



Committee Agenda

March 27, 2014 - 7:00 pm

City Hall – 7700 Mission Rd - Multi-Purpose Room

- I. Open Meeting
- II. Review and approval of February 2014 minutes
- III. Staff Reports
  - a. Administration
  - b. Public Works
  - c. Police Department
- IV. Planning Group Assignments
  - a. Entertainment – Deke Rohrbach
  - b. Child Craft Center - Patty Jordan
  - c. Crafts - Barb Shaw
  - d. Patriotic Service – Marianne Noll
  - e. Food Vendors – Susan Forrest
  - f. Information Booth – Deke Rohrbach
  - g. Volunteers – Tracy Landing
  - h. Decorations – Patty Jordan
  - i. Sponsorships – Marianne Noll & Jeanne Koontz
  - j. Marketing – Marianne Noll & Jeanne Koontz
  - k. Pie Baking Contest – Theresa Gibbons and Danielle Dulin
  - l. Community Spirit Award – Toby Fritz
  - m. History Display – Ted Fritz
- V. Monthly schedules and deadlines
- VI. Next Meeting: April 24, 2014 7:00

## VILLAGEFEST COMMITTEE

February 27, 2014

The VillageFest Committee met February 27, 2014 at 7:00 pm. Present and presiding, co-chairs Marianne Noll & Cindy Clark. Members present: Susan Forrest, Toby Fritz, Ted Fritz, Tracy Landing, Theresa Gibbons, Barb Shaw, Ed Roberts, Deke Rohrbach, Ashley Dooley Wohlgemuth, Keith Bredehoeft, Byron Roberson and Jeanne Koontz.

### Minutes

Toby moved to approve the minutes from January 23, 2014. Ted seconded the motion and it passed unanimously.

### Budget Report

Marianne reviewed the budget noting it is essentially the same as last year. The pie baking contest has been given a bigger budget this year. Ted requested at least \$500 for the reenactment. Marianne asked him to submit a detailed request.

### Staff Reports

#### A. Administration

Jeanne reported that the following acts are booked: Clement McCrae Puppets, Petting Zoo and Pony Rides, Action Inflatables, Ararat Shrine Clowns, Hamster Balls, Trackless Train, Mechanical Bull and Nuclear Meltdown.

#### B. Public Works

Keith reported the green fence has been ordered. He will work on creating a better map to use this year and in the future. The new Field Superintendent, Bill Billings, starts on March 10<sup>th</sup>.

Marianne asked if the grills at Harmon will be replaced before VillageFest. Keith said Public Works will be working on the grills and if it's not done by VillageFest, they will cover the grills the same as last year.

#### C. Police Department

Med-Act, child fingerprinting and Headstrong for Jake will return.

#### D. Fire Department

Marianne reported that Tony Lopez will be the Fire Department representative. She asked the committee to think of ideas for the Fire Department display.

### Planning Group Assignments

#### A. Entertainment - Deke Rohrbach

Deke played samples from a variety of bands and said she would send out the top three to the committee to vote. The committee agreed to invite back Jim Cosgrove and Funky Mama.

#### B. Children's Craft Center - Patty Jordan

No report.

#### C. Crafts - Barb Shaw

Barb reported she emailed last year's crafters. She had an inquiry from a Doggie Food Truck that would sell homemade dog treats. The committee thought it would be okay if there is room.

#### D. Patriotic Service - Marianne Noll

Marianne asked the committee to think of ideas. The committee discussed ways to get sound to the parking lot. Ted suggested having the Irish Brigade participate.

E. Food Vendors - Susan Forrest

Susan said the same vendors from last year have agreed to come back.

F. Information Booth - Deke Rohrbach

No report.

G. Volunteers - Tracy Landing

Tracy said she followed up with last year's volunteers and has a few confirmed.

H. Decorations -

No report.

I. Sponsorships - Jeanne Koontz & Marianne Noll

Sponsor letters and Friends of VillageFest letters have been sent out. Marianne asked the committee to think of businesses who might be potential sponsors.

J. Marketing - Jeanne Koontz & Marianne Noll

No report.

K. Pie Baking Contest—Theresa Gibbons and Danielle Dulin

Theresa has compiled a list of potential judges. Miss Prairie Village, Carol Jean Barta and Charles Ferruzza have agreed to come.

