



Heritage Festival Committee Agenda

January 9, 2013 – 7:00 p.m.

Regular Meeting

Heritage Festival Committee

Bruce Hunt Jr.
Chair

Anne Russell
Vice Chair

Veronica Harlan
Secretary

Carole Nixon
Treasurer

Jim Cucalon
2nd Vice Chair

Bruce Hunt

Tommie Kalman

Frank Perez

Gerry Carnevali

City of Placentia
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City of Placentia, CA 92870

Community Services Department
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Procedures for Addressing the Heritage Festival Committee

Any person who wishes to speak regarding an item on the agenda or on a subject within the City's jurisdiction during the "Oral Communications" portion of the agenda should fill out a "Speaker Request Form" and give it to the recording secretary BEFORE that portion of the agenda is called.

The Heritage Festival Committee encourages free expression of all points of view. To allow all persons the opportunity to speak, please keep your remarks brief. If others have already expressed your position, you may simply indicate that you agree with a previous speaker. If appropriate, a spokesperson may present the views of an entire group. To encourage all views, Heritage Festival Committee discourages clapping, booing or shouts of approval or disagreement from the audience.

PLEASE SILENCE ALL PAGERS, CELL PHONES, AND OTHER ELECTRONIC EQUIPMENT WHILE COMMITTEE IS IN SESSION.

Special Accommodations

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Community Services Department at (714) 993-8184. Notification 48 hours prior to the meeting will generally enable City staff to make reasonable arrangements to ensure accessibility.
(28 CFR 35.102.35.104 ADA Title II)

Copies of all agenda materials are available for public review in the Office of the City Clerk. Persons who have questions concerning any agenda item may call the Community Services Department, (714) 993-8184, to make inquiry concerning the nature of the item described on the agenda.

In compliance with Senate Bill 343, any writings or documents provided to a majority of the City Council regarding any item on this agenda that are not exempt from disclosure under the Public Records Act will be made available for public inspection at the City Clerk's Office at City Hall, 401 East Chapman Avenue, Placentia, during normal business hours.

REGULAR MEETING
7:00 p.m. – Placentia City Hall

MEETING CALLED TO ORDER

EXECUTIVE COMMITTEE

ROLL CALL: Chair / Bruce Hunt Jr.
Vice Chair / Anne Russell
2nd Vice Chair Jim Cucalon
Secretary/Veronica Harlan
Treasurer/Carole Nixon
Bruce Hunt
Tommie Kalman
Frank Perez
Gerry Carnevali

PLEDGE OF ALLEGIANCE

ORAL COMMUNICATIONS

At this time, the public is invited to address the Heritage Festival Committee concerning any agenda item, which is not a public hearing item or other items under the jurisdiction of the Heritage Festival Committee.

COMMITTEE COMMENTS AND REPORTS

The purpose of these reports is to provide information on projects that are discussed at sub-committee meetings. No decisions are to be made on these issues. If a Committee member would like formal action on any of the discussed items, it will be placed on a future Agenda.

HERITAGE FESTIVAL AGENDA

1. Minutes
 - a. Regular meeting – November, 14, 2012
Recommended Action: Approve
2. Treasurer's Report – Carole Nixon to provide an updated treasurer's report.
3. Budget – Staff and Committee to discuss the 2013 event budget.
4. MOU's – Staff and Committee to discuss terms and guidelines for the following 2013 MOU's: Pancake Breakfast, Business Showcase, and Beer Garden Area.
5. Fundraising and sponsorships – Staff and Committee to discuss possible fundraising and sponsorship opportunities for the 2013 event.
6. Sub-Committee Report – Sub-Committee chairpersons to review areas of responsibilities for discussion.

7. Staff Comments – Staff to review areas of responsibilities.
8. Agenda Building – Staff and committee to review agenda items for the next meeting.

ADJOURNMENT

The Heritage Festival Committee Adjourn to a Regular Meeting on Wednesday, February 13, 2013 at 7:00 p.m. in the front conference room located at City Hall, 401 East Chapman Avenue, Placentia.

