



AGENDA
Special Events Committee
Wednesday, April 19, 2023
5:30 p.m., Conference Room, Public Works Building

I Roll Call

II Persons Desiring to be Heard

III Consideration of Minutes
March 15, 2023

IV Unfinished Business

V New Business

- A) Staff Update
- B) Discussion and Possible Approval of Fourth of July Schedule
- C) Discussion about current Sponsorships/Funding
- D) Discussion and Possible Approval of Pricing (Beer, Corn, and Parking Passes)
- E) Volunteer Recognition

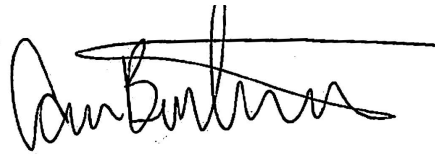
VI Committee Reports

- A) School District of Brown Deer, Student Representatives
- B) Fundraising, Parks and Recreation Staff
- C) Publicity, Parks and Recreation Staff
- D) Entertainment, Ms. Dorinthia Robinson
- E) Beer Tent
- F) Food Vendors, Ms. Lisa Walker
- G) Volunteer

VII Scheduling of Next Meeting
May 17, 2023

VIII Adjournment

Date: April 14, 2023

By 
Village of Brown Deer Clerk

PERSONS REQUIRING SPECIAL ACCOMMODATIONS FOR ATTENDANCE AT THE MEETING SHOULD CONTACT THE VILLAGE CLERK AT LEAST ONE (1) BUSINESS DAY BEFORE THE MEETING.



MINUTES
Special Events Committee
Wednesday, March 15, 2023
5:30 p.m., Conference Room, Public Works Building

The meeting was called to order at 5:30pm.

I Roll Call

Present: Deborah Woods, Donna Zimmer, John Buckley, Lisa Walker, Nicole Munns, Carla Teat and Priscilla Hightower Thompson

Absent: Danielle Gross, Dorinthia Robinson, Sandy Jones, and Shakita LaGrant

Also Present: TJ Watkins, Parks and Recreation Supervisor

II Persons Desiring to be Heard

III Consideration of Minutes

February 15, 2023

It was moved by Ms. Woods and seconded by Ms. Hightower Thompson to approve the minutes of the February 15, 2023 meeting. The motion carried.

IV Unfinished Business

V New Business

A) Black History Month Celebration Art Contest Report

Ms. Woods and Ms. Hightower Thompson discussed the sponsorship process for this year's art contest. They recommended that the money must come go through the committee by way of collecting sponsorships and funding. Sponsors to the committee would be recognized appropriately but there must be a standard practice for collecting and spending funding for all events.

B) Recommendation and Possible Approval of 2023 Summer Event Bands

The committee reviewed the sheet of recommendations provided by entertainment chair, Ms. Robinson. Discussion followed about the bands.

It was moved by Ms. Zimmer and seconded by Ms. Walker to approve the recommendation of bands for the 2023 Summer Events. The motion carried.

Further discussion followed about the marketing of the Community Vibes. Ms. Hightower Thompson stated fliers could be posted in major gathering spaces throughout the Village.

C) Staff Update

Mr. Watkins provided the committee with the following information and updates about the Fourth of July planning and coordination:

- Fireworks confirmed for the Fourth and rain date with J&M Displays
- Rentals and purchasing are being completed for tables, chairs, beer, corn, and other items.
- BINGO license application has been submitted to the state.
- Raffle tickets have been purchased and volunteers will need to be organized to sell.
- Current Fundraising numbers are:
 - o Water Bill: \$427.65
 - o Resident Donations: \$250.00

- The Summer Fun Guide production and distribution will be handled differently than it has been in the past.

Discussion followed about raffle ticket sales, funding, and the Summer Fun Guide.

VI Committee Reports

- A) School District of Brown Deer, Student Representatives**
- B) Fundraising, Parks and Recreation Staff**
- C) Publicity, Parks and Recreation Staff**

Discussion about asking local business to promote upcoming events in the Village.

- D) Entertainment, Ms. Dorinthia Robinson**
- E) Beer Tent**

Discussion on the Beer Tent hours of operation were discussed.

F) Food Vendors, Ms. Lisa Walker

Ms. Walker stated that almost all food vendors were lined up for the Summer, just needs to secure a vendor for the June Vibes.

G) Volunteer

Ms. Munns requested a sheet to be generated of where and what volunteers were needed for different aspects of the Fourth of July and Community Vibes.

VII Scheduling of Next Meeting

April 19, 2023

VIII Adjournment

Upon proper motion, the meeting was adjourned at 6:07pm.