L. Bike Rodeo - Byron Moore

No report.

M. Fingerprinting - Masonic Lodge

No report.

N. Community Spirit Award - Toby Fritz

Toby reviewed the proposed language changes. The committee agreed to the changes. The committee suggested reaching out to local churches, scout troops, Homes Associations and the YMCA for nominations.

O. History Display - Ted Fritz

Marianne noted the City Council does not want firearms or firearm replicas at VillageFest. Ted reviewed that there will be an exhibit in City Hall and reenactors outside. He noted he would like to use the glass case in the Art Gallery. Marianne suggested having a cornhusk doll craft in the Council Chambers instead of buttons.

P. Wow Item -

No report.

**Other Business**

Jeanne said there is a photo bus that could possibly come to VillageFest. The PhotobusKC is an old VW bus that has been converted into a photo booth. The committee expressed interested in obtaining a quote.

The next meeting is March 27, 2014 at 7:00 pm. The meeting adjourned at 8:22 pm.

Marianne Noll & Cindy Clark  
Co-Chairs

VillageFest Revenue 2014

Item/Source	Budget	Received	Committed	2013 Income	2012 Income
City Allocation	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00	\$ 16,000.00	\$ 15,000.00
Food Vendor Fee	\$ 525.00			\$ 525.00	\$ 525.00
Capitol Federal	\$ 1,000.00		\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Commerce Bank	\$ 1,000.00			\$ 1,000.00	\$ 1,000.00
Taylor Made Team	\$ -				\$ 1,000.00
Renewal	\$ 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
O'Neill's Restaurant	\$ 500.00			\$ 500.00	\$ 500.00
Mission Road Animal Clinic	\$ 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
Booth Fee				\$ 125.00	
Craft Vendor				\$ 550.00	
Pie Baking Contest				\$ 217.89	
Pancake Breakfast	\$ 4,000.00			\$ 4,856.00	\$ 4,795.00
<b>SUBTOTAL</b>	<b>\$ 27,125.00</b>	<b>\$ 17,350.00</b>	<b>\$ 18,000.00</b>	<b>\$ 28,873.89</b>	<b>\$ 28,420.00</b>
Friends of VillageFest	\$ 2,000.00	\$ 800.00		\$ 2,325.00	\$ 2,475.00
<b>TOTAL</b>	<b>\$ 29,125.00</b>	<b>\$ 18,150.00</b>	<b>\$ 18,000.00</b>	<b>\$ 31,198.89</b>	<b>\$ 30,895.00</b>

