



July 25, 2013
6:00 pm

Agenda

- I. Open Meeting
- II. Review and approval of the June 27, 2013 minutes
- III. Staff Reports
 - a. Administration
 - b. Public Works
 - c. Police Department
- IV. Budget Report Recap
- V. Planning group reports
 - a. Entertainment – Deke
 - b. Marketing – Marianne Noll, Jeanne Koontz
 - c. Children’s Craft Center - Patty Jordan
 - d. Crafts – Cindy Clark
 - e. Patriotic Service – Toby Fritz
 - f. Food – Susan Forrest
 - i. Pancake Breakfast
 - ii. HyVee
 - iii. Rex Nolen
 - iv. Popcorn Man
 - v. Water Booths
 - g. History Display – Ted Fritz
 - h. Pie Baking Contest – Danielle Dulin
 - i. Children’s Parade –
 - j. Information Booth – Beth Cavanaugh
 - k. Community Spirit Award –Toby Fritz
 - l. Bike Rodeo – Byron Roberson
 - m. Children’s Fingerprinting – Ed Roberts
 - n. Volunteers – Beth Cavanaugh
- VI. Anything else we need to change
- VII. Next Meeting January 23, 2014

VILLAGEFEST COMMITTEE

June 27, 2013

The VillageFest Committee met June 27, 2013 at 7:00 pm. Present and presiding, Marianne Noll. Members present: Cindy Clark, Deke Rohrbach, Susan Forrest, Toby Fritz, Ted Fritz, Ed Roberts, Beth Cavanaugh, Patty Jordan, Danielle Dulin, Wes Jordan, George Stewart, Keith Bredehoeft, Byron Roberson and Jeanne Koontz.

Minutes

Ed Roberts moved approval of the minutes of the May 23, 2013 meeting. The motion was seconded by Toby Fritz and passed unanimously.

Staff Reports

A. Administration

Jeanne stated the Northeast Johnson County Democratic Club has applied for a booth space at VillageFest to promote the 50th Anniversary of JFK's visit to Shawnee Mission East. They would pay \$125 for a tent, table and two chairs. Marianne reviewed the booth packages and criteria.

They would hand out flyers and jolly ranchers. Patty noted jolly ranchers are a choking hazard. Committee members expressed concern with setting a precedent to allowing politicians to have booths. Marianne noted that in the past politicians have been required to become sponsors in order to get a booth. Patty suggested not allowing politics at VillageFest. Ed stated the 4th of July is a political holiday. Toby said they should be allowed to come. Danielle suggested they create an educational display instead of handing out candy.

Patty moved to allow the Northeast Johnson Democratic Club to have a booth space with educational component to promote the 50th Anniversary of JFK's visit to Shawnee Mission East. Toby seconded the motion which passed unanimously.

Jeanne reported that Tom Geha (Sizzle, Sporting KC Blue and Calvin mascot) would be available to come to VillageFest with one or more of the mascots. The committee agreed to have Sporting KC and Sizzle come from 10:30 to 12:30. The committee requested to have one of the mascots in the children's parade at 11:00 am.

Jeanne informed the committee that NBC Action News Channel 41 will be interviewing Marianne at 11:15 am on Monday, July 1st.

B. Public Works

Keith stated Public Works will begin setting up next week.

C. Police Department

Byron stated that 3 Med-Act personnel will be working the event. Unattended backpacks will be confiscated.

D. Fire Department

George said the Fire Department is ready. They will not bring the ladder truck since the Mayor will not be going up in it.

Budget Report

Marianne noted the expenses are less than revenues.

Decorations

Flags will be placed along Mission Rd and up the hill to the pancake breakfast. Six 8 foot columns of balloons and 24 loose balloons will be placed throughout the event. Flags will be strung at the pavilion. Meet at 6:30 am if you can help decorate.

Volunteers

Beth reported that Mr. Goodcents will provide discounted sandwich trays for \$40.00 each. The committee decided to purchase 4 trays.

Planning Group Reports

A. Entertainment - Deke Rohrbach

Deke asked committee members to email her any announcements for the DJ. The DJ will make announcements regarding lost children.

B. Marketing - Marianne Noll, Jeanne Koontz

Jeanne reported the VillageFest Flyer and article are in the current newsletter. Facebook posts are scheduled for each day until the event. The banners and yard signs have been placed in the parks.

C. Child Craft Center - Patty Jordan

Patty showed the committee the completed crafts.

D. Crafts - Cindy Clark

There are 22 vendors. She requested the signs be placed near the craft fair location.

E. Patriotic Service

The patriotic service will include the presentation of the Community Spirit Awards.

F. Food - Susan Forrest

Susan reported that Hy-Vee will be serving pastries and rolls beginning at 9 am. Parisi donated coffee and cups. The Boy Scouts will sell water.

G. History Display - Ted Fritz

Ted gave an update on the display. He reported that a group of Native American dancers will be performing at the pavilion at 8:30, 9:30 and 10:45.

H. Pie Baking Contest - Danielle Dulin

Danielle gave an update on the pie baking contest.

I. Children's Parade

Jim Cosgrove will lead the Children's Parade again this year.

J. Information Booth - Beth Cavanaugh

Beth said she will be at the Information Booth all day.

K. Community Spirit Award - Toby Fritz

Toby reported there were 4-5 submissions and awards were given in the following categories: Individual, Business and Lifetime.

