

April 13, 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, Mike Cutrano, Sheri Mankowski, Deb Melchert, Phil Raines, Mike Sevier and Al Siegers.

Guests: None

Absent: Commissioner: John Carey, Steve Grein, Jeff Studzinski, Dave Szumigalski and Barbara Rose Whalen.

Approval of Agenda

Agenda was approved as submitted.

Correspondence

A thank you letter was received from the Tinley Park Library for their booth at Discover Tinley, and a thank you letter from Mayor Zabrocki and the Village Board for the time and effort of the Commissioners to make Discover Tinley a success.

Chairman Brudd explained the procedures to be used for e-mail correspondence pertaining to CRC meetings. If information is sent out it is suggested not to reply to all to avoid any possible problems.

Approval of Minutes

Motion was made by Don Budny to approve the minutes of the March 9, 2011 meeting as corrected, seconded by Phil Raines. Motion carried by voice vote.

Unfinished Business

Studio

Steve Grein will be meeting with Mike Cutrano to determine what equipment we may need to update and supplies for the studio before the end of the year.

Ron Centanni said he had asked that the Discover Tinley Program be given publicity in the Exchange and did not notice it in this last issue. Chairman Brudd advised him that it was located on the back cover. She asked that a thank you note be sent to Jan Boling for including our information on the program, and ask if she could please attempt to find a space in future issues.

Al Siegers asked if there is any way the Discover Tinley show could be linked to the Village website. Chairman Brudd said this could be possible in a few months fiber optics has been run to the studio and Comcast is currently updating equipment so that will allow Channel 4 DVD access.

Al asked if there is a way to link the Chamber show to the Chamber's website. Chairman Brudd said this could be done.

Discover Tinley

Chairman Brudd asked for any suggestions or changes the Commissioners feel should occur.

Sheri Mankowski said for her first time, she felt it went pretty smoothly. She felt some of the youths were not performing well. Ron said he had too many youths during the day because that morning four or five youths showed up who were told they were to stay all day. He usually asks for no more than three or four during the day time. He needed the additional youths in the morning. Sheri said the vendors she spoke to were all very happy.

Mike Cutrano agreed that it went very smoothly.

Phil Raines said all of the vendors he spoke to were happy with the accommodations and booth size. Ron suggested the programs be passed out when they come in because many people were asking where booths were. Annette distributed them to the vendors as they came in, and said her daughter was highlighting the location of their booth in the program when they came in to make it easier to find. Al said we had a large number of programs left considering the volume of people we had.

Sheri said one woman said there were things on the website that were not in the program, and wondered if these were last minute changes. Chairman Brudd said the Village did not make us aware of their entertainment until it was too late to place in the program. Al said he did not know until four days before that they were staggering entertainment between ours.

Don Budny said for the first time in the new Convention Center it went well. If there are any things that need to change, we need to wait, because the entire concept of the facility will be different next year. We may have to revamp the entire expo. The vendors he spoke to said they really liked the expo, and are coming back next year because it is the best deal they have. They appreciate the assistance from the youth volunteers because they do not get this service anywhere else.

Al said the only comment he would have is to place the cones in the loading dock area so people do not back up the drive. Chairman Brudd said it may even be better to use horses.

Don said the youths did an exceptional job by going to the registration desk to take the vendors supplies to the booth while the vendors parked their cars. Ron said he did a sort of orientation on what they needed to do, and the youths were very cooperative. As of Monday morning he had only a six youths to work, and scrambling he obtained a number of youths from Lincolnway and the Peer Jury. He had one parent called whose youth needed community service. The system ran very efficiently. He said Andrew High School is not getting many volunteers signing up. Tinley Park High School was on spring break. Some of the last minute youths were from Sandburg High School. Phil said the youths were pleasant and smiling while they were working.

Don said he would have one request for next year, that the convention center keep the dock area clear because we had three large trucks coming in at one time. Al said the convention center was told to have the dock cleared on Friday. Chairman Brudd said for the record one of the docks was not cleared, and therefore unable to be used. Ron said this was the most accessible dock for the vendors. Chairman Brudd said we need to block the parking by the north door and entering there. Al said there were signs stating all vendors had to go to the loading dock.

Ron asked if it is possible to inform the vendors they are not to arrive until 7:30 a.m. to unload their supplies. Annette said in the original information and the follow up information they were told 7:30 to 9:30 a.m. It states vendors will not be allowed entrance after 9:30 a.m. Chairman Brudd said some vendors need the extra time to set up. Ron asked about setting up on Friday. Chairman Brudd said there is a liability issue, and technically we only have the rental of Saturday from 6:00 a.m. to 5:00 p.m. Al said some people came early, but we expected them.

Deb Melchert said she heard nothing but compliments from how easy it was to check in to size of booths. She heard not one negative comment, nothing but many thanks, and how fabulous it was. Many said they were coming back next year. The parking lot was consistently full, with people circling the parking lot to find a space.

She asked if it would be remotely conceivable to have a shuttle bus from Central School to the convention center. Al said there is an agreement between the convention center and the school for special events, but he does not know if it would be worth it. Deb said one of the school bus companies has donated a bus to the American Legion, who has drivers. Chairman Brudd said there is a large liability issue with this suggestion. Ron said with the future shows they will learn whether or not they need more parking spaces.

