



Highland Council of Community Events

Highland Council of Community Events (HCCE) Meeting Minutes February 20th, 2020

Called to Order Time: 7:05 p.m. **Called to Order By:** President, John Breslin

HCCE Member Attendance : Jacqui Herrera, Christine Gonzalez, Kristen Smith

Sub-Committee Members: Michael Cardone, Mike Blejski

HCCE Officers Present & Absent:

President- John Breslin	Vice-president -Dean Smith
Financial VP- Liz Breslin (Absent)	Secretary- Jacqui Herrera

Liaisons: Roger Sheemen (Town Council) N/A
Trevor Kinley (Parks & Rec), present

Guests Volunteers, & Contractors: n/a

Minutes Review: N/A January 2020 minutes will be reviewed at the March 2020 meeting.

Financial Report: N/A. January 2020 financials will be reviewed at the March 2020 meeting.

Liaison Report:

Roger Sheemen (Town Council) N/A
Trevor Kinley (Parks & Rec) Acknowledged next event being Memorial Day, Monday May 25th 10am
Trevor will look to see if the large blue tubs are below the gazebo for water at the Memorial Day event.

Committee Reports:

Memorial Day (Monday, May 25th) Kristen / Christine/ Liz B.

It was suggested that we look at options other than a flag for the event: some suggestions were a flag lapel pin, water Koozie, or bracelet. HCCE members should come with ideas and pricing to the upcoming meetings.

Action: **Kristen** to email American Legion for Color Guard (By Scouts) and 21-gun salute.

Kristen to email Tom Lounges for sound and bugler

Kristen to Contact Mr. Markley Highland High School to see if the ensemble can sing again

Kristen to Contact Elks Lodge 981 for participation

Kristen to email Chief Hojnicky with event date and time.

Kristen to email Michael Griffin for Invocation and Introduction

Christine working on speakers for the event.

Christine to contact William's Florist in Highland to see if they can provide a wreath.

Mike Cardone seeing if he can get water donated for the event.

Program- **Kristen & Christine**

Fireworks Liz B./ John
No Update

Kiddie Parade Chris K. / Mike B. (Sunday, July 5th)
Action: **Committee** to check what giveaways are already in the HCCE storage

Twilight Parade Christine / Liz A. / Kristen. (Friday, July 3rd)
Theme suggestions for the Parade: Crossroads of America (since we are partnering with CN)
Your Land, My Land, Highland
Suggestions for parade improvements:
Lean down rules and guidelines
Stagger check in to alleviate frustration in line up
Eliminate Merkley School Line up if possible
Note in rules undecorated vehicles will not be allowed in line up 50% decoration required
Photo examples of decorated vehicle requirements (Red/white/blue) Pioneers, railroad, etc.....

Action: **Liz A to check with times on costs for 11x17 , full color, double sided flier.**
Design will follow and we will know how many adds can be sold.
Kristen find out who to contact from Canadian Nation to confirm plans for train in parade and Grand Marshalls

Entertainment Tom Lounges : Memorial Day Sound (May 25th) Festival July 1st through 5th
No Update on entertainment.
Reminder: Final Entertainment lineup due May 1st for submission to the times.

Foods Liz B./ Jacqui/ Kristen (Festival July 1st through 5th)
Action: **Jacqui** re-typing applications for foods vendors and crafters
Kristen Post Cards for food vendors and crafters to be designed after application is complete for new vendors . HCCE members to pass out at other events.
John Breslin to provide new email to be used.

Publicity Mike B./ Liz A./ Kristen / DeAnna- Social Media
Action: **Committee** ask Tom about sponsors for 2020 event (Banners, etc.....)
Committee find out who to contact from Canadian Nation to see what their needs/plans are for space in the park during the fest.

Security Roger Sheeman
No Update

Grounds John / Dean / Chris
No Update

Trunk Or Treat Committee-TBD (Sat. Oct. 24th *Rain Date*; Sun. Oct. 25th)
No Update

Santa Parade: DeAnna / Chris / Mike B. (Sat. Nov 28th)
No Update

Old Business:

New Business:

Motion to adjourn Meeting: X: XX pm

Motion: Second: Vote: Passed

Upcoming HCCE Meetings: Thursday, March 12th 7pm
Thursday, April 9th 7pm

Respectfully Submitted: Jacqui Herrera, Secretary