

**SPECIAL EVENTS
MONTHLY MEETING MINUTES –MAY 16, 2019**

Present: Michael Dougherty, Peggy Schneider, Candy Moore, Jim Reilly and Alaina Rivers.

Absent: Sherra Blakley, Wayne Eichelkraut, and Jani Eichelkraut..

Minutes: On a motion by Alaina and second by Candy, minutes from the April meeting were approved.

Financial Report: Alaina reported that, as it is the beginning of a fiscal year, Special Events hasn't yet spent any of its \$24,500 allocation. That's less than has been allocated in the past, although the City Council deleted several activities/allocations that had been line items in the Special Events budget.

Action: On a motion Candy and second by Mike, the financial report was approved.

Old Business:

Music in the Park: Peggy reported that she had talked to Heidi Eisert, coordinator of Riverfest, about the layout of Washington Park, since a number of activities will take place during the day before a Music in the Park concert takes place there in the evening. Some events will conclude before the concerts; others might overlap with their materials still set up for Sunday activities – but there will still be room for the music audience.

New Business:

Music in the Park:

Hosts: Assignments are as follows – Jim (Sting Rays and Ray's Rockets); Sherra (Kramers); Peggy (Mary/Troublemakers and Paul Windsor band); Candy (Second Hand Soul); Alaina (Bopology), and Mike (Generic's Goodies Band and Classix). Members are welcome to volunteer for nights.

Water Dept. Flyer: The committee has talked in the past – usually after seeing a flyer for another event appear – about asking the water department to include a Music in the Park flyer in water bills. This year, Peggy proposed the idea and got deadlines and specs from Water Dept. to make that happen.

The Water Dept. inserts at no charge, but brochures have to be printed so Peggy got 2 price estimates and presented them to the committee. Estimates were \$449.75 for full-color 2-sided and \$1,350 for the same (or \$975 for one-sided full color or \$600 for black-and-white 2-sided)

Action: On a motion by Jim and second by Peggy, the committee approved the lowest estimate from Fast Print for printing 7500 rack card-style pieces, 4-color and 2-sided – for \$449.75. Peggy will take a design to the printer and deliver the rack cards to the water department for insertion in June bills.

OVC error: Mike reported he had corrected Ottawa Visitor Center over an erroneous flyer they had posted on Facebook. They combined the Tangled Roots concert series and the city series under the heading Music in the Park as if the concerts were handled by one sponsor, which would be confusing to readers. He reported OVC had promised to change the flyer.

Publicity for other events: Jim sought to have events at Dayton Bluffs Preserve posted on the Special Events Facebook page, since the preserve is property of the city. He has objected to the Special Events policy that it has only publicized events it hosts or funds rather than become a clearinghouse for all events. He said he wasn't asking for funding, just publicity.

Mike had responded in the past that the city has discouraged duplicate postings because they can confuse the audience over who sponsors which event -- and if changes are not made across all sites it also confuses readers. Special Events does not control all events, and thus risks posting inaccurate information if it's not given updates.

Alaina said she had no problem, since Dayton Bluffs is a city property, with including links to their events on the Special Events page.

After some discussion, it was agreed that Dayton Bluffs events can be included in a link on the Special Events FB page.

Adjournment: 6:11 p.m. **The next meeting is scheduled for June 20, 2019, at 5:30 p.m.**

Respectfully submitted by Peggy Schneider