

# JUBILEE DAYS FESTIVAL COMMISSION MINUTES

February 22, 2016

12:00 p.m.

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<b>Present:</b>	Rich Walker	<b>Absent:</b>	Craig Butkovic
	Brent Paxton		Cheri Neal
	Scott Murphy		
	Ann Ennesser		
	John Lewis		
	Steve Dumyahn		
	Christine Wertman		
	Les Martin		
	Carla Villalobos		
	Diane Burkemper		

## Minutes

It was moved by Les Martin, seconded by John Lewis, to approve the minutes of a meeting held on October 26, 2015 with the correction that Ann Ennesser was absent not present. Upon voice vote, all answered aye. Motion carried.

## Treasurer's Report

Diane Burkemper presented the October 2015 Final Financial Report including all receipts and disbursements in 2015. Revenue totaled \$11,700. Expenses totaled \$31,652.75. A General Fund Transfer in the amount of \$19,952.75 was made by the City to cover the difference. It was moved by Carla Villalobos, seconded by Ann Ennesser, to approve the October 2015 Final Financial Report as presented. Upon voice vote, all answered aye. Motion carried.

## ISSUES FOR 2016

### Reorganization of the Jubilee Days Commission

Rich Walker stated that a proposed Executive Director's stipend being included in the Commission's proposed 2016 budget prompted a meeting between him and Mayor Hill. He stated that Mayor Hill informed him that he could not justify the stipend in light of the City's current financial status. He couldn't see how he could pay a \$1,500 stipend when some City employees were facing layoffs. Mr. Walker stated that he appreciated the Mayor's position. Mayor Hill asked the Jubilee Days Commission to consider the possibility of dissolving as a City Commission and re-organizing under another authority. It would be necessary for the Commission to secure federal tax exempt status in order to receive financial sponsorships. The Commission would have to take over its own finances and secure its own liability insurance both of which the City currently handles. Mr. Walker stated that Mayor Hill pledged a continued annual donation to the Commission. With the re-organization, the Commission could pay a stipend to whomever it chooses. He stated that the Commission was previously organized as a not-for-profit with 501C3 status. He stated that Director

Knabel informed him that 501C4 status would be more appropriate, but Mr. Walker was of the opinion that such a designation did not seem to fit the Commission's mission.

Brent Paxton asked if the Shepherd's Crook greens fees agreement between the City and Park District was entered into before or after the Commission became a City Commission. It was unknown without research. He also asked if the agreement had an end date. Rich Walker stated that he believed it did not. He stated that the City of Zion can always reduce, restrict or stop funding at any time.

Rich Walker stated that Mayor Hill offered financial support in the amount of \$25,000 annually with the source of funds being the Shepherd's Crook greens fees paid to the City by the Park District and hotel/motel tax funds collected by the City.

It was noted that the Nostalgia Days Commission is also a City commission and its members are also being asked to consider dissolution as a City Commission and then re-organize.

Rich Walker stated that there is a possibility that the Park District may consider paying the Executive Director's stipend.

John Lewis suggested that the Commission ask the Park District if it would consider making the Commission a commission of the Park District. The Park District could take over the accounting function, cover the insurance, and pay the Executive Director.

Rich Walker stated that the Park District included the parade Executive Director as part of the Director's job and salary when he was employed by the Park District. He stated that the Park District provides in-kind services for the Queen's Pageant, parade, postage of mailings, etc., however, it doesn't "write checks".

Christine Wertman stated that a lot of homework and research would be necessary on the Park District's part before a decision could be made, however, she believes that the Park District Board would entertain the idea.

It was asked, if the Park District created the Commission as a Park District Commission, would the City of Zion still make its annual contribution. This question requires further investigation.

It was moved by Brent Paxton, seconded by Christine Wertman, that the Jubilee Days Commission investigate the option of re-organizing as a Park District Commission and the option of re-organizing as a not-for-profit corporation, considering the best interest of all organizations involved. Upon voice vote, all answered aye. Motion carried.

### **Parade Route**

Rich Walker stated that the proposed parade route change was approved by the Zion City Council on February 16, 2016. He provided a copy of his memo, Chief Dumyahn's memo and a map of the proposed route as presented to the City Council. He stated that the Commission must begin the education process in making the public aware of the route change. He stated that the State road closure resolution must be amended to reflect the change.

### **Parade Theme**

Rich Walker stated that the Commission should choose a parade theme no later than March 12<sup>th</sup> as he processes mailings in April. He stated that the Crying Shames were contacted, if the theme was to be "Sugar and Spice", however, they were too expensive.

It was noted that Cheri Neal suggested at the last meeting that future parade themes center around the Community of Character Six Words.

Brent Paxton stated that the western theme – Best in the Midwest – had not been used recently, if ever. It would be an easy theme to incorporate into decorating parade units.

It was moved by John Lewis, seconded by Ann Ennesser, that the theme for the 2016 Jubilee Days Parade be a western theme.

Brent Paxton and Scott Murphy left the meeting at 12:47 p.m.

Carla Villalobos suggested selecting the theme, "Reaching for the Stars" which could have several interpretations. Christine Wertman stated that this theme could be incorporated into the Community of Character traits.

John Lewis withdrew his motion. Ann Ennesser withdrew her second.

It was moved by Ann Ennesser, seconded by Carla Villalobos, that the 2016 Jubilee Days Parade theme be "Reaching for the Stars". Upon voice vote, all answered aye. Motion carried.

### **2016 Budget**

Rich Walker stated that he will amend the proposed 2016 Jubilee Days Commission budget by removing the Executive Director's stipend, perhaps moving the funds to parade units and resubmit it to the City.

**Units Pending Approval**

It was moved by John Lewis, seconded by Christine Wertman, to approve parade units, Antioch Brass Quintet in the amount of \$800 and Tebala Motor Patrol in the amount of \$300. Upon voice vote, all answered aye. Motion carried.

**NEXT MEETING**

Rich Walker stated that he would not be able to attend the regularly scheduled March 28, 2016 meeting.

It was moved by John Lewis, seconded by Steve Dumyahn, to cancel the March 28, 2016 meeting. Upon voice vote, all answered aye. Motion carried.

The next meeting will be held on April 25, 2016 at 12:00 noon.

There being no further business to come before the Commission at this time, the meeting adjourned at 12:54 p.m.

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Diane Burkemper  
Secretary/Treasurer