



March 28, 2013

7:00 pm

Multi-Purpose Room

- I. Open Meeting
- II. Review and approval of February 28, 2012 minutes
- III. Staff Reports
 - a. Administration
 - b. Public Works
 - c. Police Department
 - d. Fire Department
- IV. Planning Group Reports
 - a. Entertainment – Deke Rohrbach
 - b. Creativity Center - Patty Jordan
 - c. Crafts - Cindy Clark
 - d. Patriotic Service
 - e. Food Vendors – Susan Forrest
 - f. Information Booth – Beth Cavanaugh
 - g. Volunteers – Beth Cavanaugh
 - h. Decorations
 - i. Sponsorships – Marianne and Jeanne
 - j. Pie Baking Contest – Danielle Dulin
 - k. Bike Rodeo -
 - l. Fingerprinting – Masonic Lodge
 - m. Community Spirit Award – Toby Fritz
 - n. History Display – Ted Fritz
 - o. Wow Item – Zip Line?
- V. Monthly schedules and deadlines
- VI. Next Meeting: April 25, 2013 7:00

VILLAGEFEST COMMITTEE

February 28, 2013

The VillageFest Committee met February 28, 2013 at 7:00 pm. Present and presiding, Marianne Noll. Members present: Susan Forrest, Cindy Clark, Toby Fritz, Ted Fritz, Danielle Dulin, Quinn Bennion, Keith Bredehoeft, George Stewart, Byron Roberson, and Jeanne Koontz.

Minutes

Toby Fritz moved approval of the minutes of the January 24, 2013 meeting. The motion passed unanimously.

Staff Reports

A. Administration

Jeanne Koontz reported that Sister Act Face Painting/Wacky Hair would like to return for 2013. The fee is the same as last year at \$2,240 for 5 face painters and 2 wacky hair stylists.

The committee reviewed the inflatable offerings of Inflatabilities and selected Animal Kingdom, the Junior Double Waterslide, the Volcano Waterslide and the Adrenaline Rush II. Staff will contact Inflatabilities for a quote.

The committee reviewed the offerings of Giggles n Jiggles and decided to obtain a quote on the Velcro Wall and the Hamster Balls.

The committee looked at the U:launcher as an alternative offering to the Video Game Van from Games 2 U. The U:launcher launches water balloons. Committee members expressed interest in using biodegradable balloons. Staff will obtain a quote on both items.

The committee would like to invite back the Petting Zoo and Pony Rides, the Photo Booth and the DJ at the main stage.

Quinn Bennion suggested having a brass band perform at the pancake breakfast. He will look into this item.

B. Public Works

Keith Bredehoeft stated they received the list of items from the last meeting and will review it. They will work on having more picnic tables and making improvements for electrical service.

Cindy Clark suggested getting the music from the main stage to the crafters. Staff will contact Mark Thies to discuss ideas.

C. Police Department

Byron Roberson reported the Bike Rodeo will be happening again. The Police Department will be displaying their new cars.

D. Fire Department

George Stewart with the Fire Department stated they are happy to provide the same set-up as last year or anything else within reason.

Planning Group Reports

A. Entertainment - Deke Rohrbach

Marianne Noll reported that the Surf Tones are willing to come back. She asked what types of music the committee would like to have. The committee suggested bluegrass or big band.

B. Craft Center - Patty Jordan
No report.

C. Crafts - Cindy Clark
Cindy Clark stated she received two applications.

D. Patriotic Service - Marianne Noll
Marianne Noll asked the committee to think of something new and different for the Patriotic Service and report back next month.

E. Food Vendors - Susan Forrest
Susan Forrest reported the following vendors will be coming and providing their own electricity: Hy-Vee, the Popcorn Man, and Rex Nolen. Mely's Yogurt and Ice Cream would also like to come but cannot provide their own generator. The committee discussed whether to make an exception but ultimately decided not to make an exception to the rule. Mely's can come if they bring a generator. Quinn Bennion stated he is concerned about having too many vendors with the same product. If Mely's comes, there would be three vendors providing shaved ice. Hy-Vee is considering selling breakfast items.

F. Information Booth - Beth Cavanaugh
No Report.

G. Volunteers - Beth Cavanaugh
No Report.

H. Decorations -
Marianne Noll asked committee members to think of ideas for decorations.

I. Sponsorships - Jeanne Koontz & Marianne Noll
The following sponsors have confirmed: Lega C listed as Prairie Village Shops & Corinth Square Shops, Capitol Federal and Renewal by Andersen. The Friends of VillageFest mailing will go out in March.

