

WESTCHESTER PARK DISTRICT
CITIZEN ADVISORY BOARD
BOARD MEETING MINUTES
AUGUST 27, 2024 7:00PM
WESTCHESTER COMMUNITY CENTER
10201 Boad Street, Westchester, Cook County, Illinois

Call to Order:

President Rollag called the meeting to order at 7:00pm

Pledge of Allegiance:

Roll Call:

Citizen Advisory Board Members: Joslyn Kane – absent, Ryan Wright – here, Jim Mathews – here, Wayne Rollag – here, Tom Weiner – here, Kathryn Sloan Smith – here, Judy Saraceno Swenson – here

Also present were: Executive Director Lianne Robinette, Park Commissioner Joe Christopher, Park Commissioner Steve Busa

Review and Approval of July 30th, 2024 Citizen Advisory Board Minutes:

No changes needed to be made to the minutes

Motioned: Tom Weiner

Seconded: Ryan Wright

Roll Call: Joslyn Kane – absent, Ryan Wright – aye, Jim Mathews – aye, Wayne Rollag – aye, Tom Weiner – aye, Kathryn Sloan Smith – aye, Judy Saraceno Swenson – aye

Public Comments: none

Potential programs or classes: no discussion

Marketing or Promotion: see Special Event Update

Fundraising: no discussion

Events: see September 14th Special Event Update

Facility Usage: no discussion

Big or long-time projects: no discussion

Potential Board Members: no discussion

Old Business:

September 14th Special Event Update

Wayne provided update and led discussion regarding Pickled in the Park Event to be held 9/14 12-9pm at Mayfair Park.

Volunteers

All Citizen Advisory Members plan on being at the event and volunteering. Wayne may be limited due to health issue. All are encouraged to bring family to help out as well.

Judy is working on getting volunteers from the Chamber of Commerce to help out, especially those with Bassett training. She will create a spreadsheet to organize and keep track of volunteers and shifts for the event. Goal to have more volunteers between 4-8pm. We will want at least 3-4 volunteers to assist with beer sales/ID check and bracelets/tshirt sales.

Point people for volunteers: Yard games (Judy), Beer Tent (Tom), Ambassadors (Jim), Maintenance/Clean-up (Wayne).

Beer Sales

We will have cans, not kegs.

Volunteers helping with beer sales need to be Bassett trained.

Burke Beverage could not provide refrigerated truck, therefore LakeShore Beverage will be providing the beer and refrigerated truck. All beer will come cold. Truck will be kept near maintenance shed at Mayfair for easy access to power. Will use a golf cart to transport beer to beer tent as needed. Lianne confirmed there will be golfcart. Lianne confirmed that LakeShore was provided tax-exempt letter as well. Truck will be \$350, waiting to get price list for beer and seltzers. Will determine sell price once that is received. LakeShore has Budweiser products (Michelob Ultra, Bud Light, Goose Island 312) and Nutrl seltzers (lemonade and orange). Truck will be delivered on Friday and picked up on Monday. Lianne to coordinate with Jim Berg (Maintenance) regarding drop off and pick up time.

Ice

Tom is researching ice options – Home City Ice and Home Town Ice. Expect we will need about 80 lbs of ice. Judy to look into Jewel or Mariano's for ice from them. Will need volunteers to help transport ice. Wayne and Tom will bring coolers.

Budget estimate:**Costs**

\$350 truck

\$500 ice

\$3000 shirts (200 tshirts @ \$15 each)

\$1000 ambassadors (\$35/hr per ambassador)

\$300 DJ

\$300 banners

Sponsorships

\$6400 total in sponsorships

Tshirts (approx. \$15/shirt)

40 Adult Medium

40 Adult Large

50 Adult XL

50 Adult XXL

20 Adult XXXL

Reviewed tshirt design and checked to make sure all sponsors and their logos were included. Final proof due asap. Judy following up with Anytime regarding their logo.

We will sell tshirts for \$10 each. Sponsors will get tshirts depending on sponsor level.

Sponsorships

Kudos to Judy for phenomenal job securing sponsorships. Thanks to all who solicited for donations. Total in sponsorships is \$6400. All reviewed the sponsorship list provided by Lianne as well as the tshirt design to include sponsors' names and logos.

Sound/Music

DJ will play 5-9pm. Wayne will get speakers to play off of someone's personal device using Bluetooth for 12-5pm. Park District will provide microphone system. Derek will announce/present a plaque to honor local pickleball player who recently passed away (Natalie).

Signage

Lianne ordering signs and banners to promote event and recognize sponsors.

Payment at event

Lianne will get credit card machine, as well as bank bag for cash. We will accept cash and credit.

Food

Paul will provide food for sale 1-9pm. He will use generators for power.

BoyScouts will be selling soda and water, and possibly pickles (Wayne to provide pickles).

PR/Marketing

Event has been publicized on facebook and email. Lianne will continue to send out. Flyers have been handed out at recent Wednesday night concerts at Mayfair, and at Pickleball court. All are encouraged to pass the information and share the flyers/emails with friends and contacts.

Tables/Chairs/Tents

Park District will provide tables and chairs for Paul's Pizza (3), DJ (1), Beer (2), Info table (1), Scouts (1). They will provide some tents as well. Park District will also pull picnic tables closer to the event. However, there will not be tables and chairs set up like at a fest. This will be more like concert in the park – all are encouraged to bring their own lawn chairs.

Yard Games

Park District has hula hoops, Jenga, etc. Wayne and Tom to bring bags games. There will need to be volunteer to monitor 1-6pm. Judy will get some volunteers to help with games.

Parking

Judy to ask DP to use parking lot. Lianne will get horses and signs to help direct attendees where to park for event, especially since there are 2 rentals at the Mayfair Banquet Rooms.

First Aid

Lianne will have first aid for event.

New Business: no discussion

Directors Report: none

Judy Saraceno Swenson left at 8:00pm

Next meeting: September 12, 2024 7pm

Adjournment to Next meeting:

Motion to adjourn the Citizen Advisory Board meeting made by Jim Matthews and seconded by Tom Weiner

Roll Call: Joslyn Kane – absent, Ryan Wright – aye, Jim Mathews – aye, Wayne Rollag – aye, Tom Weiner – aye, Kathryn Sloan Smith – aye, Judy Saraceno Swenson – absent

Meeting was adjourned at 8:17pm.

Wayne Rollag
Wayne Rollag, CAB President

Joslyn Kane
Joslyn Kane, CAB Secretary

Date: 10/8/24