TOWN OF CORTLAND
Town Hall
59 S Somonauk Road
Cortland, IL 60112

FESTIVAL & PARADE COMMITTEE
Committee Meeting Minutes
September 8, 2016 at 7:00 P.M.

CALL TO ORDER
The Festival & Parade Committee met on Thursday, September 8, 2016 at the Town of Cortland, 59 S. Somonauk Road, Cortland, IL. Brad Stone called the meeting to order at 7:08 P.M. Those present were Maddie Brennan, Judy Butler, Samantha Lanning and Travys Lanning. Quorum was present.

REVIEW OF AGENDA
The agenda stands as presented.

APPROVAL OF MINUTES
Moved by Judy Butler, seconded by Samantha Lanning and it was carried unanimously by a voice vote to approve the minutes as presented.

NEW BUSINESS
Community Events
Festival & Parade Updates
Funds Available: $18,267.18
Check received from Euclid $3,874.30. Committee has received $1,077.00 from the silent auction. These funds included in the total above.
Revenue pending: Refund check from Champion Fencing and Silent Auction

Donations
No donations to report.

Summer Fest
Parade Participants Update:
Received nine parade entry forms

Crafters / Businesses Vendor Update:
Received three festival booth entry forms

Food Vendor Update:
Cassie's Popcorn – waiting for answer
Cream King will not be participating, due to permit ends on October 1, 2016
Culver's has been contacted – waiting for answer
Tinez Taco – Confirmed

Parade and Festival (cont'd.)
Attraction Update:
The Mayor, Russ Stokes, has approved Palmer Marketing and Windy City Amusement.
Brad Stone will get the certificate of liability insurance from Palmer Marketing and Judy Butler will have Windy City sign the contract. After completed, paperwork will be return to the town for deposit checks to be issued.

Palmer Marketing - Obstacle Course / Gladiator Joust / Castle Bounce House / Bungee Run / Trackless Train / Tickets / Attendants (6) / 10' X 10' Tent / Generators (3) $3,200.00 (Deposit $1,600.00)

Windy City Amusements - Bumper Cars (10 to 12 Cars) 50' X 55' space needed. Set-up on Saturday, October 8, 2016. $5,000.00 (Deposit $500.00)

Deadline Date to Submit Request for Checks:
List will be submitted by September 14, 2016, per the Town Clerk's request.

Advertising
Samantha Lanning has designed and printed the flyers. Advertising includes the following for the Parade and Festival; Cortland Library, Town Marquee, MidWeek on September 28, 2016 , Orange Peel Gazette on September 21, 2016, Daily Chronicle on September 25, 2016, Town Website, Cortland Elementary School, Cortland Lions Club Website, Facebook, WLBK and flyers distributed around town and local businesses. Full committee has been distributing the flyers.

Committee Meeting
Meeting dates:
September 22, 2016
October 6, 2016

ADJOURNMENT
Moved by Maddie Brennan, seconded by Travys Lanning and it was carried unanimously by a voice vote to adjourn the meeting at 7:37pm.

Judy A Butler

Judy A Butler
Cortland Community Festival & Parade