J. Pie Baking Contest - Danielle Dulin
Danielle Dulin gave an update on the pie baking contest. Danielle stated she spoke with the Kansas Department of Agriculture regarding the pie baking contest. They have no problems with the contest except we cannot serve dairy or cream pies. Danielle suggested a \$100 grand prize and \$25 first prize in the rest of the categories. She suggested three categories of fruit, nut and other with three judges per category. She asked the committee if they wanted a pre-entry form. The committee agreed this would be a good way to gauge the number of participants. Marianne Noll suggested using local merchants or local celebrities as judges. The following were suggested: Tastebuds editor, Dolce owner, Julia Senter, Bakery Manager from a grocery store, professor from Broadmoor Culinary Program or Johnson County Community College Culinary program, and/or news/radio personalities. The contest will be advertised in the May newsletter, on Facebook, Twitter, and through the homes associations.

K. Bike Rodeo - Adam Taylor
No Report.

L. Fingerprinting - Masonic Lodge
Byron Roberson will follow-up.

M. Community Spirit Award - Toby Fritz

Toby Fritz suggested the following judges for the Community Spirit Award: Joel Crown, Bob Pisciotta and Mary Rimann. The committee agreed.

N. History Display - Ted Fritz

Ted Fritz gave an update on the History Display which will include information on Native American tribes who came through Prairie Village. He stated he may only display a poster in the lobby. Marianne Noll said he can have a tent outside. The committee suggested inviting the Shawnee Indian Mission to set-up a booth. Ted said he is willing to make buttons again. A button maker can be purchased for \$400 or he can try to borrow one from the EPA again.

O. Wow Item -

Marianne Noll asked the committee to think about the wow item.

Other Business

The next meeting is March 28, 2013 at 7:00 pm. The meeting adjourned at 8:25 pm.

Marianne Noll
Chair

**VillageFest 2013
Staff Report #3
March 28, 2013**

1. Update on activities discussed at the February meeting.
 - a. Giggles N Jiggles
 - i. Human Hamster Balls - \$650 (includes labor)
 - ii. Velcro Wall - \$450 (includes labor)
 - b. Games 2 U
 - i. Video Game Van - \$579
 - ii. U:Launchers with balloons and filling station = \$520 (we send TWO Game Coaches for this event--we would need a water hook up to fill balloons and about 50 yards of space for shooting the balloons--must be away from crowds)
 - iii. Total = \$1099 - 20% \$219.80 = \$879.20 plus \$25 travel = \$904.20

VillageFest Revenue 2013

Item/Source	Budget	Received	Committed	2012 Income	2011 Income	2010 Income	2009 Income
City Allocation	\$ 15,000.00	\$ 16,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 16,000.00	\$ 16,000.00
Food Vendor Fee	\$ 525.00		\$ 525.00	\$ 525.00	\$ 525.00	\$ 350.00	\$ 525.00
Capital Federal	\$ 1,000.00		\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Commerce Bank	\$ 1,000.00			\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 500.00
Taylor Made Team	\$ 1,000.00			\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Renewal	\$ 750.00		\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00	\$ 750.00
Lega C (prev. Lane4 Properties)	\$ 1,000.00		\$ 1,000.00	\$ 1,000.00	\$ 1,000.00		
Old Mission Masonic Lodge	\$ 500.00			\$ 500.00	\$ 600.00	\$ 1,000.00	\$ 1,000.00
O'Neill's Restaurant	\$ 500.00			\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
Mission Road Animal Clinic	\$ 500.00			\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
Harvey for Senate				\$ 750.00			
Wolf for Senate				\$ 750.00			
Prairie Village Arts Council	\$ 350.00		\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 300.00
60th Anniversary	\$ -				\$ 5,000.00		
Pancake Breakfast	\$ 4,000.00			\$ 4,795.00	\$ 1,293.80		
Shirts					\$ 225.00		
SUBTOTAL	\$ 26,125.00	\$ 16,000.00	\$ 18,625.00	\$ 28,420.00	\$ 28,743.80	\$ 24,450.00	\$ 23,675.00
Friends of VillageFest	\$ 2,000.00	\$ 775.00		\$ 2,475.00	\$ 1,925.00	\$ 54.00	
TOTAL	\$ 28,125.00	\$ 16,775.00	\$ 18,625.00	\$ 30,895.00	\$ 30,668.80	\$ 24,504.00	\$ 23,675.00