CERTIFICATION OF POSTING

I, Veronica Harlan Recording Secretary of the Heritage Festival Committee and Veronica Ortiz, Community Services Coordinator/Heritage Festival Staff Liaison, hereby certify that the Agenda for the January 9, 2013 meeting of the Heritage Festival Committee was posted on January 3, 2013.

Veronica Harlan

Veronica Harlan
Recording Secretary



Veronica Ortiz
Community Services Coordinator/Heritage Festival Committee Staff Liaison

Heritage Festival Committee MINUTES of November 14, 2012

Meeting called to order 7:15 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL: Laurie Arroyo, Gerry Carnevali, Veronica Harlan, G.R. Hodges, Bruce Hunt Jr., Bruce Hunt, Tommie Kalman, Janice Lacher Carole Nixon, Frank Perez, Anne Russell and Peggie Yamaguchi.

CITY STAFF: Jon Nicks, Deputy Director Community Services, and Felipe Zambrano, Community Services Coordinator

Absent: Jim Cucalon and Veronica Ortiz

CHAMBER OF COMMERCE: Susan Wan-Ross and Pam Tancordo

Guest: John McCauley, Placentia R.A.C.E.S.

APPROVAL OF MINUTES: There are corrections to the October 3, 2012 minutes under Games there was no face-painting just building birdhouses. On Page 2 under Band Review "Valadez" was misspelled. **MOTION** to approve minutes as amended made by **Anne** and **SECOND** by **Gerry**.

TREASURERS REPORT: (Carole) distribute and reviewed the financial report for November 14, 2012 period covering October 11, 2012 through November 13, 2012. She states our Heritage Trust at City of Placentia is -\$262.62. The net change for Trust Account was \$7,435.34. The Heritage Trust balance at the City is -\$7,697.96. File report for audit.

Expense: Bills to be turn in---\$40.00 in gas for the Fairway Ford Mustang driven in the parade. **Carole** would like all City invoices turn-in to her. **Bruce** sees our goal is more to balance.

Discussion: **Frank** gave V. Ortiz a bill for \$193.25. **Frank** would like to see a profit from the Beer Garden next year as this should be written in the MOU. **Bruce** believes this profit should be compared in the budget in January. **Bruce** would like to know what our MOU actual figure is in comparison to other years.

ELECTION OF OFFICERS: **Jon Nicks** opened the nominations for the Chair with **Bruce Hunt Jr.** nominated for the position. **MOTION** to close the nominations by **Anne Russell**, **SECOND** by **Bruce Hunt**, **MOTION** by **Carole Nixon** to nominate Bruce Hunt Jr. for the Chairperson position and **CARRIED** by 9-0-0-0 VOICE VOTE

Open the nominations for the first Vice Chair with Anne Russell nominated for the position. **MOTION** to close the nominations by **Bruce Hunt Jr.**, **SECOND** by **Anne Russell** **MOTION** by **Bruce Hunt Jr.** to nominate Anne Russell for the first Vice Chair position, and **CARRIED** by 9-0-0-0 VOICE VOTE.

Open the nominations for the Second Vice-Chair with Jim Cucalon nominated for the Vice Chair position. **MOTION** to close the nominations by **Carole Nixon**, **SECOND** by **Bruce Hunt Jr.** **MOTION** by **Bruce Hunt** nominate Jim Cucalon for the second Vice Chair position and **CARRIED** by a 9-0-0-0 VOICE VOTE.

Open nominations for the Treasurer with Carole Nixon nominated for the position, **MOTION** to close the nominations by **Gerry Carnevali**, **SECOND** by **Bruce Hunt Jr.**, **MOTION** by **Bruce Hunt Jr.** to nominate Carole Nixon for the Treasurer position and **CARRIED** by a 9-0-0-0 VOICE VOTE.

Open the nominations for the Secretary with Veronica Harlan nominated for the position, **MOTION** to close the nominations by **Bruce Hunt**, **SECOND** by **Anne Russell**, **MOTION** by **Bruce Hunt** to nominate Veronica Harlan for the Secretary position and **CARRIED** by a 9-0-0-0 VOICE VOTE.

