

March 9, 2011

The Tinley Park Community Resources Commission meeting was called to order by Chairman Reta Brudd at 7:35 p.m., at the Kallsen Conference Center of the Village Hall.

Present: Chairman Reta Brudd and Commissioners: Don Budny, Ron Centanni, Steve Grein, Sheri Mankowski, Phil Raines, Mike Sevier, Al Siegers and Barbara Rose Whalen.

Guests: Amy Chmura, Staff Liaison. Tom Staunton, Liaison Trustee arrived later in meeting.

Absent: Commissioner: John Carey, Deb Melchert and Jeff Studzinski

#### Approval of Agenda

Motion was made by Barbara Rose Whalen to approve the Agenda as submitted, seconded by Al Siegers. Motion carried by voice vote.

#### Correspondence

None.

#### Approval of Minutes

Motion was made by Barbara Rose Whalen to approve the minutes of the February 9, 2011 meeting as corrected, seconded by Phil Raines. Motion carried by voice vote.

#### Unfinished Business

##### Studio

Chairman Brudd reported two microphones were broken, so we ordered two new ones. They have arrived today. We no longer have the two grey desks that were too large for the facility. We have a new desk being constructed.

##### Discover Tinley

Chairman Brudd said Amy Chmura, Staff Liaison, has been very helpful. Because this is the first open event for the public so we want to make this aesthetically pleasing. She distributed a drawing showing the area for the Village exhibits. Amy explained that this will not only provide our services, but information on the Park Benches, summer movies and concerts, and possibly the Park District. We will know about the Park District at a future time. There may also be interactive fun things occurring. This will be more of a Village Welcome Area.

Chairman Brudd said the fire truck will be in the center point, and Amy said the Fire Department has a flag to be hung. The truck will not need to be removed for an emergency because we have an agreement with another fire department. Al Siegers asked if it would be safe for people to walk under the boom. Amy said the Fire Department said it will be safe. Al said we need to find the height of the building to adjust for the people to walk under.

Chairman Brudd said Al is working with the layout. On the program and on a banner it will state the Expo is being dedicated to the Memory of the 3258 souls lost at the World Trade Center and

the Men and Women of the Military Who Protect Our Freedom. The Fallen Soldiers' Memorial we display at the Christmas Market will also be on display, probably next to the Fire Truck and flag.

The letters to the soldiers will also be in this area.

Al said we have a very generous layout that would house 165 booths, with wide aisles. If need be we could add more rows. We currently have 75 booths that include a lot of the Village booths. We need approximately 100 more participants. A flyer went out in the Chamber Mailbag, and Jan did a community e-mail to over 400 businesses we have addresses for with a copy of the application as a reminder.

We have only a few food booths, so Deb Melchert and Amy are going to concentrate on that for the next two weeks. This may be the last year we work on having food booths. If a food booth wants to come in and we have space we would take them, but Chairman Brudd said we have not been getting food vendors. Al said we have to advertise that these should be small portions. Culvers, Salina's and GFS have always participated, but are not registered this year. Annette contacted GFS, and the manager who worked with Annette in the past is no longer there. She has not received a response from the current manager. Holiday Inn will be serving food samples, but they would more than likely be with the Village booths. We need to get to food vendors quickly, and let them know if they can download the forms from the Website.

Amy can provide a list of vendors for anyone who is willing to make phone calls during the day. Ron Centanni, Dave Szumigalski, Steve Grein, Shari Mankowski and Barbara Rose Whalen volunteered to make calls, and Deb will be concentrating on the restaurants.

Ron said Frankfort had their festival, and had maybe half of the vendors they had last year. Amy said one of the vendors said the attendance was horrid. Chairman Brudd said we have the Convention Center that people want to see. This is the reason need to ensure being the Southland's Best Community Expo. We have the advantage of a really super facility. She is sure people will come, and the entertainment Steve Grein has lined up is one of the reasons.

Ron asked if it would be better if we lowered our registration fee. Chairman Brudd said Oak Forest charges \$400 per booth and Frankfort charges \$300 a booth. She said our contract to walk into the door of the Convention Center is \$10,000. They increased our fee 100% because we have more space. The Village said the normal charge to rent that space is \$25,700. We can not go lower, and last year we gave out \$25 discount certificates for the vendors who were inconvenienced.

We have to tell everyone we know to remember to attend. Amy will be working with the newspapers, but we are not getting our notices published. Phil Raines said the Chamber Newsletter that went out on Monday and in the e-blast that goes out every Monday. The Chamber Newsletter will be e-mailed again tomorrow.

Chairman Brudd said this is always a problem getting our vendors in, and she hopes like every other year we will end up being fine. Al said we have two weeks from the deadline. Amy said

last year they came in the last two weeks. Chairman Brudd said we may have to take applications until March 25<sup>th</sup>.

Barbara Rose said many of the churches did not know there was an expo. Ron said we have had churches attend in the past. Chairman Brudd said she knows Zion Church is in, and asked that everyone let their church know they can download the applications. Don asked Amy to call Odyssey, because he has approached them a couple of times.

