

Dallas Center Seasonal Fun Committee
8/25/2008 Meeting Minutes

Attendees: Shelly Cory Michelle Leonard
 Kate Ostanik Denise Kelly
 Kim Cross Michelle Thurman
 Ann Beavers Kara Gannon

Meeting Place / Time: Harvest Moon @ 7:00 PM

Discussion Topics / Notes

1. Determine Committee Members and define Function Leaders -
 - ✓ responsibilities of committee members reviewed and defined (attachment to minutes)
 - ✓ committee members elected (attachment to minutes)
 - ✓ committee contact list updated (attachment to minutes)

2. Review requirements for budget requests and publications -
 - ✓ Publications to be placed the DC Newsletter need to be in by the 2nd week of the month.
 - ✓ Budget requests need to be submitted at the annual meeting of the DC Celebrations Committee. The DC Celebrations Fundraising Committee reviews and submits to the board for approval in a subsequent meeting. **The annual meeting is Tuesday, September 16 at the Raccoon Valley Bank Community Room at 7:00 PM.** (This was additional information provided in an email from Julie Baldner to Denise Kelly.)
 - ✓ The request for Halloween funds can be submitted and it was noted by Julie Baldner the committee would make sure to approve funds in time for the event planning.

3. Review events and assign leaders –
 - ✓ October 30 (Thursday): **Beggars Night Bonanza**
Leader: Kara Gannon

 - ✓ December 4, 5 and 6: **Christmas Holiday**
Leader: All Committee Members

 - ✓ Late January/February: **Winter Festival**
Leader: Michelle Leonard / Kate Ostanik

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- ✓ April ??? **Easter Egg Hunt**
Leader:
- ✓ May 30 (last Saturday): **Art in the Park**
Leader: Denise Kelly / Kent Schultz
- ✓ July 4: **4th of July Celebration**
Leader: Michelle Thurman

4. Discussed Beggars Night Bonanza – event tentatively scheduled to run from 4:00 to 6:00 PM.
- ✓ Information needs to be submitted by September 12th for publication in DC City Newsletter.
 - ✓ Request approval from city to close 14th Street so activities can be set-up without traffic interference.
 - ✓ Contact main street businesses and ask if they would be willing to extend business hours, dress in costume. If business is willing they could also hand out candy / trinkets to children. **Kara will sent letter to businesses outlining needs and request support.**
 - ✓ Contact middle school art classes on interest in decorating main street business windows. **Kara will contact Julie Kopecky at middle school.**
 - ✓ Have a haunted house possibly in the Legion Hall. Discussed youth that could decorate and host. **Kara will contact Wilma York to see if building can be used and contact youth on creating and running haunted house.**
 - ✓ Check on setting up display in Antiques Shop window. Kim Cross offered her windows as back-up to Antiques Shop if not available. **Denise to check with owner of building.**
 - ✓ Possible hay rack rides around the park and/or to tour homes that are decorated. Check with Boy Scouts on interest in dressing up and “having fun” with patrons riding on hay rack. **Kim will contact John Thomas about using a hay rack. Kara will check with Boys Scouts.**
 - ✓ Library typically has crafts and reads spooky stories. How will this coordinate with other activities?
 - ✓ Ask reserve officers to dress in costume for the evening. **Michelle will check with reserves.**
 - ✓ Ask Fire Station to host “hot dog roast”. **Michelle contacted Joel Hofland who indicated the FD would be happy to host roast and possibly had the funds to cover expenses.**
 - ✓ Activity for teens could be pumpkin carving contest. Ages 13 to 18 and partners of two. Winners of contest would then be allowed to “mass destruct” pumpkins at the fire station. Contest would begin at 4:30.

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- ✓ Pet Contest – held at 6:00 in front of Harvest Moon. **Denise stated she would run contest as in prior years.**

5. Discussed Christmas Holiday

- ✓ Ask city clerk to contact surrounding towns on availability of used decorations that might be for sale. **Michelle talked with Cindy who received one call back from Emmetsburg who had recycled decorations for sale. Wreaths, ribbon and candle tiers with brackets. Price range between \$50 to \$100 each.**
- ✓ Determine if city is willing to pay for decorations out of city budget.

Meeting adjourned with assignments to be updated. **Next meeting: Monday, 9/8 at 7:00 at the Harvest Moon.**

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Dallas Center Seasonal Fun Committee Members

<u>Name</u>	<u>Home</u>	<u>Cell</u>	<u>Position</u>
Michelle Leonard	992-3785	202-1160	President
Kate Ostanik	992-3289	401-2098	Vice President
Michelle Thurman	992-3524	238-9795	Treasurer
Ann Beavers	992-4083	480-5016	Secretary
Kara Gannon	992-4260	480-8724	back-up President
Kim Cross	992-4158	491-1248	back-up Vice President
Shelly Cory	992-3493	992-3314 975-0982	back-up Treasurer
Denise Kelly	992-3592	201-1358	Art in Park, Halloween
Kent Schultz	993-5637		Art in Park
Joy Schultz	993-5637	210-8323	
Darci Kidd	992-3648		

Dallas Center Seasonal Fun Committee Roles and Responsibilities

President

- Lead monthly Seasonal Fun Committee meetings.
- Coordinate and present necessary reports to the DC Celebrations Committee Members for all the events falling under this Committee.
- Assign tasks as needed to various committee members.

Vice President

- ✓ Provide back-up assistance to President.
- ✓ Schedule monthly meetings with committee members.
- ✓ Establish leadership for each planned event. Lead person must coordinate with committee members what is being planned and what needs they have.

Treasurer

- ✓ Track all funds and funding requests.
- ✓ Report monthly balances and expenses as necessary to committee.
- ✓ Work with DC Celebrations Committee Treasurer (Sue Beavers) and provide information as required..

Secretary

- ✓ Take monthly meeting notes and distribute to all committee members.
- ✓ Provide information as necessary to appropriate function leaders.
- ✓ Gather information from function leaders to provide updates to committee.

Members at Large

Support above committee positions, participate and lead functions as needed.