



City of Colleyville

Colleyville Events Steering Committee Agenda

City Hall
100 Main Street
Colleyville, Texas 76034
817. 503.1000
www.colleyville.com

Wednesday, March 27, 2013
4:30 p.m.

Colleyville Public Library
110 Main Street

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES**
February 27, 2013
- 3. REGULAR AGENDA ITEMS**
 - 3a** Approval of the updated bylaws for the Colleyville Events Steering Committee
 - 3b** Discussion of the Red, White and Sousa Event
 - 3c** Discussion of items for future agendas
- 4. CITIZEN COMMENTS/PRESENTATIONS REGARDING ITEMS NOT ON THE AGENDA**
- 5. ADJOURNMENT**

I hereby certify this agenda was posted on City Hall bulletin boards Friday, March 22, 2013 by 5:00 p.m.

Kathy E. Moore
Administrative Assistant

Any matter on this agenda may, at the discretion of the governing body, be opened for public comment and discussion.

If you plan to attend this public meeting and have a disability that requires special accommodations, please advise the Special Events Coordinator at least 48 hours in advance at 817.503.1150, and reasonable accommodations will be made to assist you.



City of Colleyville

Colleyville Events Steering Committee Minutes

City Hall
100 Main Street
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Wednesday, February 27, 2013
4:30 p.m.

Colleyville Public Library
110 Main Street

1. CALL TO ORDER

Chairperson Amy Redfearn called the meeting of the Colleyville Events Steering Committee to order at 4:35 p.m.

Roll Call

Present: Chair Amy Redfearn, Kristen Isensee, Manjiri Joshi, J. Walt Mills, Linda Salisbury, Barb Stephens and Patti Tanaka. Staff present: Mary Rodne, Lisa Escobedo and Kathy Moore

Absent: None

2. APPROVAL OF MINUTES

January 23, 2013

A motion was made by Walt Mills and seconded by Linda Salisbury to approve the January 23, 2013 minutes as presented. The motion carried with a unanimous vote.

3. REGULAR AGENDA ITEMS

3a Update on the Colleyville Old Tyme Bar-B-Q Event

Director Rodne updated the Committee on the Old Tyme Bar-B-Q, and noted that the event is scheduled for April 26-27, 2013, at the Colleyville Center. Rodne added that the event is planned and executed by the Police Department, and confirmed that the Events Steering Committee does not have to assist with this event. Rodne concluded that it is a weekend long event and that all proceeds from the event are donated to Special Olympics.

3b Discussion of the Red, White and Sousa Event

A. Budget Report

Mary Rodne opened the discussion of the Red, White and Sousa, and noted that the event will be held on June 28, 2013. Rodne reported that the budget for the event

includes \$30,000 from Colleyville Economic Development Corporation (CEDC) funds and a \$2500 sponsorship donation from Baylor Regional Medical Center at Grapevine.

B. Entertainment

Rodne stated that the Committee had previously discussed having a performance that included the Fort Worth Symphony Brass Ensemble and a vocal group. It was discussed that each group could perform independently and that the concert would conclude with both groups performing patriotic songs together. Rodne noted that confirmation from the Fort Worth Symphony was still pending and that staff was actively pursuing this issue. Rodne concluded that the concert would be held from 8:00 – 10:00 p.m. Discussion continued in regard to adding some additional entertainment, contingent on available funding.

C. Food Vendors

Director Mary Rodne provided an update on the food trucks and confirmed that the food truck vendors had agreed to start serving at 6:00 p.m., rather than 6:30 p.m. to help alleviate the long lines for food. Additionally, it was noted that the same set-up will be used for the tables in this area as last year.

D. Sponsorships

Rodne reported that the event had received a sponsorship, which included \$2500 from Baylor Regional Medical Center at Grapevine. Discussion ensued on ways to get more businesses involved and different ways to provide a variety of sponsorship options.

E. Publicity

Rodne presented an update on publicity and noted that advertisements were scheduled to run for several weeks in June, as a part of the City's advertising package with the Fort Worth Star Telegram. Rodne concluded that all the regular publicity and signage will be continued.

F. Volunteers

Mary Rodne stated that volunteer needs would be the same as last year and explained that volunteers could sign-up online utilizing the Library's volunteer tracking software.