L. Bike Rodeo

Byron said the Bike Rodeo is ready to go.

M. Children's Fingerprinting - Ed Roberts

They are ready to go.

The next meeting is July 25, 2013 at 6:00 pm at Wes and Patty Jordan's house. The meeting adjourned at 8:25 pm.

Marianne Noll
Chair

VillageFest Revenue 2013

Item/Source	Budget	Received	Committed	2012 Income	2011 Income	2010 Income	2009 Income
City Allocation	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00	\$ 15,000.00	\$ 15,000.00	\$ 16,000.00	\$ 16,000.00
Food Vendor Fee	\$ 525.00	\$ 525.00	\$ 525.00	\$ 525.00	\$ 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	\$ 1,000.00
Commerce Bank	\$ 1,000.00	\$ 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	\$ 1,000.00	\$ 1,000.00
Renewal	\$ 750.00	\$ 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	\$ 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	\$ 500.00
Harvey for Senate				\$ 750.00			
Wolf for Senate				\$ 750.00			
College Nannies + Tutors		\$ 1,000.00	\$1,000.00				
Prairie Village Arts Council	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 350.00	\$ 300.00
60th Anniversary	\$ -				\$ 5,000.00		
Booth Fee		\$ 125.00					
Craft Vendor		\$ 550.00					
Pie Baking Contest		\$ 217.89					
Pancake Breakfast	\$ 4,000.00	\$ 4,856.00		\$ 4,795.00	\$ 1,293.80		
Shirts					\$ 225.00		
SUBTOTAL	\$ 27,125.00	\$ 28,873.89	\$ 23,125.00	\$ 28,420.00	\$ 28,743.80	\$ 24,450.00	\$ 23,675.00
Friends of VillageFest	\$ 2,000.00	\$ 2,325.00		\$ 2,475.00	\$ 1,925.00	\$ 54.00	
TOTAL	\$ 29,125.00	\$ 31,198.89	\$ 23,125.00	\$ 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 Singer	\$ 400.00	\$ 350.00	\$ 400.00	\$ 400.00
Skydivers	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
Main Stage DJ	\$ 500.00	\$ 450.00	\$ 500.00	\$ 2,115.00
Emcee	\$ -	\$ -		\$ 100.00
Total Entertainment	\$ 4,500.00	\$ 4,200.00	\$ 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	\$ 355.97	\$ 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	\$ 20.94	\$ 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	
Mascots	\$ 640.00	\$ 150.00		
Pie Contest	\$ 650.00	\$ 488.05		
Native American Dancers	\$ 500.00	\$ 500.00		
Beaks N Wings	\$ -	\$ -	\$ -	\$ -
Total Family Activities	\$ 12,540.00	\$ 11,214.96	\$ 11,424.56	\$ 10,129.13
Pancake Breakfast				
Chris Cakes	\$ 3,200.00	\$ 3,126.48		\$ -
Coffee Vendor	\$ 240.00	\$ 104.22	\$ 240.00	\$ 240.00
Start-up Cash	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00
Total Pancake Breakfast	\$ 3,840.00	\$ 3,630.70	\$ 640.00	\$ 640.00
Advertising				
Website	\$ 100.00	\$ -		\$ 34.99
Tastebud Magazine	\$ -	\$ -		\$ -
Flyers				\$ 150.00
Don Mackey	\$ 500.00	\$ 280.00	\$ 300.00	\$ 550.00
Printing		\$ 19.17	\$ 12.77	\$ -
Logo Design				\$ 855.97
Total Advertising Budget	\$ 600.00	\$ 299.17	\$ 312.77	\$ 1,590.96

VillageFest Expenses 2013

Item/Activity	Budget	Spent	2012 Expenses	2011 Expenses
Supplies				
All Seasons Tent				\$ 1,219.57
Stage	\$ 827.00	\$ 827.00	\$ 827.00	
Decorations	\$ -	\$ 59.50	\$ -	\$ -
Balloons	\$ 650.00	\$ 578.00	\$ 650.00	\$ 850.00
Flags	\$ -	\$ -	\$ -	\$ -
Give-aways	\$ 600.00	\$ 558.08	\$ 544.01	\$ 1,622.39
Gift Card prizes for Student Contest	\$ -			\$ 175.00
Community Service Awards	\$ 200.00	\$ 167.50	\$ 220.00	\$ 167.50
VF Shirts	\$ 600.00	\$ 182.39	\$ -	\$ 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	\$ 140.00	\$ -	\$ 130.00
Buttons	\$ 75.00	\$ -	\$ 35.95	
Donuts			\$ 8.52	
Volunteer Hospitality		\$ 236.83		
Boomlift		\$ -		\$ -
Total Supplies	\$ 3,192.00	\$ 2,749.30	\$ 2,394.23	\$ 5,904.51
TOTAL	\$ 24,672.00	\$ 22,094.13	\$ 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	
		<u>\$ 4,175.00</u>	<u>\$ 6,874.67</u>	
Total VillageFest Expenses		\$ 26,269.13	\$ 26,146.23	

Municipal Foundation
VillageFest Account

2013 Sponsorship	\$ 2,000.00
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	\$ 7,762.00
Expenses	\$ (11,052.58)
VillageFest Bags Expenses	\$ (926.96)
VillageFest Bags Revenue	\$ 669.60
T-shirt Revenue	\$ 161.25
Interest Income	\$ 351.27
Total Balance	\$ 11,964.58