/McIlwraith)

Result: Motion passed by voice acclamation.

Sponsorship

Sharon Stillman suggested looking for a sponsor to underwrite the cost of hot chocolate. Lina Prosser will provide the Committee with a list of the 2013 winter event sponsors. Vanessa Nerbun will review the winter event sponsor package to determine if revisions are required.

Holiday Exhibit

Action: Motion to approve the purchase of three lighted reindeer (Nerbun/King)

Result: Motion passed by voice acclamation.

Sharon Stillman offered to purchase three lighted reindeer for the holiday exhibit. Vanessa Nerbun asked committee members to look for additional decorative pieces for the holiday exhibit. Sharon volunteered to help decorate the Isham Day House with the assistance of other committee members. Vanessa will work on scheduling a day and time before the event to decorate the Isham Day House. Sharon will work on obtaining fire pits for the event. Al McIlwraith will contact Noffke Tree Farm and Vanessa will reach out to the Optimist Club for a donation of trees to be used for display at the Isham Day House. Lina Prosser reported city staff is working on obtaining quotes for outdoor lights.

Music

Sharon reported she has contacted Crossroads Church to sing holidays songs and they have agreed to participate. Alan Day will provide a CD player. Bridget King will contact Homestead High School to inquire whether the high school choir would be available to sing at the winter event.

Refreshments

Al McIlwraith will work on obtaining a vendor for hot chocolate and will reach out to food trucks; Gouda Girls and Falafel Guys. Vanessa asked Sharon to reach out to the sponsor she worked with last year to see if they would agree to sponsor the refreshments for the event. Vanessa will work on finding a sponsor to donate cookies. Alan Day will check into finding a vendor to sell wine. Lina Prosser will check on what food and liquor licenses will need to be secured by the vendors in order to participate in the event.

Publicity/Promotional Materials

Vanessa Nerbun asked Lina Prosser to assist her with the promotional materials. The Committee agreed to collect mittens again this year. Vanessa will contact Linda Bendix, Library Director, to see if the library would help promote the winter event. Vanessa stated she would like to have all the updates to the promotional pieces completed by the end of October. Lina will make arrangements to promote the event on the community event sign.

Identify Volunteer Needs

Lina Prosser reported a local business has offered their services to volunteer at the winter festival and provided the Committee with the name and phone of the person to contact.

Event Schedule

The Committee set the winter event schedule.

Event Time: 4:00 – 6:30 PM

Music Group I Sings 4:00 – 5:00 PM

Music Group II Sings 5:00 – 6:00 PM

Santa Arrives: 4:30 PM

Tree Lighting Ceremony: 5:00 PM

Future agenda items

Review Sponsorship Package (January 2016)

Next Meeting Date and Time

The next meeting will be held on Monday, November 2nd at 6:00 PM.

Adjourn

Action: Motion to adjourn the meeting. (McIlwraith/King)

Mequon Festivals Committee

Meeting Minutes: October 12, 2015

Minutes Approved: November 2, 2015

Result: Motion passed by voice acclamation. Meeting was adjourned at 7:15 PM.

Respectfully submitted,
CITY OF MEQUON – MEQUON FESTIVALS COMMITTEE
Lina Prosser, Executive Assistant