



City of Colleyville

Colleyville Events Steering Committee Agenda

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

Wednesday, May 22, 2013
4:30 p.m.

Colleyville Public Library
110 Main Street

1. CALL TO ORDER

2. APPROVAL OF MINUTES

March 27, 2013

3. REGULAR AGENDA ITEMS

3a Update and Discussion on the Texas Open Meetings Act (TOMA) presented by Amy Shelley, Colleyville City Secretary

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, May 17, 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
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Wednesday, March 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 4:36 p.m.

Roll Call

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

Absent: Kristen Isensee

2. APPROVAL OF MINUTES

February 27, 2013

A motion was made by Barb Stephens and seconded by Linda Salisbury to approve the February 27, 2013 minutes as presented. The motion carried with a unanimous vote.

3. REGULAR AGENDA ITEMS

3a Approval of the updated bylaws for the Colleyville Events Steering Committee

Director Mary Rodne explained to the Committee members that all boards, commissions and committees had been asked to update their bylaws and incorporate them into a new uniformed template, which was provided by the City Secretary's Office.

Rodne stated that the main concern was attendance, which will now be a unified 75% attendance rate for all boards, commissions and committees. Rodne added that attendance records are reported to City Council on a quarterly basis and concluded that all other changes to the Colleyville Events Steering Committee were minor.

There were questions concerning the verbiage in section 5.4, which states that training **must** be completed not later than the 90th day after the member takes the

oath of office or otherwise assumes responsibilities as a member of the governmental body. It was agreed that staff would consult with the City Secretary concerning the verbiage. A motion was made by Patti Tanaka to approve the updated Colleyville Events Steering Committee bylaws with verbiage in section 5.4, as recommended by City Secretary; Walt Mills seconded the motion. Motion was approved unanimously. It was noted that the approved bylaws would be forwarded to the City Council for approval.

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 budget for the event had not changed and that there were no expenditures to date. Rodne informed the Committee that we had received the \$2500 sponsorship donation from Baylor Regional Medical Center at Grapevine, and noted that *Impact* magazine was considering some level of sponsorship.

B. Entertainment

Rodne stated that she had received confirmation from the Fort Worth Symphony Brass Ensemble to perform at the event; additionally, they were interested in performing with a vocal group. It was discussed that each group would perform independently and that the concert would conclude with both groups performing patriotic songs together. Chairperson Redfearn questioned the cost for the Brass Ensemble and a vocal group; Director Rodne replied that the Brass Ensemble was \$7000, and a vocal group would be approximately \$3000. Discussion continued in regard to additional budget items such as the sound system and the stage.

C. Food Vendors

Director Mary Rodne provided an update on the food trucks and noted that they were confirmed for the event.

D. Sponsorships

Rodne reported that one sponsorship had been received, a \$2500 sponsorship from Baylor Regional Medical Center at Grapevine.

E. Publicity

Rodne noted that all advertisements for the event were scheduled to run for several weeks in June.

F. Glow Light Sales

Committee member, Patti Tanaka confirmed that the Xtreme Soccer Team would provide glow light sales again this year.

Volunteers

Mary Rodne stated that volunteers could sign-up online utilizing the Library's volunteer tracking software and added that this event does not need as many volunteers as Holly Colley.

G. Layout / Parking / Security

Director Rodne reported that the layout will remain the same as last year and noted that Lisa Escobedo was checking vendors for table and chair rentals. Rodne also noted that a request to borrow chairs from the Colleyville Lion's Club was pending.

Patti Tanaka questioned the location of the food vendors; Mary Rodne replied that the trucks would be located on the other side of the event this year, and noted that there would be more trucks this year. Additionally, Rodne informed the Committee that Scooter's had not yet confirmed their participation to sell water. It was noted that the Xtreme Soccer Team would possibly be able to sell water if Scooter's was not able to participate.

The discussion continued with several suggestions for the future, such as the use of golf carts to taxi patrons to the entertainment area; having an online service available for payments and table selection; prioritizing sections, such as Red, White, and Blue.

Rodne noted that last year's table total was 62 and that we could have 75 tables this year, with the table cost remaining at \$25 for a table of four. Additionally, staff plans to decorate with more flags this year and hand out small flags to event attendees.

3c Discussion of items for future agendas

The Committee discussed and agreed to cancel their scheduled meeting in April and to meet again on May 22, 2013.

The Committee would like to look at online registration for the event.

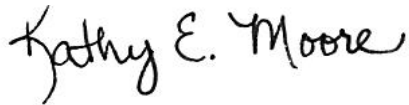
4. CITIZEN COMMENTS/PRESENTATIONS REGARDING ITEMS NOT ON THE AGENDA

None

5. ADJOURNMENT

A motion was made by Barb Stephens and seconded by Walt Mills to adjourn the meeting. Motion approved. The meeting of the Colleyville Events Steering Committee was adjourned at 5:20 p.m.

Minutes taken and prepared by:

A handwritten signature in black ink that reads "Kathy E. Moore". The signature is written in a cursive, flowing style.

Kathy Moore
Administrative Assistant



City of Colleyville Colleyville Events Steering Committee Agenda Briefing

City Hall
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Agenda Number 3a

Agenda Date 05/22/2013

Number 3a

Type Regular Agenda Items

Department Library

Title

Update and Discussion on the Texas Open Meetings Act (TOMA) presented by Amy Shelley, Colleyville City Secretary

Explanation

Colleyville City Secretary, Amy Shelley will update the Committee on the Texas Open Meetings Act (TOMA) recommendations and requirements.

Attachments



City of Colleyville Colleyville Events Steering Committee Agenda Briefing

City Hall
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Agenda Number 3b

Agenda Date 05/22/2013

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

City Hall
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Agenda Number 3c

Agenda Date 05/22/2013

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