



April 28, 2011
7:00 pm
Multi-Purpose Room

Agenda

- I. Review and approval of the March 24, 2011 minutes
- II. Budget Report
- III. Staff Reports
 - a. Administration
 - b. Public Works
 - c. Police Department
 - d. Fire Department
- IV. Sub-committee Chairperson assignments
 - a. Decorations – Kathy Peters & Art Dick
 - b. Stage
 - c. Entertainment – Doug Sharp & Bob Pisciotta
 - d. Sponsorship – Kim Kobe
 - e. Marketing, advertising and material design – Marianne Noll
 - i. Graphic Artwork
 - ii. Ad Media
 - iii. Signage
 - iv. Brochure/Map
 - v. Facebook – Bob Pisciotta
 - f. Creativity Center – Patti Jordan
 - g. Patriotic Service – Marianne Noll
 - h. Food -
 - i. Pancake Breakfast
 - ii. HyVee
 - iii. Additional Vendors
 - iv. Water Booths
 - i. Hospitality – Doug Sharp
 - j. Volunteers – Quinn Bennion
 - k. Children's Parade – Julie Weiss
 - l. Information Booth – Bob Engel
 - m. Student Contest – Ed Roberts & Joel Crown
 - n. Community Spirit Award – Diana Ewy Sharp & Julie Weiss
 - o. Bike Rodeo – Adam Taylor
 - p. Children's Fingerprinting – Ed Roberts
 - q. Committee Shirts
 - r. Committee Booths – Jeanne Koontz
 - s. Train Show – Jeanne Koontz
- V. WOW idea - Everyone

VILLAGEFEST COMMITTEE

March 24, 2011 Minutes

The VillageFest Committee met March 24, 2011. Present and presiding, Marianne Noll. Members present: Diana Ewy Sharp, Kim Kobe, Bob Pisciotta, Joel Crown, Toby Fritz, Art Dick, Kathy Peters, Ed Roberts, Deke Rohrbach, Cory Scheer, Dale Warman, Julie Weiss, Sgt. Byron Roberson, Mike Helms and Jeanne Koontz.

Minutes

Bob Pisciotta moved approval of the minutes of the March 3, 2011 meeting. Joel Crown seconded the motion which passed unanimously.

Budget Report

Marianne stated that we will go over the budget in more detail next month. We still need to raise more money but have not overspent yet.

Preliminary Schedule

Marianne Noll reviewed the preliminary schedule. The event will be ending at 1:30 pm so some events have been adjusted account for this change. The Games 2 U van and Hamster Balls are scheduled for 4 hours from 9:30 am - 1:30 pm. The SME Robotics team will not be able to confirm until May 20th. The committee decided to book Wacky Hair instead of a magician. Dale Warman is still attempting to obtain items from the National Guard. The committee discussed emcee options. Kim Kobe volunteered to contact Carrie Hibler at Fox4. Dale Warman suggested getting a Scout Troop to post the colors at the patriotic service. Marianne will look into it.

Staff Reports

A. Administration

Jeanne Koontz reported that Trent Carter (food vendor), Grego's Balloons and Uncle Sam are all available for the same price as last yer. Trent Carter may be able to provide funnel cakes.

Jeanne Koontz asked the committee for giveaway ideas. The committee suggested cinch bags, hand fans, beach balls and 50's themed items.

B. Public Works

No report.

C. Police Department

Byron Roberson reported that Adam Taylor would like to add a dunk tank for Special Olympics donations. He would coordinate volunteers. It will need to be near water. It could possibly go next to the Fire Department display.

D. Fire Department

Byron Roberson will contact Tony Lopez.

Sub-Committee Chairperson Assignments

A. Decorations

Kathy Peters said they will need a bigger budget to accomodate the "60" balloon and the increase in the price of helium.