Chairman Brudd said the layout is still subject to fluctuation, and went over the layout. There will be a bridge of pipe and drape from the hotel to the convention center. The committee room will be the room near Stage 2. Everyone will be assigned an aisle to check with vendors two or three times during the day to see if they need anything. Because of the size of the space we will all need to wear and use the radios. Wear the outfit of the day that is the red shirt and if weather permits the jackets.

She said there will be a moonwalk near the cars that has been acquired through barter. The company will provide manpower for this event.

Steve Grein reported none of the schools can participate. All of the children's music programs are being cut so they are looking for donations. Orland Park Glee is looking for a donation as well. Amy said Central Middle School was interested, and she will call them to see if they could have a small section of the band perform. Andrew High School and District 140 can not do it. Fun! Fun! Fun! is on board. Chairman Brudd said we can go \$100 for a donation, and the more kids the better. The younger the group the more parents attend. Chairman Brudd asked if he has spoke to Dale the Balloon Dude because the Village is willing to pay his fee to have a balloon person there. Amy will contact Steve with what funds are available for this.

Steve said the only problem with the setup is if they are too far apart we have to have two amplifier systems. Al asked if something could be set to avoid distraction of one setting up while the other is performing. Steve said we could have a longer stage with Loren performing during the take down and set up. Al said the folding sections for the stage are 16' X 8', he will see what can be done. Mr. D was extremely disappointed, but Steve explained it was for budgetary reasons. He feels we showcase the kids, but Fun! Fun! Fun! is an important act because he acts as Emcee as well as playing music and providing interactive activities. He said we have a Zumba Dance group who are willing to perform at no charge, and they are purchasing a booth. He said Tinley Park High School was contacted twice and never responded. Amy gave him the person to contact.

Ron Centanni reported that he was able to contact the Andrew representative for volunteers, and she was very helpful. Lincolnway North is just starting a service program so he will put the word out. He has tried Tinley Park twice, and was unsuccessful getting contact back from them. Chairman Brudd said if we know anyone who needs community service hours have them contact us. It was also suggested Dina Navas be contacted at the Police Department.

Chairman Brudd said the only people who will be parking in the other area are in 15 handicapped spaces so they can come up to the glass doors. We need to be sure Public Works puts extra handicapped signs.

Ron said we put in an order with Public Works for as many carts as we can get and we will need barricades and cones. Al reported the driveway will be used, and the key door will be at the triangle even though there are other overhead doors. Chairman Brudd suggested using a ground level door that comes straight in. Ron presented an alternative route as well with barricades to provide a one-way route that circles them out. A registration table will be set up for Annette inside.

Chairman Brudd asked that everyone be there by 7:00 a.m. Be sure to have your red shirts and if possible your red jackets outdoors so people will know who to ask questions of. She said we will not be using a different entrance off of 183<sup>rd</sup> Street. Al said it will not be as critical to block off the parking lot like we did. We place a sign at the roadway to use the new driveway. Phil said we need to be sure to place signs at the entrance they normally came in to direct them to the new entrance.

The committee room will be somewhere behind stage 2. Shari and Joan will man the entrance desk, and when loading is completed we will need some youth volunteers. We do not need many stanchions because there is not as large an entrance and close to the entrance to the exhibits. The former fountain area is completely blocked off.

Chairman Brudd asked that we be sure to have large extension cords available if needed by vendors.

Al asked if there is a problem with the Village setting up on Friday night. He feels the Village would prefer to avoid too much overtime on Saturday. Chairman Brudd said the Village has to have their booth and people who are manning the booth set up by 9:00 a.m. Anyone on the committee who has a booth can set up on Friday because we need them on Saturday.

Chairman Brudd said the contract reads set up for displays noon until 11:00 p.m. on Friday, and she wants us to abide to this. Al will talk to the convention center closer to the event. We have the exhibit hall at 6:00 a.m.

Mike Cutrano asked what will be needed for the Committee Room with regard to supplies. Chairman Brudd said we need to purchase soda and water; coffee will be provided; breakfast and some type of lunch.

Chairman Brudd reviewed the menu that will be provided by the American Legion for their concession. Al asked if they would need the Convention Center's equipment. They will.

We will be doing a Discover Tinley Productions booth. The magnets for distribution are stored at the studio. Mark Serratore will supervise the youths at the booth.

We do not have any meetings before the expo, so there will probably be e-mails going out. Everyone has to be there in their red shirts and jeans.

She reminded everyone that only the not-for-profit booths are allowed to sell any items. Businesses can take names for reference, but no sales can take place.

#### Discover Tinley Booklet

Chairman Brudd said she has not heard from Jeff Studzinski, and will contact him tomorrow to see what is available. She and Amy have gone over the Village information.

#### Scholarships

Don Budny reported said the deadline for applications is April 1<sup>st</sup>. He would like to schedule the presentation at a Village Board meeting in May. After a short discussion it was determined we could have the presentation on May 3<sup>rd</sup>.

#### New Business

Chairman Brudd said she needs to be advised by the Commissioners if they wish to remain on the Commission.

#### Good of the Order

None.

#### Adjournment

Motion was made by Phil Raines and seconded by Mike Sevier to adjourn to the April.13, 2011 meeting at 8:45 p.m. Motion carried by voice vote.