

HCCE MINUTES

January 10, 2024 / 6:09 pm

Upper Town Hall

Regularly Scheduled Meeting

Members Present:

Sandy McKnight

Kathy Camp-Burke

Carol Parker

Liaisons Present: Alex Robertson

Alex Brown, Ed Dabrowski

Additional Attendees: Tristen Slaven

Jeff Rosignol, Linda Carter, Jack Rowe, Ben Tomera

Members Absent: Rachael Carter, Olga Briseno, Jacqui Herrera

Pledge of Allegiance

Minutes Read – December 6, 2023

Financial Report – 2024 budget, ledger including income/expense report request for February, Indiana Cash Protocols distributed.

Elect Officers - Postponed until February 7, with quorum

Liaison Reports-

- Ed Dabrowski - HCCE Board to Consider 'Invoice Cloud' for event payments online, \$1,200/yr. Purchase 'Canva' App for designing flyers, forms, ads... \$115/yr. Seek availability of Town Laptop for HCCE. E-mails for HCCE Board members only, review organization and coordinations.
- Alex Brown - Confirm July 4th festival dates July 3-7, 2024 for Police and Firemen planning. By-laws state that a Quorum is 6 members present. Currently, 6 members have been confirmed by Board to date.
- Alex Robertson to coordinate with 'Main Street' possible change in HCCE meetings, from 1st Wed. Of the month to 2nd Wednesday, 5:00 pm, Town Hall Chamber

Old Business -

- Review/revise HCCE By-laws and submit to Town Board:

1. 11.15.010, (B) ...at most 16 members
2. 11.15.020, (B) Four Board members ...President, Vice President, Secretary, and Financial Secretary.
3. 1.15.020, (C) through (F) Amend Board roles to correspond with amended Board titles
4. 1.15.020, (G). A quorum shall be the majority of voting members (currently 4/6)
5. 1.15.060, (B) \$15,000 - for Board approval (Sandy)

- Submit to Town Board for approval a sponsorship letter. After review/revise, e-mail to Highland Businesses (Jack R.)
- Develop consistent guidelines for group revenues and tips at festivals -for Board approval (Jack)
- Secure bands for the 4th of July and BBQ Festivals for Town Board approval: Dick Diamond, Together...
- Reach out to High School Key Club, submit list of events and volunteer roles needed (Carol P.)

New Business -

- Welcome new members, Kathy Camp-Burke and Olga Briseno
- Confirmed all events on Town calendar, add Trunk or Treat Oct. 19, 2024 (rain date Oct. 20)
- Post request for event vendors for all Town businesses to purview and/or reply. (Communications)
- HCCE representative to provide updates to Town Board
- Reach out to High School Key Club, submit list of events and volunteer roles needed, engage students (Carol P.)
- Discuss possible new events: Christkindlmarket, October Fest (in conjunction with Trick or Treat), St Patty's Day Parade (and Shamrock Shuffle) (Alex R.)
- Open discussions regarding dates and logistics with carnival vendor Alpine Amusement, Donny, July 4th Festival (Linda)

Next Meeting - Wednesday February 7, 2024, 6:00 pm Upper Town Hall

Adjournment - 9:00 pm

Prepared by: Carol Parker (Acting Secretary).