

Minutes of the Community Resources Commission

March 12, 2014

7:30 p.m.

Kallsen Center

Meeting was called to order at 7:32 p.m. by Chairperson Reta Brudd.

Roll Call:

Present: Reta Brudd, Chair; Members: Don Budny, Mike Cutrano, Ron Centanni, Janet Czuchra, Deb Melchert, Mike Sevier, Al Siegers, Barbara Rose Whalen, and Assoc. Member Phil Raines, Guest: Assistant Village Manager Mike Mertens

Absent: Dave Szumigalski, Sheri Reiplinger, and Assoc. Member Jack Carey, Liaison Trustee Tom Staunton.

Approval of the Agenda:

Motion was made by **Barbara Rose Whalen**, to approve the agenda. Motion was second by **Don Budny** and carried by voice vote.

Correspondence:

Reta Brudd distributed a Thank you note addressed to the CRC from Mike Sevier's wife.

Minutes:

Motion was made **Deb Melchert**, second by **Barbara Rose Whalen** to accept the February 12, 2014 minutes. **Al Siegers** made a correction regarding the media sign boundaries. Motion to accept the Minutes as amended by **Barbara Rose Whalen**, second by **Deb Melchert** as amended.

Unfinished Business:

Studio

Reta Brudd reported the Studio is progressing. No major changes other than the alarm system. Steve Tilton and someone from the police department are working on the alarm system that will be added to the building.

New Business:

No new business.

Old Business:

Discover Tinley

Mike Mertens addressed the concerns with the previous years of restricting campaigning at Discover Tinley. In the past we have had a policy restricting political campaigning. This year he is not aware of any campaigning that is being discussed. Those participating at the event will be allowed to walk around with petitions so long as they are not blocking the aisles or the entrance doors. Everyone will be treated the same as everyone else. He reminded everyone that this is a community activity, not a political activity.

Reta Brudd inquired if there will be a Downtown Tinley row this year and where the boundaries are. **Al Siegers** reported that it appears that will be the same as last year. The row will contain any business on Oak Park Avenue between 165th and 183rd if all businesses will all fit in the row. He will get organized so that no two businesses that are similar are next to each other but thought about going alphabetically down the row. **Mike Mertens** suggested creating the rows as per the addresses on Oak Park Avenue.

Mike Mertens reminded everyone that all will be treated the same and however the booths are organized it will not be wrong. All businesses will be treated the same. If someone is not happy we will address the issue as best as we can at that time. We need to all be on the same page.

Deb Melchert inquired about the new convention center guidelines and promotional materials and how those apply.

Mike Mertens replied that promotional materials do not apply to petitions but it does apply to flyers, postcards, etc. being left around the convention center or placed on car windshields in the parking lot. We need to make the businesses present at Discover Tinley comfortable.

Reta Brudd enforced the message, THERE WILL BE NO SELLING OF WARES OUTSIDE OF YOUR BOOTH. You must stay within the parameters of your booth. Cannot walk around.

Reta Brudd received confirmation from the police department. The new police dog will be doing a "meet and greet" on the outside patio, weather permitting. A show will not be performed as the dog is not fully trained.

Mike Cutrano would like to rent two 40" televisions for the booths. Reta asked him to find out the price before committing to the rental and to confirm the TVs can be connected.

Reta Brudd needs everyone there that day by 6:30 a.m. Al will let everyone know who will need to help and what time on Friday. Al will not know until about a week before the event when we can get in there to set up. The new item this year for the studio give-away is a magnetic clip advertising Discover Tinley and Comcast TV. 500 clips were ordered. Jason will be printing 1,000 copies of the schedule for Ch. 4 and Ch.99 information. Discover Tinley will be running "Fun Facts" throughout the day in the booth.

Al Siegers asked Donna Framke to do an e-blast about Discover Tinley.

Reta Brudd asked Janet Czuchra to help Mike Cutrano with the committee room.

Don Budny wants to make sure the docks are cleared so nothing is in the way that day. None of the big stuff can be there that day, it needs to be gone. Reta will be meeting with the staff at the convention center and address these issues. **Ron Centanni** stated in front of doors needs to be cleared also.

