



Highland Council of Community Events

Highland Council of Community Events (HCCE) Meeting Minutes April 11, 2019

Called to Order Time: 7:08 p.m. **Called to Order By:** President, Chris Kornaus.

HCCE Members Present: Liz Al-Akel, DeAnna Kornaus, Elmo Parlor, Ead Mansour Dean Smith, Brandon Wolak, Erica Wolak, Christine Gonzalez, and Liz Breslin

HCCE Officers Present & Absent:

President-	Chris Kornaus	Vice-president	-John Breslin
Financial VP-	Dawn Wolak	Secretary-	Kristen Smith

Liaisons Present: Parks & Recreation- Dave Byers
Town Council- Mark Herak

Guests Volunteers, & Contractors: Jackie Herrera, Tom Lounges

Minutes Review: March 2019 Minutes were reviewed and accepted.

Motion: Liz Breslin

Second: DeAnna Kornaus

Vote: Accepted

Guests/Liaison/New Member Introductions: N/A this month

Financial Report: Dawn Wolak

We have currently use 7.37% of the budget Balance is \$81, 546.25

Action: Dawn to follow up with Mark Herak to ensure we can see the financial roster as things are applied to the report.

Action: Kristen to send email to Mark & Bernie reminding them that 1K was to be moved from the Hotel Tax fund to HCCE for the fireworks from Highland High School Homecoming 2018.

Liaison Report:

Parks & Recreation- Dave Byers- No Update

Committee Reports:

Memorial Day (May 27th, 2019 -10am) – Erica / Jack / Christine

Highland Choir Lined Up to sing: Director, Mr. David Markley

In Flander's Fields

National Anthem

Armed Forces Medley

Boogie Woogie Bugle Boy

America The Beautiful

Salute To America (You're a Grand Old Flag, Yankee Doodle Dandy, America, the Beautiful)

God Bless America

Action: Committee to keep in communication with Mr. David Markley from the High School about times, line up, and communicate any sound needs to Tom Lounges.

Action: Liz Breslin will order 500 American Flags (Made in the USA)

Action: Erica to design 2019 Memorial Say Tribute Program. Need to get file to Kristen by May 20th

Action: Kristen – Print 350 copies 2 sided copies. *(donation no cost)*

Action: Erica Confirm sound date and set up with Tom Lounges

Action: Erica to get bottled water for the Memorial Day Tribute.

Arts & Crafts (Independence Festival July 3rd-July7th) – Erica / DeAnna / Adam

Erica- Applications were sent out 4/11/2019. Contract revision states vendors can close 30 minutes before the festival ends each night.

Tuesday set up for the week is a MUST, or they cannot enter and set u until Thursday. There will be no refunds for missing the Tuesday set up date.

Fireworks (July 4th – Rain Date 7/5) – Liz B / John/Chris

Liz B. mentioned they were still waiting for official confirmation that Mad Bomber could do the 5th as a rain date for the fireworks.

Twilight Parade (July 3rd Line up 4:30-5:30 Parade kicks off @6:30pm) Kristen/DeAnna/Christine/Chris

Kristen reminded everyone applications will open May 1st, 2019 and close June 15th.

Interested parties can send inquiries to: Highlandcce@gmail.com

Twilight Parade permit has been submitted to the Police Chief.

Liz Breslin confirmed we do have judges for this year.

Tyler Walker (USN), Clif Colella (USN), Jim Elder (USN), and Austin Hardesty (USMC)
DeAnna working on date for Parade meeting with Highland Police.

Discussion for Town Council Ordinance for noise at parade. Ead expressed concern that the decision was made without Community input.

Kristen asked Mark for clarification so that all information was consistent to all recipients and in marketing of the Parade.

Action: Mark Herak to confirm Noise Ordinance decision with Town Council and get back to Kristen with details.

Action: Kristen to Ask Chief Timmer if he can bring the judges to the start of the parade on a fire truck.

Action: Christine G to reach out to Christensen Chevy to see if they will sponsor a car for the parade judges. (possibly market St. Mary's raffle car during the parade?)

Action: DeAnna to reach out to Konnie Kuiper in late May to see if we can use golf carts and a car for the Parade Marshall.

Action: Liz Breslin to confirm ranks of judges so banner can be made.

Action: Liz Breslin to confirm 12 Porta Potties needed for the Twilight Parade this year

2- Merkley School 9340 5th St, Highland, IN 46322

2-Calvary Baptist Church 9516 Kennedy Ave, Highland, IN 46322

2-Highland Schools Administration Center 9145 Kennedy Ave, Highland, IN 46322

2-Redeemer Lutheran Church 9009 Kennedy Ave, Highland, IN 46322

2- Indiana Farm Bureau Insurance 836 Kennedy Ave, Highland, IN 46322

2-Highland Fire Department Station 1

Action: Kristen to send via email addresses for Port-A-Potties to Liz Breslin.

Action: DeAnna to stop in Highland Administration building for permit to use Merkley School bathrooms. Contact: Lucy Hodge (219) 924-7400 (Ext. 7320)

Action: Christine G. to reach out to St. James Church to confirm we can use their bathrooms again this year. (219) 924-4220

Action: Dean confirm via email with Krooswyk about flatbed truck for judges stand. Mark Herak text, and they said they can assist again this year.

Action: Kristen, Order judges, Grand Marshall, and Emcee gifts.

Action: Dean, Contact Ryan for extra golf cart.

Action: Kristen Put application on-line for 5/1/2019 roll out

Kiddie Parade (Independence Festival July 7th 12:45) – Erica /Christine/Chris

Kiddie Parade will be hard copy and on-line application. Paper copy will have the link to the on-line option.

