

**WAUWATOSA CIVIC CELEBRATION COMMISSION
MEETING MINUTES
THURSDAY, MAY 25, 2012**

1. Attendance:

Present: Mike Anich, Bill Berdan, Cheryl Berdan, Rick Beattie, Don Birschel, Bob Brunow, John Hallanger, Dan Lofy, Paul Leist, Patrick McNally, Kevin Mullen, Brit Swisher, Jamie Swisher, and Wendy Venske. Excused: Judy Randall and Lori Murphy. Guest: Gay Leigh Mundy

2. Minutes:

John Hallanger called the meeting to order. Dan Lofy made a motion to approve the April, 2012 Minutes. Wendy Venske seconded the Motion. Minutes were approved.

3. Old Business:

Lori Murphy has received the flags. They are at Fire Station 1.

- 4. New Business:** John Hallanger received word from Steve Smith of Mayfair that the Aurora Building is being demolished. We will not have access to that area for the Parade. John will provide Steve with a map of the lots, areas and roads we intend to use in order to determine what infringements the project may have on our plans. Wendy Venske suggested John also discuss relocation of port-o-johns due to the lack of Aurora restrooms.

5. Assignments for 2012:

A. Memorial Day – Don Birschel received an e-mail from Dave Berger informing him that all of their pipers will be unavailable this year. They will try to participate in 2013. Mike Anich reported that he received no essays for the contest; however, the framework is set up for next year. He suggested getting it into the curriculum by January in order to enhance participation through the classroom.

B. Parade – Dan Lofy and Bob Brunow: Dan Lofy reported that 90 units have confirmed, with the possibility of 5 more. Applications will be accepted until June 1, with late entries added at the end of the Parade. He shared the map that will be included in the Parade packets going out the 1st week of June. Numeric and alphabetic listings will be provided to all section leaders. Each leader should make copies for their section. Dan asked Wendy Venske to provide the name and contact information for each section leader so that there is only one contact per section for him to use on Parade day. Dan will e-mail Don Birschel the list of participants who will need cars, including name, unit # and specific car assigned. At the end of June, Dan will provide Kevin Mullen with a list of all units to be paid, amount to be paid, and address to send check. Don Birschel has offered the Antique Auto Club \$250 for their assortment of cars and has many contacts who have expressed interest. Dan Lofy suggests Don let

them know that they may be split up according to Parade needs. He also suggested that we have an extra car available.

C. Afternoon Program – Patrick McNally and Rick Beattie. Patrick reports that Jo Don Farms is confirmed and they will set up at the park after the Parade. Music on the Move will set up 6 inflatables at 1:30. Wrist bands will cost \$10. The rental cost of the generator has increased to \$459. Rick has confirmed Milwaukee Public Theatre, East, West, Esprit and Longfellow Pons, and will have Rec Department run Jo Don Farms.

D. Evening Program – Bob Brunow. With early payment of \$6500, we will receive 10% enhancement to the program (1,306 shells). Bob will verify the launching location with the Fire Department and get permit.

E. Committee Assignments:

- a. **Flyers/PR/Advertising** – Brit and Jamie Swisher. Memorial Day programs completed, along with posters for 4th of July. Ad will be placed in Tosa Now the Thursday preceding the 4th. Brit was informed that we cannot get our own website. City staff will start depositing our information on the City website, but would like to eliminate the phone number. Brit will deliver programs to Rick Beattie and he will deliver a stack to Hoyt Pool.
- b. **New Units** – Entire Commission
- c. **TV Coverage** – Judy Randall. No report.
- d. **Flags** – Lori Murphy. Lori has flags. Brit will put a note of special thanks to the Flag Center in the program.
- e. **Fundraising** – Judy Randall: Please send names of in-kind donors to Judy as soon as possible. This year's total (with possible BMO donation) is \$18,375. Last year's total was \$18,994.
- f. **Judging/Awards** – No Report.
- g. **Permits/Support Services (Port-O-Johns, Concessions, Radios)** – Wendy Venske. All set. John Hallanger will check with Steve Smith regarding Wendy's suggestion of new placement of port-o-johns because of Aurora tear down.
- h. **Golf Carts** – Bill Berdan: Will get 5 golf carts: Bill Berdan, Mike Anich, Jack Venske, John Hallanger and one for the end of the Parade.

- i. Volunteer Coordinator** – Wendy Venske: To Commission: Ask everyone you know to volunteer! Wendy has had very little response. Brit Swisher will get cups for water.
- j. Mayfair Contacts, Insurance** – John Hallanger. On schedule.
- k. Signage** – Mike Anich: Dan Lofy will provide a list of all signs needed for Parade. Mike will investigate the cost of signs promoting the day/evening events and forward to Commission members. Bob Brunow made a Motion to allow Mike Anich to order said signs if the cost does not exceed \$500. John Hallanger seconded the Motion. The Motion passed. State Street and 68th, City Hall, and Longfellow were suggested for sign placement. Blue and red, on white, were suggested for sign colors. Wendy will get Mike Anich contact information for City Hall so that he can pick up the white sandwich board. He will paint it and put it out near Sendik's the night before the Parade. Kevin Mullen has some soccer cones. John Hallanger will provide introduction to Larry Geitl. John also suggests bringing twine for the signs on cars.
- l. Cars** – Don Birschel: Dan Lofy will provide car needs to Don when available. Don is researching the proper trailer hitches.
- m. Contacts with Officials** – Cheryl Berdan: No report.
- n. Floats** – Cheryl Berdan: All set.
- o. Traffic** – Bill Berdan & Don Birschel: Bill will adjust to issues with Aurora and Hwy 100 construction. Will have a sign designating participant entrance.

A Motion to adjourn was made by Brit Swisher and seconded by Kevin Mullen. Motion passed and the meeting adjourned at 8:11 p.m.

Respectfully submitted,
Jamie Swisher