## VillageFest Expenses 2014

Item/Activity	Budget	Spent	2013 Expenses	2012 Expenses
<b>Entertainment</b>				
Cosgrove/Funky Mama/Sound System	\$ 2,300.00	\$ 2,300.00	\$ 2,300.00	\$ 2,300.00
Headliner	\$ 2,000.00		\$ 1,000.00	\$ 1,200.00
Patriotic Service - DJ Singer	\$ 350.00	\$ 350.00	\$ 350.00	\$ 400.00
Main Stage DJ	\$ 450.00	\$ 450.00	\$ 450.00	\$ 500.00
<b>Total Entertainment</b>	<b>\$ 5,200.00</b>	<b>\$ 3,100.00</b>	<b>\$ 4,200.00</b>	<b>\$ 4,500.00</b>
<b>Family Activities</b>				
Petting Zoo	\$ 987.50	\$ 987.50	\$ 975.00	\$ 975.00
Clement McCrae Puppets	\$ 915.00	\$ 915.00	\$ 875.00	\$ 875.00
Craft Center Supplies	\$ 400.00		\$ 355.97	\$ 500.86
Face Painter - Sister Act 5 for 4 hrs	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00	\$ 1,600.00
Pony Rides	\$ 987.50	\$ 987.50	\$ 975.00	\$ 975.00
Inflatables	\$ 1,370.00	\$ 1,370.00	\$ 1,375.00	\$ 1,605.00
Ararat Shrine Clowns (3 clowns for 4 hours)	\$ 600.00	\$ 600.00	\$ 600.00	\$ 600.00
Petting Zoo Cups & Sanitizer	\$ 20.00		\$ 20.94	\$ 13.70
Fun Services - Trackless Train, Nuclear Meltdown, Mechanical Bull, 3 operations attendants	\$ 2,655.00	\$ 2,655.00	\$ 1,585.00	\$ 1,450.00
Sister Act Wacky Hair - 2 artists for 4 hours	\$ 640.00	\$ 640.00	\$ 640.00	\$ 640.00
Giggles n Jiggles LLC	\$ 650.00	\$ 650.00	\$ 650.00	\$ 650.00
Games 2 - \$100/hr	\$ -	\$ -	\$ -	\$ 400.00
Photo Booth	\$ -		\$ 500.00	\$ 500.00
Laughing Matters	\$ -		\$ -	\$ 500.00
Yo-Yo Champion	\$ -		\$ -	\$ 140.00
Mascots	\$ 200.00		\$ 150.00	
Pie Contest	\$ 1,000.00		\$ 488.05	
Native American Dancers	\$ -		\$ 500.00	
Beaks N Wings	\$ -	\$ -	\$ -	\$ -
<b>Total Family Activities</b>	<b>\$ 12,025.00</b>	<b>\$ 10,405.00</b>	<b>\$ 11,289.96</b>	<b>\$ 11,424.56</b>
<b>Pancake Breakfast</b>				
Chris Cakes	\$ 3,200.00		\$ 3,126.48	
Coffee Vendor	\$ 240.00		\$ 104.22	\$ 240.00
Start-up Cash	\$ 400.00		\$ 400.00	\$ 400.00
<b>Total Pancake Breakfast</b>	<b>\$ 3,840.00</b>	<b>\$ -</b>	<b>\$ 3,630.70</b>	<b>\$ 640.00</b>
<b>Advertising</b>				
Don Mackey	\$ 300.00		\$ 280.00	\$ 300.00
Website - Domain Reg.	\$ 40.00			
Printing	\$ 20.00		\$ 19.17	\$ 12.77
<b>Total Advertising Budget</b>	<b>\$ 360.00</b>	<b>\$ -</b>	<b>\$ 299.17</b>	<b>\$ 312.77</b>
<b>Supplies</b>				
Stage	\$ 827.00	\$ 827.00	\$ 827.00	\$ 827.00
Decorations	\$ -		\$ 59.50	\$ -
Balloons	\$ 650.00		\$ 578.00	\$ 650.00
Give-aways	\$ 600.00		\$ 558.08	\$ 544.01
Community Service Awards	\$ 200.00		\$ 167.50	\$ 220.00
VF Shirts	\$ 300.00		\$ 182.39	\$ -
Sponsor Decals	\$ -	\$ -		\$ 108.75

## VillageFest Expenses 2014

Item/Activity	Budget	Spent	2013 Expenses	2012 Expenses
Golf Cart Rental	\$ 150.00	\$ 150.00	\$ 140.00	\$ -
Buttons	\$ -	\$ -		\$ 35.95
Tents & Tables			\$ 474.62	
Donuts				\$ 8.52
Volunteer Hospitality	\$ 250.00		\$ 232.79	
<b>Total Supplies</b>	<b>\$ 2,977.00</b>	<b>\$ 977.00</b>	<b>\$ 3,219.88</b>	<b>\$ 2,394.23</b>
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<b>TOTAL</b>	<b>\$ 24,402.00</b>	<b>\$ 14,482.00</b>	<b>\$ 22,639.71</b>	<b>\$ 19,271.56</b>
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<b>Municipal Foundation</b>				
<b>Expenses</b>				
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
	\$ -		<b>\$ 4,175.00</b>	<b>\$ 6,874.67</b>
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<b>Total VillageFest Expenses</b>	<b>\$ 14,482.00</b>	<b>\$ 26,814.71</b>	<b>\$ 26,146.23</b>	

Municipal Foundation  
VillageFest Account

2014 Sponsorship	\$ 1,000.00
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	\$ 2,000.00
Friends of VillageFest	\$ 8,577.00
Expenses	\$ (12,090.57)
VillageFest Bags Expenses	\$ (926.96)
VillageFest Bags Revenue	\$ 674.21
T-shirt Revenue	\$ 161.25
Interest Income	\$ 356.92
<b>Total Balance</b>	<b>\$ 13,751.85</b>

## 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 2<sup>nd</sup> – Public Works

### **Volunteer**

1. Send reminder to all volunteers

### **Creativity Center**

1. Set-up on July 2<sup>nd</sup> or 3rd

### **Decorations**

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