Paper copies will be available at Lincoln Center, Library (Tom Lounges can assist with getting them in the Library, Facebook, and the committee will see if Family Video will take them again.

Action: Kristen Put application on-line for 5/1/2019 roll out

Action: All- bring ideas and pricing for giveaways for Kiddie Parade to May meeting.

Food Trailers (Independence Festival July 3rd-July 7th) – Dawn

Dawn sent out applications (15). She has received 5 back.

No new applicants until returning vendors have sufficient time to respond.

Liz Al-Akel mention she was contacted by a gourmet popcorn vendor interested. Since we have popcorn already, Dawn thought they may be a good option for Fall events.

Food Tents (Independence Festival July 3rd-July 7th) – Liz B/Kristen

Dawn has already sent out applications. Returning vendors respond first.

There is a concern with 2 vendors doing Oreos.

Action: Dawn will address with the 2 vendors to eliminate duplication.

There was discussion to improve accessibility and organization on Food Vendor set up day. The idea presented was to line up all vendors on Highway Ave outside the parking lot. Assign them times when they will drive in for set up. This will increase both efficiency and safety. Food Trailer and Tent committee can direct them in one by one to ensure line up is smooth and organized.

Publicity (Independence Festival July 3rd-July 7th) – Dean / Erica/Tori

No budget for Publicity this year. We will have to identify where to pull funds from.

May 20th is the deadline for Gazebo Express publicity submission for June edition

Motion made to move \$1500 from Park * Rec Main Square Contribution 036-000-38610 to Special Events Advertising 036-000-33002

Motion: Erica Wolak

Second: DeAnna Kornaus

Vote: Motioned suppressed by President Chris Kornaus as these funds were earmarked for the Fall Beer-Brats-Bands

Erica said they could cut the # of fliers down to 900, then we could decide where the funds will come from. (Possibly Food trailers/ Food Tents/Crafters)

Tom Lounges suggested going back to an 11x17 Folded Flier and using the back page to sell 8 business card size ads that would help create funds for the marketing

Action: Erica to create lay-out and present pricing for what the flier would look like on 11x17 2 sided in color

Grounds (Independence Festival July 3rd-July 7th) – Chris/John/Dean/Brandon

Tent need discussed. 20x20 needed. Industrial Strength

Action: Ground committee to look for tents and pricing to present to Town Council.

Open Action: Erica to contact Schererville to see if they have a tent we can borrow.

Action: Chris to send Permit for Festival to Indianapolis.

Security (Independence Festival July 3rd-July 7th) – Bernie Zemen / Chief Hojnicky / Dean/John

No Update.

Entertainment (Independence Festival July 3rd-July 7th) – Tom Lounges

Tom working with Jodi to see if there is still a possibility to have students from the local music school (HGS) perform during parade hours since they do not have a lot of gear. Contracts out to 70% of entertainment artists. Tom has Verbals from all at this time.

Action: Tom to confirm with Erica if can do sound for Memorial Day Tribute.

Action: Kristen to provide Tom's email contact to HHS Sapphire Coach Rebekah for Highland High School Sapphires Dance Team to perform on Family Day.

Trunk or Treat (October 26th) – DeAnna /Chris / Christine

Motion to table discussion until next meeting since we are focused on completion of Independence Festival at this time.

Motion: Brandon Wolak

Second: Erica Wolak

Vote: Passed

Santa Parade (November 30th) – DeAnna /Chris / Kristen

Motion to table discussion until next meeting since we are focused on completion of Independence Festival at this time.

Motion: Brandon Wolak

Second: Erica Wolak

Vote: Passed

Old Business

Question raised if we received new appointment slots from the Town Council

Action: Kristen to email Bernie and Mark to see if the Town Council voted on additional appointments or on the abolishment of the money booth rule.

Action: John to ask Donnie about Special Needs ride process this year and again about the possibility of a MEGA wristband for the fest.

New Business –

Beer-Brats-Bands. He suggested pairing it with a car show and a battle of the bands.

Main Street Committee is already doing a fall event- Last Call It is August 10th.

The idea came up to leverage both groups ideas into one bigger fall event.

Main Street has Beer Geeks doing the beer garden for their Fall Event.

Action: Chris to create a committee to reach out to and work with Main Street on ideas that we can merge, (Battle of the bands, food vendors, etc...

Battle of the Ridge suggested for 2020.

Shirts for 2019 Fest Suggested- Lime Green.

Action: Chris & DeAnna to check out pricing from other vendors for the shirts.

Motion to adjourn Meeting 8:56pm

Motion: Brandon Wolak

Second: Liz Al-Akel

Vote: Passed

Next HCCE Meeting: Thursday, May 9th 7:00pm

Respectfully Submitted: Kristen Smith, Secretary

2019 Festival Dates	Day	Festival Hours	Event	Wristband Hours	Stop Selling Times** (Food Trailers & Tents)
July 3rd	Wednesday	5pm-11pm	Twilight Parade	5pm-10pm	10:45pm
July 4th	Thursday	1pm-11pm	Fireworks	1pm-5pm	10:45pm
July 5th	Friday	5pm-11pm		5pm-10pm	10:45pm
July 6th	Saturday	1pm-11pm		1pm-5pm	10:45pm
July 7th	Sunday	1pm-9pm	Kiddie Parade	1pm-5pm and 6pm-9pm	8:45pm

****Absolutely no selling after shutdown time for Food Vendors, Food Tents, and Craft Booths. The Police Department needs to clear the park.**