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Kyle Kolhouse – Chair  
Courtney Kolhouse – Secretary

## CELEBRATIONS COMMISSION MINUTES

THURSDAY, September 2nd, 2021

6:00 P.M.

### The City's Vision

*Oak Creek: A dynamic regional leader, connected to our community,  
driving the future of the south shore.*

1. **Roll Call:** Present: Chairperson K. Kolhouse, C. Francisco, C. Kolhouse, J. Kroening., K. Maggard, T. Rufer, R. Atwood Absent: R. Maggard, C. Bautch
2. **Approval of July 15th, 2021 Minutes**
  - a. J. Kroening motioned to approve, seconded by T. Rufer, motion carried by all present.
3. **Treasurer's Report**
  - a. Treasurer's report was read and acknowledged by all.
  - b. J. Kroening is going to take over as Treasurer. He has a background in supporting finances for organizations.
  - c. Received a check from Martin Law for \$29,000 to cover Light the Square 2020.
  - d. Talked to Mayor Dan about raising the budget to \$35,000 for next year.
  - e. We can still work on donations and sponsors to also add to our budget.
  - f. Also in conversation with the city about making sure that we are funded for Light the Square 2021.
4. **Discussion of Trick-or-Treat Event**
  - a. NO coat drive for 2021.
  - b. Colleen has connected with Pete about preparing for this year's event. We are supplying candy and apple juice boxes for the Historical Society. For the allergy friendly candy, we are also going to supply teal pumpkins to show they are allergy friendly. This will be part of the promotion.
  - c. Colleen is going to reach out to local stores to get donations for the event. She is going to ask Meijer, Target, and Walmart before buying any candy.
  - d. We need to get a sign printed for this event to post around Oak Creek.
  - e. We have two options for Banners for signs and sponsors. HK is a local company (no graphs). Jim Schelenke has the other company that does graphics. Carpenters Union also could help with banners--third option.
  - f. Do they need volunteers or our presence? Colleen will check with Pete about anything else that they might need from us.
  - g. Kyle said that we can/could have an event table set up. There should be signs and sponsorship applications.
  - h. Kristi does have a friend that could help with a logo if we need it.
  - i. We do need to make sure that any logo is approved and meets the requirements.

- j. This would be a way to make sure people know how to connect with us and help volunteer or sponsor an event.
- k. Kristi is going to dialogue with Leslie about the logo and signs that we are hoping to create.
- l. We need to be creative and thoughtful with the size tablecloth that we buy. We could also consider skirts. We could also buy a specific table and a tablecloth to use at events.
- m. We have a storage container on Puetz that is ours to use.
- n. It would be helpful to have the logo that we will use on an accessible file.
- o. We can also use this table to promote our next event.
- p. Colleen will also find out about what signage is needed from Pete and how many. She will also ask about how soon before they want the signs posted.
- q. Colleen and Kristi will connect about Marketing and posting on Facebook so that we can also advertise allergy friendly candy.
- r. Kristi is going to ask Leslie about the PDF to make a yard sign.
- s. Kyle will follow up with Kevin on signs and when they should be put out.
- t. Kristi has everything she needs to post on Facebook.
- u. Typically, events are posted one month out and then post events. Suggestion to post around Sept 15 or 22 to give people time to see it.
- v. Kristi will post on Facebook no later than September 22. Then, we will follow up about marketing at our Oct 7th meeting.
- w. Robyn also suggested posting on The Patch because it is free. Kristi will connect with Robyn so that it also is posted to Patch.

5. **Discussion and Decision on Spreading Holiday Cheer Event**

- a. Kyle shared that last year and in the past they have done Stockings for Seniors and Food donations for pets.
- b. We would have to plan on covering some of the extra needed items.
- c. Checking on how many senior centers are in Oak Creek.
- d. We are going to follow up on the Stockings for Seniors at our next meeting.
- e. There is not as much of a need for pet donations.
- f. This would be a donation bin that would be out leading up to Light the Square.
- g. For Stockings for Seniors--in the past they have had people take the stockings home and filled them.
- h. There was a suggestion to use Amazon lists as a way to do this. Then, we could assemble the stockings as a committee or ask volunteers.
- i. Kristi is going to call some nursing homes to find out what items are most needed.
- j. Torry also did this last year using funds from Thrivent.
- k. Thrivent might be an option to help support this Holiday Cheer Event.
- l. This will be revisited at our next meeting.

6. **Discussion of Light the Square Event**

- a. Kyle would like to create a sub committee for this event.
- b. Robyn is going to check about availability of the room.
- c. Torry and Kyle will be communicating about lights and decorations.
- d. Robyn will lead vendors and craft.
- e. Vendors can be charged \$25 or \$50 to have a table.
- f. This is happening Wednesday, December 1st at 6:00 PM.
- g. Need to check availability of rooms before we can decide what we are scheduling.
- h. We are considering sponsoring each of the light up designs as a way to cover the cost.
- i. We do not need portapotties at this event as the buildings are open.
- j. Kyle is going to follow up with sub committee meeting and planning.

**Next Meeting:** October 7th, 2021 at 6:00 P.M.

7. **Adjournment:** Motion by James to adjourn meeting at 7:10 pm and seconded by Kristi, motion carried.