EVENT THEME AND DATE:

There were several theme suggestions given for the annual event. The following were the themes suggested: “Save a Life, Placentia”; “Shop, Buy and Dine in Placentia”; “The Good Life in Placentia”; “Get-Fit Placentia”; “Life in Placentia”; “Heritage of Placentia”, “We’re On Our Way...”; “Living the Good Life in Placentia”; Healthy Living in Placentia”; “Be Friendly, Be Safe”; “Happy and Healthy”; and “Old Fashion Values”.

MOTION made for the pick of “We’re On Our Way...” for the annual Heritage theme final vote by **Anne** and **SECOND Tommie** and all were in favor.

SUBCOMMITTEE:

R.A.C.E.S. committee (**John**) commented that there was a motor police officer who went through the parade trying to get through. There was no problem with the school buses. All 26 bands came and went.

Discussion: **Peggie** suggested posting the awards from the band review on the city website. **Janice** had all the bands under control. **Laurie** wants to know if we can have more signage for the band review.

Games committee (**Anne**) The Home Depot would like to have a minimal fee for the kits next year. The children spent more time assembling the kits rather than playing in the bounce houses.

There were around 700 birdhouse kits given out. Discussion: **Frank** recommends having a sponsor pay for bird house kits for next year.

Discussion: **Felipe** mention that the fee for the bounce houses was a little high. There needs to be volunteers in the game area to control the crowd. **Bruce** suggests having wrists bands, which the count on the admission would be easily visible.

Crafts committee (**V. Harlan**) All the craft vendors were present. The unloading of vendors started off a little shaky, but the rest of the morning it went well. One complaint regarding the pony in the craft area the owner did not clean-up as needed.

Food committee (**Gerry**) there were 33 food vendors, and the clean-up went well. There was a problem with a returning vendor who took two spots. We should consider having one kettle corn vendor only for next year. Discussion: **Rosalina** would like to see more food vendors from Placentia. **Peggie** wanted to know why we are accepting out-of-city food vendors with Placentia non-profit organizations. **Bruce** would like to have in-city food vendors with non-profit organizations only stated in the food application. All of the food vendors should be match-up with Placentia non-profit. **Janice** suggested having a hike on pay-rate for outside food vendors.

Entertainment/Advertising committee (**Tommie**) she believes the group “Rhymics” did well before the award ceremony. The flow of people listening to the band “Southland,” could have been better and the need for announcers is a necessity.

Chamber of Commerce committee (**Pam**) there were 30 business booths, three (3) were from RMD and the scaffolding from Fairway Ford was impressive furnished by Edison which included a 40 ft. trailer for the business showcase. The vendors were given a survey in regards to the business showcase and most were happy with the outcome of the showcase. Discussion: **Frank** recommends inviting other cities.

The pancake breakfast made \$1,962 and the thought is to do better by counting all the plates.

Car show committee (**Bruce and Frank**) car show was very good as usual. All participants enjoyed themselves. They had a total of 214 registered cars, 35 registered the day of the show. They were in competition with eight other car shows in surrounding cities. Numerous items were given during the opportunity drawing. Discussion; **Bruce** believes there should not be a command post if police is not going to be present in the park.

VIP committee (**Laurie**) First, Miss Placentia took random pictures of the festival and they are posted on YouTube. The roads were closed too early and some of the VIP could not get through on time. The nearby church provided the fencing for the VIP section. The port-a-potties were in a good location. There was help from Susanne who put the name tags in order with the Heritage logo and had them printed in plenty of time. **Laurie** went to local business to hand them the

Heritage ribbon thanking them for their participation and many donations. The packets were put together nicely this year.

STAFF COMMITTEE: Steve Pischel thanked everyone for the hard work provided by committee.

AGENDA ITEMS: Budget and Fundraising.

ADJOURNMENT: meeting adjourned at 9:56 p.m. the next regular meeting on Wednesday, January 9, 2013 at 7:00 p.m.