



AGENDA  
Special Events Committee  
Wednesday, May 17, 2023  
5:30 p.m., Conference Room, Public Works Building

*Called to order: 5:30pm.*

## **I Roll Call**

**Present:** Deborah Woods, John Buckley, Priscilla Hightower Thompson, Sandy Jones, Shakita LaGrant, Nicole Munns, Audrey Lautenbach, Carla Teat

**Absent:** Ben Sajdak, Lisa Walker and Dorinthia Robinson

**Also Present:** Danielle Gross, Parks and Recreation Director and TJ Watkins, Parks and Recreation Supervisor

## **II Persons Desiring to be Heard**

## **III Consideration of Minutes**

April 19, 2023

*It was moved by Ms. Teat and seconded by Ms. Woods to approve the minutes of the April 19, 2023 meeting. The motion carried.*

## **IV Unfinished Business**

## **V New Business**

### **A) Staff Update**

Ms. Gross and Mr. Watkins updated the Committee about the following items:

- Fourth of July rentals, equipment, and set-up
- Update on accepting credit cards for the beer tent and corn roast.
- Sponsorships and Revenue
- Working with K. Hoey on marketing

## **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**

Mr. Buckley discussed where he was with volunteers and stated that we will most likely need more. He also reminded the committee that beer tent will be open starting at 2:00pm and stay open 30 minutes after the fireworks. Mr. Buckley also requested the following:

- a. Training for the card reader / credit card system
- b. Singles, fives and tens - less twenties same amount of starting cash.

### **F) Food Vendors, Ms. Lisa Walker**

Ms. Walker was not in attendance at the meeting but passed along food vendor information to Ms. Gross. Ms. Gross shared the food vendors that Ms. Walker worked with and scheduled for Community Vibes and the Fourth of July.

## **G) Volunteer**

The committee discussed the need for other volunteers and brought up the list of those who completed the Community Survey and stated they would be interested in volunteering. The committee also discussed the Corn Roast and who would be needed for that.

## **VII Scheduling of Next Meeting**

June 28, 2023 – June 22

The date of June 28, 2023 as the next meeting date was proposed by Parks and Recreation staff due to Community Vibes being held on June 21.

After some discussion, the committee decided that June 28<sup>th</sup> for the next meeting was too close to the Fourth of July holiday. The committee proposed June 22, 2023, as the next meeting date.

*It was moved by Ms. Woods and seconded by Mr. Buckley to have the next Special Events Committee meeting on Thursday, June 22. The motion carried.*

## **VIII Adjournment**

*Upon proper motion, the meeting was adjourned at 6:26pm.*

Date: June 19, 2023