

Heritage Festival Committee
MINUTES of March 9, 2016

Meeting called to order at 6:35pm.

PLEDGE OF ALLEGIANCE

EXECUTIVE HERITAGE COMMITTEE: Carole Nixon, Bruce Hunt, Janice Lacher, Frank Perez, and Dwayne De Rose.

CITY STAFF: Aileen Salazar, Program Coordinator, Veronica Ortiz, Community Services Supervisor, and Sandra Gonzalez, Director of Community Services.

GUESTS: Aurora Hernandez, Placentia Lions Club.

ORAL COMMUNICATIONS: None.

COMMITTEE COMMENTS AND REPORTS: None.

1. APPROVAL OF MINUTES: Chair person Lacher **MOTIONED** to approve the February 10, 2016 minutes. The motion was **SECONDED** by Board Member Perez. The minutes were approved by a Voice Vote of 4-0-1-0 Board Member Hunt attended the meeting late.

2. TREASURERS REPORT: Committee member Nixon gave a brief treasurer's report. The March 9, 2016 report shows a remaining balance in the Heritage Festival account as \$0.00. There was no income and no expenses, keeping the total balance as of March 9, 2016 \$0.00. A few late checks were received and the City will look into if they can be deposited into the 2015 finance reports or the 2016 reports.

3. BUDGET:

Parade: Parade car rentals will increase to \$250 and Parade ribbons will also increased to \$800. The rest of the items listed under Parade budget will stay the same.

Band Review: All budgeted items will remain the same as the 2015 event budget.

Car Show: All budgeted items will remain the same as the 2015 event budget.

Crafters: All budgeted items will remain the same as the 2015 event budget.

Food: All budgeted items will remain the same as the 2015 event budget.

Games: All budgeted items will remain the same as the 2015 event budget.

Non-Profit: All budgeted items will remain the same as the 2015 event budget.

Business Expo: All budgeted items will remain the same as the 2015 event budget.

Home Based: All budgeted items will remain the same as the 2015 event budget.

Entertainment: All budgeted items will remain the same as the 2015 event budget.

Advertising: All budgeted items will remain the same as the 2015 event budget.

Executive Committee Budget: The committee decided to add petty cash as revenue to cancel out petty cash in the expenses. The budget for the awards expense will increase to \$150.00. Park Decorations will be removed from the budget, \$300.00 budget will be added to the sponsorship brochures and \$300.00 supply item has been added into the expenses.

Capital Expenses: The rental for Porta Potties increased to \$3,000 and the Tables, chairs, and canopies were increased to \$5,200.

4. APPLICATIONS- Discussion and changes were made on the various Heritage Festival applications.

Car Show: The Committee reviewed the prices of the same day registration fees and decided to change the price from \$35.00 to \$40.00. Chair person Lacher **MOTIONED** to increase same day car show prices. The motion was **SECONDED** by Vice Chair Hunt. The increase was approved by a Voice Vote 5-0-0-0.

Parade: Application will be updated to include the event date and the theme.

Breakfast: A \$500.00 vendor fee was added to the application

Beer Garden: A \$500.00 vendor fee was added to the application

Food: Discussion was made on the budget for the various sections of the Heritage Festival. Discussion was made to raise the prices for the Food Booths to \$100.00 for residents and \$150.00 for non-residents. Vice Chair person Hunt **MOTIONED** to approve the increase in food booths. The motion was **SECONDED** by Board Member Perez. The increase in prices was approved by a Voice Vote of 5-0-0-0.

Business Expo, Band Review, Craft, Home Based, Non-Profit, and Games: Vendor fees will remain the same and applications will be updated with new theme and date.

5. EVENT THEME AND DATE: The 2016 Heritage Festival will be tentatively held on October 8, 2016. It was suggested to use the Mayor's State of the City Address for the event, "Taking Placentia to New Heights." Board Member Nixon **MOTIONED** to approve the recommended date and theme and to take it to City Council for final approval. The motion was **SECONDED** by Vice Chair Hunt. The date and theme was approved by a Voice Vote of 5-0-0.

6. SUB-COMMITTEE REPORTS: None at this time.

7. STAFF COMMENTS: Sandra Gonzalez the Director of Community Service explained that the Library Historical Meetings would like to do a Historical Presentation on the Heritage Festival on August 1, 2016 at 6:00pm. She also asked if any of the Committee members would like to help gather information and attend the presentation.

8. AGENDA BUILDING: Keep the same and add multi-day event discussion and grand marshal.

ADJOURNMENT: Committee member Nixon **MOTIONED** to adjourn meeting. The motion was **SECONDED** by board member Hunt. The meeting was adjourned at 9:35pm. The next regular meeting will be held on Wednesday, April 13, 2016 at 6:30pm.