- B. Stage
Marianne Noll reported that the JazzFest Committee is not ready to partner to purchase a stage. A stage will have to be rented this year. The stage committee will continue to look into options for future years.
- C. Entertainment
The committee decided to go with a 50's theme to incorporate the City's 60th Anniversary and directed the sub-committee to look at 50's bands.
- D. Sponsorship
Kim Kobe reported that the sponso letters will go out by April 1st. Deke Rohrbach said that static decals will be given to businesses who donate.
- E. Marketing, advertising and material design
Marianne Noll stated she will meet with Don Mackey next week to work on the logo.
- F. Creativity Center
No report.
- G. Patriotic Service
Susan Lee will sign the National Anthem and God Bless America. Quinn Bennion is trying to secure a brass band to perform. The patriotic service will also include the presentation of student poster contest winners and the community spirit awards.
- H. Food
Marianne Noll found a new food vendor who sells popcorn, fudge puppies and other items.
- I. Hospitality
Doug Sharp has contacted Johnny's
- J. Volunteers
Three volunteers so far.
- K. Children's Parade
Julie Weiss will hand out rewards like last year.
- L. Information Booth
No report.
- M. Student Contest
The theme will be "60 years in Prairie Village".
- N. Community Spirit Award
Marianne Noll requested a letter to send with the Friends of VillageFest letters.
- O. Bike Rodeo
No report.
- P. Children's Fingerprinting
They are on board.

Q. Committee Shirts

Dale Warman and Marianne Noll will obtain pricing.

R. Committee Booths

Jeanne Koontz will coordinate.

S. Train Show

No one from the train show has contacted the city. The committee has tentatively decided to hold the Child ID Center in the Council Chambers.

WOW Idea

Dale Warman said the KC Skydivers are available for \$1,500 - 1,700. Four will jump and the last one will bring down the American Flag. Insurance details need to be worked out.

Ideas to incorporate 60th Anniversary

The committee discussed incorporating 50's themed events including a display of old Prairie Village photos, competitive hula hoopers and inviting roller skates in the children's parade. Joel Crown and Toby Fritz volunteered to make a powerpoint or old photos to show in the council chambers.

The meeting adjourned at 8:20 pm.

Marianne Noll
Chair

VillagFest Budget Summary

| REVENUES | |
|---|---------------------|
| Item/Source | Committed |
| City Allocation | \$ 16,000.00 |
| Food Vendor Fee | \$ 525.00 |
| Clear Hearing Aid - Entertainment Sponsor | \$ 2,500.00 |
| Capital Federal | |
| Intrust Bank | |
| Nations Title | |
| Commerce Bank | \$ 1,000.00 |
| Taylor Made Team | |
| Meadowbrook Country Club | |
| Community America | |
| Renewal | \$ 750.00 |
| Highwoods | |
| Lane4 Properties | \$ 1,000.00 |
| AT&T | |
| Brighton Gardens | |
| Old Mission Masonic Lodge | |
| O'Neill's Restaurant | \$ 500.00 |
| Mission Road Animal Clinic | \$ 500.00 |
| PV Homes Association | |
| Fulk Chiropractic | |
| Harvey for Senate | |
| Prairie Village Arts Council | \$ 300.00 |
| 60th Anniversary | \$ 5,000.00 |
| Pancake Breakfast | |
| SUBTOTAL | \$ 28,075.00 |
| Friends of VillageFest | \$ 900.00 |
| TOTAL | \$ 28,975.00 |

| EXPENDITURES | |
|-------------------|--|
| Item/Activity | Allocated |
| Entertainment | \$ 6,200.00 Includes skydivers |
| Family Activities | \$ 10,190.00 |
| Pancake Breakfast | \$ 3,900.00 |
| Advertising | \$ 600.00 Includes 60th Anniversary logo |
| Supplies | \$ 3,825.00 Includes additional money for giveaways and stage rental |
| | <u>\$ 24,715.00</u> |

**VillageFest 2011
Staff Report #4**

1. Fun Services
 - a. Review ride options for 2012
2. 60th Anniversary Giveaway Ideas
 - a. Beach balls with logo
 - b. Slinky
 - c. Silly Putty