G. Grounds/Set-up/Layout

Director Rodne reported that the same set-up and layout as last year would be used again this year, as it had worked well for the event. Committee Chair Amy Redfearn

asked about the possibility of borrowing chairs from the Lions Club for the reserved seating area again this year. Mary Rodne agreed to check with the Lions Club to find out if this option would be available again this year. Also, it was noted that additional tables would be added to the reserved seating area this year, and that the reserved table occupancy number would be changed from five to four per table. It was discussed that the table number of five last year had presented various challenges. The cost per table of four was discussed and consensus was to keep the cost at \$25 per table. Additionally, concerns were brought forward in regard to the grass burrs in the grassy area on which the event is held. Rodne agreed to check with Parks staff to discuss what options are available to alleviate the problem.

H. Police / Fire

There was no discussion of Police and Fire Department responsibilities for the Red, White & Sousa event at this time.

3c Review and Discussion of the 2013 City of Colleyville Special Events Calendar

Mary Rodne handed out the Library, Parks and Recreation 2013 calendar of events and gave a short overview of the events. Discussion ensued on other types of events and changes that could be made to enhance the events that the City currently offers.

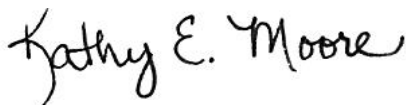
4. CITIZEN COMMENTS/PRESENTATIONS REGARDING ITEMS NOT ON THE AGENDA

The Committee discussed and agreed to meet again on March 27, 2013, and to add the bylaw updates to the agenda for approval. Additionally, it was agreed to move the April 24 meeting to April 17, 2013.

5. ADJOURNMENT

A motion was made by Patti Tanaka and seconded by Kristen Isensee to adjourn the meeting. Motion approved. The meeting of the Colleyville Events Steering Committee was adjourned at 5:15 p.m.

Minutes taken and prepared by:



Kathy Moore
Administrative Assistant



City of Colleyville Colleyville Events Steering Committee Agenda Briefing

City Hall
100 Main Street
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Agenda Number 3a

Agenda Date 03/27/2013

Number 3a

Type Regular Agenda Items

Department Library

Title

Approval of the updated bylaws for the Colleyville Events Steering Committee

Explanation

All boards, commissions and committees were asked to review and update their current bylaws and to submit them in a new uniformed template provided by the City Secretary's office.

A draft of the updated bylaws for the Colleyville Events Steering Committee is attached for the consideration of approval. Once approved the new bylaws will be presented to City Council for their approval.

Attachments

1. Draft Copy of the Colleyville Events Steering Committee Bylaws

Colleyville Events Steering Committee BYLAWS

ARTICLE I – Identification and Purpose

The Colleyville Events Steering Committee was established by the City Council of Colleyville, Texas, by Resolution R-12-3483 on April 11, 2012. The purpose of the Colleyville Event Steering Committee is to make recommendations to the City Council on the schedule, structure, venue(s), budget and long-range planning of events.

ARTICLE II – Membership

- 2.1 The Colleyville Events Steering Committee shall consist of seven (7) who shall be appointed by the City Council for a (2) year term.
- 2.2 Members shall be appointed with three members each odd-numbered year and four members each even-numbered year.
- 2.2 Members shall serve without compensation and until their successors are appointed.
- 2.3 Members must be residents of Colleyville, Texas unless City Council waives the residency requirement.
- 2.4 Vacancies on the Colleyville Events Steering Committee shall be reported to the City Secretary and filled by appointment of the City Council for the length of the unexpired term.
- 2.5 If a member of the Colleyville Events Steering Committee fails to maintain a seventy-five percent (75%) attendance record for all regularly scheduled meetings, the Chair or staff liaison will notify the City Secretary. City Council may, at its discretion, declare a vacancy, advertise the open position or appoint a replacement without advertising.

ARTICLE III – Officers

- 3.1 The officers of the Colleyville Events Steering Committee shall be the Chair and the Vice Chair.
- 3.2 The Colleyville Events Steering Committee shall elect the Chair and Vice Chair from among the members annually at the first meeting in January and at such other times as

these offices may become vacant. The officers shall serve one-year terms or until a successor is elected.