Phil said everything he saw went well. He asked if there were approximately 75 new vendors there. Al said 92 new signs were made. Phil said the vendors he spoke to said they would be coming back next year. Some of them were surprised with the additional booth space.

Al thanked Phil for taking a day off to assist with the Friday set up. There was much pipe and drape put up to be ready for morning. He hopes to keep the booths at 10-foot because of a number of large displays. The facility is beautiful. The Public Works did outside work to have the site looking the best it could at this stage of construction.

He said this was the largest Discover Tinley we have ever put together. We need to work on the budget so we do not have the surprises we had this year.

Chairman Brudd said we can never do the Expo again for the same price we did it this year. We have to pay \$10,000 to walk onto the site; electricity; tables and chairs. We were billed \$15 for every table and chair. We do not know exactly what we are paying this year because the Village Manager is negotiating. Everything will be spelled out in the contract next year. We recycle the signs as much as possible. The Village had us submit a budget for \$7500, knowing well they may have to make up some cost. Before the budget is finalized there will be much discussion.

One of the things we need to cut back is the 25% discount to the Chamber to 15% to provide extra funds. We are trying to avoid increasing the registration fee by up to \$25 overall. We would not be raising it to \$400 as Oak Forest does. We are the lowest price Expo in the area. Chairman Brudd will be meeting with the Village Manager some time this summer, and then we will need to make a decision. Annette said the only time we did an increase in fee in the past was when we eliminated the \$25 raffle donation requested. Al said we will have ample time to make a decision on this item.

Annette reported we have eight vendors whose fee has not been received. Two of these are not for profits, and the other six businesses that may be sending from corporate offices. We have had the advantage this year of the Village sending out invoices; and a second invoice will be sent to those we have not received. Some people paid the day of the Expo, but some were missed with the confusion of adding booths but will be invoiced.

Annette mentioned the distance the seniors had to walk for their booth. Chairman said there should have been handicapped spaces available for them. Al said there will be more handicapped parking available next year after construction is completed.

There was some discussion on the problems with misspelled signs, and we should request next year the form be printed or typed.

Chairman Brudd said she was unimpressed with the lunch served for the Commissioners.

Annette suggested we still keep the original date for the registration deadlines, because even though we extended the deadline from Wednesday until Friday because Commissioners were making phone calls to have vendors come in. She feels we should keep the deadline one full week before. This year we had registrations misplaced at the Village Hall and last minute registrations were taken. We need to avoid this happening, because she and Al need this time.

Chairman Brudd said then we should set a firm deadline. Al said as a business man he feels the extra revenue for last minute booths is helpful. He said next year we could set up a registration deadline that is convenient. Annette said the 6th of April would be one week ahead, and allow the weekend to get things prepared for the program. This year we had someone cancel on Thursday rather than leave us with an empty booth. She contacted a food vendor who had left their name if there was an opening to give us an additional food booth.

Deb Melchert said if we need to raise the fee next year, would it be possible to offer an option to register for two years at the price. Annette suggested an early registration deadline say until March 15th. Al said we should incorporate a significant discount for early pay. Chairman Brudd said we can not offer a two year registration because the Village can not make a financial commitment for more than one-year.

Al said we pulled off the largest expo on the south side, and is proud of what we accomplished.

Chairman Brudd said the entertainment area was fantastic, and people sat and watched. The DJ was fantastic, and gave out many prizes.

She said next year there will be a new entrance to the building, and once the product is finished, we can figure out our layout.

She commented that Al had to redo the layout four times to accommodate the Village Marketing Department. Jeremy Siegers did the layout for the program since he had the program, so she did not have to get involved in this item.

During the meeting, Annette received flowers from the Commissioners for the work she put in with the problems she has of ill health. Flowers were sent to Amy Chmura because the Monday after the Expo she broke foot and has been on crutches. She is not here this evening because her mother-in-law was taken into the hospital. She has notes that she wants to provide.

Next year things will be different because we will be doing the entire layout. Chairman Brudd would like to see the fire truck in a more prominent place with the large flag being more visible.

She asked that a thank you be sent to the American Legion Auxiliary for providing the food booth. We will not be allowed to do this next year, as the Convention Center will have their concession stand open. Deb said she has not received final word, but understands they did very well. The food vendors will still be allowed to distribute food samples.

Discover Tinley Booklet

The booklet should have been updated and on the web page as of Friday March 15th. This was not definite, but should be completed by now.

Scholarships

Don Budny reported the judges will be meeting on April 25th. The presentation will be made at the May 3rd Village Meeting. He stated we received 32 applications. Chairman Brudd asked that an email be sent to the Commissioners reminding them of the presentation. Annette will prepare the letters for the judges, and Amy Chmura purchases the gift cards.

New Business

None.

Good of the Order

None.

Adjournment

Motion was made by Don Budny and seconded by Phil Raines to adjourn to the May 11, 2011 meeting at 8:55 p.m. Motion carried by voice vote.