VillageFest Expenses 2013

Item/Activity	Budget	Spent	2012 Expenses	2011 Expenses
Entertainment				
Cobras	\$ -	\$ -		\$ -
Cosgrove/Funky Mama/Sound System	\$ 2,300.00	\$ 2,300.00	\$ 2,300.00	\$ 2,300.00
Headliner	\$ 1,200.00		\$ 1,200.00	\$ 2,123.00
Patriotic Service - DJ	\$ 400.00		\$ 400.00	\$ 400.00
Singer	\$ 100.00		\$ 100.00	\$ 100.00
Skydivers		\$ -	\$ -	\$ 2,115.00
Main Stage DJ	\$ 500.00		\$ 500.00	
Emcee	\$ -	\$ -		\$ 100.00
Total Entertainment	\$ 4,500.00	\$ 2,300.00	\$ 4,500.00	\$ 7,138.00
Family Activities				
Petting Zoo	\$ 975.00	\$ 975.00	\$ 975.00	\$ 937.50
Stiltwalker	\$ -			\$ 300.00
Clement McCrae Puppets	\$ 875.00	\$ 875.00	\$ 875.00	\$ 875.00
Craft Center Supplies	\$ 400.00		\$ 500.86	\$ 508.50
Face Painter - Sister Act 5 for 4 hrs	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	\$ 1,200.00
Pony Rides	\$ 975.00	\$ 975.00	\$ 975.00	\$ 937.50
Inflatables	\$ 1,605.00		\$ 1,605.00	\$ 1,750.00
Ararat Shrine Clowns (3 clowns for 4 hours)	\$ 600.00	\$ 600.00	\$ 600.00	\$ 450.00
Petting Zoo Cups & Sanitizer	\$ 20.00		\$ 13.70	\$ 17.87
Fun Services - Trackless Train Rock Wall, 2 operations attendants	\$ 1,510.00	\$ 1,510.00	\$ 1,450.00	\$ 882.76
Greg Keller - Balloon Artist				\$ 300.00
Sister Act Wacky Hair - 2 artists for 4 hours	\$ 640.00	\$ 640.00	\$ 640.00	\$ 570.00
Giggles n Jiggles LLC	\$ 650.00		\$ 650.00	\$ 600.00
Games 2 - \$100/hr	\$ 400.00		\$ 400.00	\$ 400.00
Photo Booth	\$ 500.00	\$ 500.00	\$ 500.00	\$ 400.00
Laughing Matters	\$ -		\$ 500.00	
Yo-Yo Champion	\$ -		\$ 140.00	
New Entertainment	\$ 640.00			
Pie Contest	\$ 100.00			
Beaks N Wings	\$ -	\$ -	\$ -	\$ -
Total Family Activities	\$ 11,490.00	\$ 7,675.00	\$ 11,424.56	\$ 10,129.13
Pancake Breakfast				
Chris Cakes	\$ 3,200.00			\$ -
Coffee Vendor	\$ 240.00		\$ 240.00	\$ 240.00
Start-up Cash	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00
Total Pancake Breakfast	\$ 3,840.00	\$ 400.00	\$ 640.00	\$ 640.00
Advertising				
Website	\$ 100.00			\$ 34.99
Tastebud Magazine	\$ -	\$ -		\$ -
Flyers				\$ 150.00
Don Mackey	\$ 500.00		\$ 300.00	\$ 550.00
Printing			\$ 12.77	\$ -
Logo Design				\$ 855.97
Total Advertising Budget	\$ 600.00	\$ -	\$ 312.77	\$ 1,590.96
Supplies				

VillageFest Expenses 2013

Item/Activity	Budget	Spent	2012 Expenses	2011 Expenses
All Seasons Tent				\$ 1,219.57
Stage	\$ 827.00	\$ 827.00	\$ 827.00	
Decorations	\$ -	\$ -	\$ -	\$ -
Balloons	\$ 650.00		\$ 650.00	\$ 850.00
Flags	\$ -	\$ -	\$ -	\$ -
Give-aways	\$ 600.00		\$ 544.01	\$ 1,622.39
Gift Card prizes for Student Contest	\$ -			\$ 175.00
Community Service Awards	\$ 200.00		\$ 220.00	\$ 167.50
VF Shirts	\$ 600.00	\$ -	\$ -	\$ 582.85
16 Trash Cans		\$ -	\$ -	\$ -
7 Tables		\$ -	\$ -	\$ -
Yard Signs	\$ -			\$ 622.00
5 Tents				\$ 413.26
Hula Hoops				\$ 43.51
Sponsor Decals	\$ 110.00		\$ 108.75	\$ 78.43
Golf Cart Rental	\$ 130.00	\$ -	\$ -	\$ 130.00
Buttons	\$ 75.00		\$ 35.95	
Donuts			\$ 8.52	
Boomlift		\$ -		\$ -
Total Supplies	\$ 3,192.00	\$ 827.00	\$ 2,394.23	\$ 5,904.51
TOTAL	\$ 23,622.00	\$ 11,202.00	\$ 19,271.56	\$ 25,402.60

