



May 23, 2013
7:00 pm
Multi-Purpose Room

Agenda

- I. Open Meeting
- II. Review and approval of April 25, 2012 minutes
- III. Staff Reports
 - a. Administration
 - b. Public Works
- IV. Planning Group Reports
 - a. Zip Line – Mayor?
 - b. Sponsorships – Marianne and Jeanne
 - c. National Guard – Dale Warman
 - d. Entertainment – Deke Rohrbach
 - e. Coffee – Deke Rohrbach
 - f. Child Craft Center - Patty Jordan
 - g. Crafts - Cindy Clark
 - h. Patriotic Service
 - i. Food Vendors – Susan Forrest
 - j. Information Booth – Beth Cavanaugh
 - k. Volunteers – Beth Cavanaugh
 - l. Volunteer Hospitality – Beth Cavanaugh
 - m. Decorations
 - n. Pie Baking Contest – Danielle Dullin
 - o. Bike Rodeo -
 - p. Fingerprinting – Masonic Lodge
 - q. Community Spirit Award – Toby Fritz
 - r. History Display – Ted Fritz
- V. Monthly schedules and deadlines

Next Meeting: June 27, 2013 7:00

VILLAGEFEST COMMITTEE

April 25, 2013

The VillageFest Committee met April 25, 2013 at 7:00 pm. Present and presiding, Marianne Noll. Members present: Cindy Clark, Patty Jordan, Danielle Dulin, Ed Roberts, Deke Rohrbach, Susan Forrest, Dale Warman, Wes Jordan, Byron Roberson and Jeanne Koontz.

Minutes

Ed Roberts moved approval of the minutes of the March 28, 2013 meeting. The motion passed unanimously.

Staff Reports

A. Administration

Jeanne reported that a decision needed to be made regarding the Human Hamster Balls. Patty asked whether there is enough money. Marianne confirmed that there is enough money in the Municipal Foundation. The committee decided to have them again.

Jeanne reported that some of the companies require a deposit, usually 50%, to hold the items being rented such as inflatables and the mobile zip line. She asked if the committee is comfortable paying a deposit. The committee agreed that a deposit is acceptable.

B. Public Works

Marianne noted Public Works will place flags along Mission Rd, the sidewalk going to the pavilion and the sidewalk in front of City Hall.

Planning Group Reports

A. Zip Line

The mobile zip line has been reserved and will go in the back of the parking lot by the skate park. The crafters will be moved to the section just east of the zip line. The Police Department display may need to go in the front row. Public Works will figure out a way to fence off the zip line area so people are not walking under it.

Marianne noted the committee had previously discussed adding items such as the water balloon toss and the velcro wall. The committee decided not to add those items or bring back the Video Game Van due to lack of space.

B. Sponsorship - Marianne and Jeanne

Marianne reported that there has been some problems getting returning sponsors. The Taylor Made Team may not return because they feel JazzFest benefits their business more. Commerce Bank was contacted by the JazzFest fundraiser and may not return. Renewal by Andersen, Mission Road Animal Clinic, LegaC Properties and Capital Federal are returning. We're waiting to hear about O'Neill's and the Old Mission Masonic Lodge. Marianne stated she may approach UMB Bank if Commerce is not returning. There is money in the Municipal Foundation to cover lost sponsorships this year but we will need to get sponsors for next year.

C. National Guard - Dale Warman

Dale said he had received a commitment from the National Guard but now he cannot get in touch of anyone. He volunteered to talk to Chris Woody Insurance Agency. The owner owns an old army truck that they may be willing to bring. He will also ask them about being a sponsor.

D. Entertainment - Deke Rohrbach

The committee listened to four different bands: Valentine and the Knights, The Brew, Pastense, and The Scott Peery Band. The committee agreed they would like to proceed with The Brew. The second choice is Valentine and the Knights. Deke will follow-up with the bands.

E. Coffee - Deke Rohrbach

Deke said she did not hear anything back from Parisi. The Roasterie has received the request and will respond in a couple of weeks. Marianne noted the committee can always buy the coffee if we do not receive any donations.

F. Child Craft Center - Patty Jordan

Patty reported the crafts this year will be a patriotic bug magnet and a patriotic hat. Home Depot will also be returning with their tool boxes.