Mike Sevier addressed last year's parking issue. North end will be open and the south end will be parking for Veterans. **Al Siegers** will try to make a whole row at the south lot for handicapped parking.

Reta Brudd said there will be 12 additional more handicapped parking spots this year. Don, Ron, Mike and Dave will be outside and handling parking. She will inquire about getting orange vests from Public Works to help with visibility of the parking volunteers.

Ron Centanni reminded everyone that the vendors need helpers and space for unloading. Thought we might need a parking sign with directional arrows and possibly having signs indicating two lanes of traffic.

Mike Sevier is still working on the airplane. He called Chapter 15 (Lockport) but they do not do Young Eagles. Now he is contacting PLOW in Bolingbrook to see if they have any interest.

Reta Brudd reminded everyone that we are not to place the brochures inside the giveaway bags. They should be handed out separately so people use and read the brochure. Tinley Park TV and Discover Tinley will have a total of 2 booths again this year. It was also suggested that we ask the police department to move away from the door or limit the number of items near the door to help with traffic flow.

Phil Raines does not want to see the two lifts out in the hall like last year.

Al Siegers is working on lay out. Very similar lay out to last year. Improvements needed on north end to help with traffic. Big inflatable moonwalk will be on the north end, train club and Magic Masters at the north end. Al asked Denise to get a reminder email out to everyone about attending the Village Board meeting on March 18th for an update. Bettenhausen Automotive will be there with several cars and we will iron out where they will be depending on the amount of cars. A nice price is given to those that bring cars. Mobile billboard will be going out the week prior to Discover Tinley. Layout is quite similar to last year. He will add or deduct rows depending on how many responses we have this year. The Discover Tinley is on the digital sign of the convention center and also on the inside signs. We have applied for our special event permits and we are in compliance. We will officially get our special event permit when we finalize the food vendor list. Two-way radios will be ordered. We are reusing as many booth signs as we can from last year. Jeremy will help with the brochure artwork and that will be printed in time for Discover Tinley. Al will contact Public Works about the horses and cones. Al would like to use the concession stand at the north end and wants to inquire with Emily about that.

Reta Brudd thinks we need to guarantee a huge amount of food sales in order to open that concession stand.

Ron Centanni will coordinate high school volunteers to help with unloading in the morning. He will tell the students to be there at 7:00 a.m. Ron will try again to get help for the end of the day but that has been difficult in past years.

Reta Brudd reminded everyone no carts on the floor before 3:00 p.m. Reta would like to see our follow-up letter revised again letting vendors know that help is available in the morning but not guaranteed in the afternoon for packing up. Usually what has been brought in has been given away and the vendors are taking a lot less out and this has not been a problem in the past. Those students helping during the day will receive lunch tickets but they are not allowed in the committee room.

Deb Melchert will reach out one more time to Rich Cross to see if the Patriot Guard traveling wall will participate this year or if she can reserve it for next year. Her last contact with him was January 29th and has not heard anything since. Will not be selling the stuffed animals this year and will not set up the battlefield cross unless the wall will be there.

Al Siegers wants to use two doors and leave both open to help with traffic flow.

Denise Maly-Politano reported applications are steadily coming in. We presently have 97 total booths with 64 vendors. This is including the reserved booths for the various Village entities. We currently have six food vendors. As of this meeting the entertainment scheduled is TNT Dance, Bobcat Cheer, Bulldog Cheer, Lincoln-Way North band, Mr. D's Magic Show.

Phil Raines has been watching and the Chamber has been listing Discover Tinley in the weekly email every Tuesday. He will try to send a special email blast to all involved in the Chamber for next Monday and Wednesday of next week.

Scholarships

Don Budny reported the scholarships were mailed out, judges have been notified. Need to order plaques for the May 6th presentation.

Good of the Order

Reminder that the Tinley Park Irish Parade is March 9, 2013 for anyone that would like to attend.

Adjournment

There being no other business, a motion was made by **Barbara Rose Whalen**, second by **Don Budny** to adjourn the meeting. The meeting was adjourned at 8:50 p.m.