



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

*The meeting was called to order at 5:35pm.*

**I Roll Call**

**Present:** Deb Woods, Donna Zimmer, Priscilla Hightower Thompson, Lisa Walker, Nicole Munns, Dorinthia Robinson, Cole Campbell, Chigo Uhduh, Jennifer Mensha, Sandy Jones  
**Not Present:** TJ Watkins, Parks and Recreation Supervisor, Carla Teat, Shakita LaGrant, John Buckley

**Also Present:** Danielle Gross, Parks and Recreation Director

**II Persons Desiring to be Heard**

**III Consideration of Minutes  
December 14, 2022**

*It was moved by Ms. Woods and seconded by Ms. Hightower Thompson to approve the minutes of the December 14, 2022 meeting. The motion carried.*

**January 18, 2023**

*It was moved by Ms. Woods and seconded by Ms. Hightower Thompson to approve the minutes of the January 18, 2023 meeting. The motion carried.*

**IV Unfinished Business**

**A) Discussion on Committee Assignments**

Ms. Gross presented the assignments sheet and opened the committee up to a discussion about the responsibilities. Ms. Zimmer requested the document be in a checklist format. There were no other requests regarding the document.

**B) Update on the Black History Month Coordination**

The student representatives stated that the program start is 1:00 pm. Students wanted to know when the judging would happen so they could get the winners of the contest into their PowerPoint presentation. Ms. Jones stated the logistics would still need to be figured out with the art teachers and School District staff. Ms. Jones stated the contest submission deadline is Friday, February 17. Ms. Gross shared with the committee that Ms. Hoey suggested displaying the artwork in the Village Hall Lobby.

**C) Special Events Application**

Committee members had no feedback or changes regarding the presented Special Events Application. Ms. Gross stated that the application will be presented at the next Village Board Meeting. Ms. Hightower Thompson suggested that Village Board and Staff keep track of the waived fees by the Village Board for all the submitted applications. Ms. Gross stated she would pass along that suggestion.

**V New Business**  
**A) Fourth of July Sponsorship**

Ms. Gross presented the Fourth of July Sponsorship Packet and asked if there were any questions. Discussion by the Committee followed.

**VI Committee Reports**

**A) School District of Brown Deer – High School Students**

The students updated the committee about the Black History Month Presentation during the Black History Month Coordination portion of the meeting. They reported no other updates.

**B) Fundraising – Staff Liaison**

**C) Publicity- Staff Liaison**

**D) Entertainment - Dorinthia**

Ms. Robinson has 6 groups that expressed interest in participating, three of the same groups from last year. Eddie Buttz Band expressed in performing once again for the Village. The committee discussed the process of using choosing the bands for the Summer Events.

**E) Parade**

**F) Beer Tent - John**

**G) Food Vendors - Lisa**

**H) Volunteer**

**VII Scheduling of Next Meeting**

March 15, 2023

**VIII Adjournment**

*Upon proper motion, the meeting was adjourned at 6:25pm.*