- 3.3 In the event of resignation or incapacity of the Chair, the Vice Chair shall serve as the Chair for the unexpired portion of the term. The office of the Chair will be a non-voting position, except in case of a tie.
- 3.4 City staff shall take minutes of the meeting and serve as custodian of the Colleyville Events Steering Committee records.

ARTICLE IV – Meetings

- 4.1 Meetings shall be held on an as needed base on the fourth Wednesday of the month in the 2nd floor meeting room at the Colleyville Library located at 110 Main Street. Meeting dates, times and location may be changed as necessary.
- 4.2 Members unable to attend a regular meeting shall notify the Chair or staff liaison by noon of the meeting day. In the event any member of the Committee is absent three consecutive meetings, a letter shall be submitted to the Mayor and City Council by the Board.
- 4.3 A majority of the voting Colleyville Events Steering Committee members shall constitute a quorum to conduct business for the Colleyville Events Steering Committee. The act of the Colleyville Events Steering Committee members, present at a meeting, at which a quorum is in attendance, shall constitute the act of the Colleyville Events Steering Committee.
- 4.4 An agenda shall be prepared by the City Staff for each meeting of the Colleyville Events Steering Committee. There shall be attached to each agenda a report of matters pending further action by the Committee. An agenda will be posted in accordance with the Open Meeting Act. Meeting agendas will be posted on the City Hall bulletin boards and the City's web site 72 hours prior to a meeting. Meeting agenda packets will be available in public documents 72 hours prior to a meeting. Approved meeting minutes will be included in City Council agenda packets under Reports.
- 4.5 Meeting agenda packets will be distributed to each member 72 hours prior to a meeting.
- 4.6 The Chair shall preside at all meetings. In the absence of the Chair, the Vice Chair shall preside. The Chair may recognize individuals wishing to speak regarding an item on the agenda.
- 4.7 Staff representatives shall be in attendance at Committee meetings. They should participate in meetings to provide staff assistance, report and recommendations.

- 4.8 Special meetings may be called at the request of the Chair or two or more members of the Colleyville Events Steering Committee or may be scheduled by a majority of the Committee at any previous meeting for the transaction of business. Posting and notification of meeting requirements shall apply to special meetings.
- 4.9 The Colleyville Events Steering Committee may establish sub committees as deemed appropriate. Such committees will be dissolved upon completion of the charge or task.

ARTICLE V – Duties and Responsibilities

- 5.1 The Colleyville Events Steering Committee acts in a recommending capacity to the City Council in all matters pertaining to the planning and coordinating City special events.
- 5.2 The Chair, or in his/her absence the Vice-Chair, shall preside at all meetings, shall decide all points of order or procedure. Staff representatives shall record, or cause to be recorded, accurate and complete minutes of all business proceedings.
- 5.3 Establish standing committees and other such committees from time to time may be deemed necessary.
- 5.4 The Colleyville Events Steering Committee member will take the Attorney General Texas Open Meetings Act on-line training course, available on this link. http://www.oag.state.tx.us/open/og_training.shtml#22, or you may obtain a DVD of the training course from the City Secretary, and provide a copy of the Certificate of Course Completion to the City Secretary. The training must be completed not later than the 90th day after the date the member takes the oath of office or otherwise assumes responsibilities as a member of the governmental body.

ARTICLE VI – Amendments

- 6.1 These bylaws may be amended by a majority vote at any regular meeting, if all members have been notified of the proposed amendment 72 hours prior to such meeting. Amendments must be in compliance with applicable City ordinances.



City of Colleyville Colleyville Events Steering Committee Agenda Briefing

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Agenda Number 3b

Agenda Date 03/27/2013

Number 3b

Type Regular Agenda Items

Department Library

Title

Discussion of the Red, White and Sousa Event

Explanation

Discussion of the Red, White and Sousa event, scheduled for June 28, 2013.

- a. Budget Report
- b. Entertainment
- c. Food Vendors
- d. Sponsorships
- e. Publicity
- f. Glow Light Sales
- g. Volunteers
- h. Layout/Parking/Security

Attachments



City of Colleyville Colleyville Events Steering Committee Agenda Briefing

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Agenda Number 3c

Agenda Date 03/27/2013

Number 3c

Type Regular Agenda Items

Department Library

Title

Discussion of items for future agendas

Explanation

This item is for the discussion of potential future agenda items; and to set a date for the next Colleyville Events Steering Committee meeting.

Attachments