Municipal Foundation Expenses			
Banners		\$ 552.00	
T-shirts		\$ 852.00	
Pancake Breakfast		\$ 3,146.64	
Misting Fan (2)		\$ 100.00	
Tables (6)		\$ 299.88	
Water & Trash Bags		\$ 30.30	
Tents (3)		\$ 195.73	
Polo Shirts		\$ 498.12	
Plane Flyover		\$ 1,200.00	
		\$ 6,874.67	
Total VillageFest Expenses	\$ 11,202.00	\$ 26,146.23	

Municipal Foundation
VillageFest Account

2012 Sponsorship	\$ 1,000.00
2011 Sponsorship	\$ 3,500.00
2010 Sponsorship	\$ 2,000.00
2009 Sponsorship	\$ 2,500.00
2008 Sponsorships	\$ 1,000.00
2007 Sponsorships	\$ 2,000.00
2006 Sponsorships	\$ 1,000.00
Friends of VillageFest	\$ 6,212.00
Expenses	\$ (6,877.58)
VillageFest Bags Expenses	\$ (926.96)
VillageFest Bags Revenue	\$ 655.77
T-shirt Revenue	\$ 161.25
Interest Income	\$ 346.57
Total Balance	\$ 12,571.05

VillageFest To-Do List by Month/Sub-Committee

JANUARY

Logistics/staff

1. Determine date and time of event
2. Establish subcommittees

Fundraising

1. Send out Fundraising Letter to past sponsors and any potential new sponsors

Entertainment

1. Determine returning acts

Publicity/Marketing

1. Update Logo

Pancake Breakfast

1. Determine pancake vendor

Food

1. Determine returning food vendors
2. Find coffee vendor

FEBRUARY

Logistics/staff

1. Update on returning acts
2. Establish preliminary schedule

Fundraising

1. Follow-up on fundraising letters

Entertainment

1. Preliminary ideas for main stage entertainment

Volunteer

1. Compile initial needs list for volunteers

Patriotic Service

1. Preliminary ideas for Patriotic Service

MARCH

Logistics/staff

1. Finalize entertainment contracts and vendors
2. Update on schedule

Fundraising

1. Update on commitments

Entertainment

1. Update on main stage entertainment

Patriotic Service

1. Update on ideas for Patriotic Service

Student Contest

1. Determine student poster contest theme

Pancake Breakfast

1. Determine price per plate

APRIL

Logistics/staff

1. Finalize schedule – Jeanne Koontz/Committee
2. Parking – Sgt. Roberson
3. Begin logistical list – tents/tables/electrical – Mike Helms/Jeanne Koontz
4. T-Shirt order – Jeanne Koontz
5. Order Giveaways – Jeanne Koontz
6. Update VF Map – Mike Helms/Jeanne Koontz

Fundraising

1. Update on commitments
2. Logos for all sponsors
3. Determine sponsors on-site

Entertainment

1. Finalize main stage entertainment

Volunteer

1. Begin volunteer recruitment

Publicity/Marketing

1. Begin work on Flyer

Creativity Center

1. Get list of supplies to Jeanne to order

Patriotic Service

1. Finalize Patriotic Service

Food

1. Finalize Food Vendors

MAY

Logistics/staff

1. Finalize logistical list – tents/tables/electrical – Mike Helms/Jeanne Koontz
2. Finalize T-Shirt order – Jeanne Koontz
3. Update Website – Jeanne Koontz

Fundraising

1. Gather banners for all sponsors
2. Collect money for all sponsors

Entertainment

1. Determine sound system needs

Volunteer

1. Continue volunteer recruitment

Publicity/Marketing

1. Finalize Flyer
2. Write Newsletter Article

Creativity Center

2. Get list of supplies to Jeanne to order

JUNE

Logistics/staff

1. All contracts approved and insurance received – Jeanne Koontz
2. Finalize logistical list – Mike Helms/Jeanne Koontz
3. E-news notice – Jeanne Koontz
4. Lists for the event – Jeanne Koontz
5. Petty cash for info booth and pancake breakfast – Jeanne Koontz
6. Submit Check Requests – Jeanne Koontz

Fundraising

1. Get # of pancake breakfast tickets for sponsors

Volunteer

1. Finalize volunteer schedule

Publicity/Marketing

1. Send Press Releases
2. Submit to Community Calendars
3. Yard Sign Distribution

Pancake Breakfast

1. Make signs for pancake breakfast – Jeanne Koontz

JULY

Logistics/staff

1. Set-up on July 2nd – Public Works

Volunteer

1. Send reminder to all volunteers

Creativity Center

1. Set-up on July 2nd or 3rd

Decorations

1. Flag distribution on July 3rd
2. Set-up on July 4th