



City of Colleyville

Colleyville Events Steering Committee Agenda

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

Wednesday, October 23, 2013
4:30 p.m.

Colleyville Public Library
110 Main Street

1. CALL TO ORDER

2. APPROVAL OF MINUTES

May 22, 2013

September 11, 2013 Colleyville Events Steering Committee meeting was cancelled due to lack of quorum

3. REGULAR AGENDA ITEMS

3a Post Event Discussion of Red, White and Sousa

3b Discussion of the City of Colleyville Special Events FY2014 Budget Report

3c Discussion of the Location for FY2014 City Special Events

3d Discussion of the Holly Colley Holiday Event

3e 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, October 18, 2013 by 5:00 p.m.

Kathy E. Moore
Administrative Assistant

A quorum of the Colleyville City Council may be in attendance at this meeting.

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

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Wednesday, May 22, 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 4:38 p.m.

Roll Call

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

Absent: J. Walt Mills and Barb Stephens

2. APPROVAL OF MINUTES

March 27, 2013

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

3. REGULAR AGENDA ITEMS

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

City Secretary Amy Shelley introduced herself to the Colleyville Events Steering Committee members, and noted that she was in attendance to provide information concerning the Texas Open Meetings Act (TOMA) online training session. Shelley reported that it was a requirement for anyone who serves on a Committee. Secretary Shelley added that the audio presentation lasts approximately one hour with no test and that a code is given to obtain a certificate of completion. Shelley asked each member to forward a copy of the certificate of completion to the City Secretary's office.

Shelley concluded with a brief overview of TOMA and noted that every meeting must be open to the public, agendas must be posted, a quorum must be present to hold a meeting, and minutes must be kept.

Shelley provided a handout: *"The Texas Open Meetings Act at a Glance"* for the Committee members to use as a reference guide. Additionally, Shelley noted that she would send an email with a link to the online training session to the Committee members that needed to take the training.

3b Discussion of the Red, White and Sousa Event

A. Budget

Mary Rodne opened the discussion of the Red, White and Sousa and noted that the budget for the event had not changed.

B. Entertainment

Rodne informed the Committee that she had confirmed attendance of the vocal group ACOUSTIX to perform at the event, along with the Fort Worth Symphony Brass Ensemble. It was noted that each group would perform independently, and that at the end of the concert, both groups would perform several patriotic songs together, concluding with God bless the USA.

Rodne stated that all entertainment was secured and that she was working to finalize the contract requirements. Discussion continued in regard to additional budget items such as the sound system and the stage.

C. Food Vendors

Director Mary Rodne confirmed that a total of nine food vendors would be participating in the event and provided a handout which listed each vendor. In addition, it was noted that vendors would start serving food at 6:00 p.m., and that background music would be played before the concert started. Discussion continued concerning tables, chairs and the layout. Rodne noted that most of the layout would remain the same as last year.

D. Sponsorships

Rodne reported that one sponsorship had been received, a \$2500 sponsorship from Baylor Regional Medical Center at Grapevine. Rodne added that Community Impact Newspaper was interested in providing an advertisement for the event. Lisa Escobedo agreed to follow up with Community Impact concerning their involvement. Mary Rodne noted that a City staff committee was working on a sponsorship packet that could be utilized throughout the City for all special events.

E. Publicity

Rodne noted that all advertisements for the event were scheduled to run for several weeks in June, and that a City E-News email blast would be sent out to promote Red, White & Sousa shortly before the event.

F. Glow Light Sales

Committee member, Patti Tanaka confirmed that the Xtreme Soccer Team would provide glow light items for sale again this year. Additionally, it was noted that the team members would help in distributing small flags that had been purchased to hand out to attendees at the event.

G. Volunteers

Mary Rodne stated that volunteers could sign-up online utilizing the Library's volunteer tracking software.

H. Layout / Parking / Security

Director Rodne reported that the layout would remain the same as last year and noted that she was working directly with the Police, Public Works and Fire departments.

3c Discussion of Items for Future Agendas

The Committee discussed and agreed to cancel scheduled meetings in June and July. After discussion, consensus of the committee was to meet again on August 21, 2013. Mary Rodne noted that email updates would be sent to members if necessary.

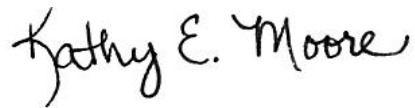
4. CITIZEN COMMENTS/PRESENTATIONS REGARDING ITEMS NOT ON THE AGENDA

None

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 5:20 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 E. Moore
Administrative Assistant



City of Colleyville Colleyville Events Steering Committee Agenda Briefing

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Agenda Number 3a	Agenda Date 10/23/2013	Number 3a
Type Regular Agenda Items		
Department Library		

Title

Post Event Discussion of Red, White and Sousa

Explanation

Discussion of Red, White and Sousa held on June 28, 2013 - post event.

- a. Budget Report
- b. Entertainment
- c. Food Truck Vendors
- d. Sponsorships
- e. Publicity
- f. Glow Stick Sales
- g. Grounds/Layout/Parking

Attachments



City of Colleyville Colleyville Events Steering Committee Agenda Briefing

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Agenda Number 3b

Agenda Date 10/23/2013

Number 3b

Type Regular Agenda Items

Department Library

Title

Discussion of the City of Colleyville Special Events FY2014 Budget Report

Explanation

This item is presented to discuss the FY2014 budget.

Attachments



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Agenda Number 3c

Agenda Date 10/23/2013

Number 3c

Type Regular Agenda Items

Department Library

Title

Discussion of the Location for FY2014 City Special Events

Explanation

This item is provided as an update on the purposed development of the property currently being used for Colleyville special events and the relocation of future events to the Colleyville Center.

Attachments



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Agenda Number 3d	Agenda Date 10/23/2013	Number 3d
Type Regular Agenda Items		
Department Library		

Title

Discussion of the Holly Colley Holiday Event

Explanation

This item is provided for the discussion of the Holly Colley Holiday event scheduled for December 6, 2013.

- a. Budget Report
- b. Community Trees
- c. Entertainment
- d. Children's Activities
- e. Photos with santa
- f. Food Vendors
- g. Sponsorships/Donations
- h. Publicity
- i. Volunteers
- j. Grounds/Set-Up/Layout
- k. Parking
- l. Police/Fire

Attachments



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Agenda Number 3e

Agenda Date 10/23/2013

Number 3e

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