G. Crafts - Cindy Clark

Cindy reported six applications have been submitted. She will begin reaching out to people from last year.

H. Patriotic Service

Marianne said she was unable to get in touch with the bagpiper she knows. The committee decided to have a DJ again from 7:30 - 11:00 a.m. Marianne will ask the boy scouts to post the colors again. Did we make a decision on Susan Lee?

I. Food - Susan Forrest

Marianne noted she has been unable to get in touch in the boy scouts but she will keep trying.

J. Information Booth - Beth Cavanaugh

No report.

K. Volunteers - Beth Cavanaugh

Marianne reported that Beth will begin recruiting volunteers and is also working on securing food for the volunteers.

L. Decorations

Marianne stated she does not think we need balloons since there is a helium shortage and we will be using flags. Patty said that she likes the balloons. Susan said she would like to have the balloon arch as least. Patty volunteered to research the balloons.

M. Pie Baking Contest - Danielle Dulin

Danielle reported there have been two submissions so far. Patty suggested a judge who has won a Food Network contest. She will contact him. Danielle will be working on getting judges and will ask Dolce for a sponsorship.

N. Bike Rodeo

No report.

O. Fingerprinting - Masonic Lodge

No report.

P. Community Spirit Award - Toby Fritz

No report.

Q. History Display - Ted Fritz

Marianne reported that she has three ideas regarding a children's craft to go along with the history display: coloring sheets, teepee pattern or a headdress. The committee decided the coloring sheets would be acceptable.

Other Business

Ed reported that he can get a calliope from the Shriners. It plays strictly 4th of July music and would be located in the parking lot. The committee agreed to have the calliope.

Susan suggested moving the stage to the old location. Jeanne explained that the stage was moved so the audience was not sitting directly in the sun during the performances.

The next meeting is May 23, 2013 at 7:00 pm. The meeting adjourned at 8:15 pm.

Marianne Noll
Chair

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	\$ 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	\$ 1,000.00		
Old Mission Masonic Lodge	\$ 500.00		\$ 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	\$ 500.00	\$ 500.00
Mission Road Animal Clinic	\$ 500.00		\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00
Harvey for Senate				\$ 750.00			
Wolf for Senate				\$ 750.00			
College Nannies + Tutors			\$1,000.00				
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	\$ 17,500.00	\$ 22,125.00	\$ 28,420.00	\$ 28,743.80	\$ 24,450.00	\$ 23,675.00
Friends of VillageFest	\$ 2,000.00	\$ 2,050.00		\$ 2,475.00	\$ 1,925.00	\$ 54.00	
TOTAL	\$ 28,125.00	\$ 19,550.00	\$ 22,125.00	\$ 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	\$ 1,000.00	\$ 1,200.00	\$ 2,123.00
Patriotic Service - DJ	\$ 400.00		\$ 400.00	\$ 400.00
Singer	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
Skydivers		\$ -	\$ -	\$ 2,115.00
Main Stage DJ	\$ 500.00	\$ 450.00	\$ 500.00	
Emcee	\$ -	\$ -		\$ 100.00
Total Entertainment	\$ 4,500.00	\$ 3,850.00	\$ 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	\$ 319.00	\$ 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	\$ 1,375.00	\$ 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	\$ 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	\$ 650.00			
Beaks N Wings	\$ -	\$ -	\$ -	\$ -
Total Family Activities	\$ 12,040.00	\$ 10,019.00	\$ 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	\$ -	\$ 59.50	\$ -	\$ -
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	\$ 886.50	\$ 2,394.23	\$ 5,904.51
TOTAL	\$ 24,172.00	\$ 15,155.50	\$ 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	
Mobile Zip Line '13/Plane Flyover '12		\$ 4,175.00	\$ 1,200.00	
		\$ 4,175.00	\$ 6,874.67	
Total VillageFest Expenses		\$ 19,330.50	\$ 26,146.23	

Municipal Foundation
VillageFest Account

2013 Sponsorship	\$ 1,000.00
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	\$ 7,487.00
Expenses	\$ (6,877.58)
VillageFest Bags Expenses	\$ (926.96)
VillageFest Bags Revenue	\$ 655.77
T-shirt Revenue	\$ 161.25
Interest Income	\$ 349.57
Total Balance	\$ 14,849.05

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