



Labor Day Parade Advisory Board

Meeting Minutes

May 13, 2025

Board Members present: David Diaz, Grace Shirk, Bill Sowards, Edna Sowards, KJ Whitley, Mary Chappell

Board Members absent:

City Staff present:

The fourth meeting to discuss the **41st** annual Rock Island Labor Day parade was called to order at 4:09 pm. The meeting was held in the conference room at the Rock Island Fitness and Activity Center or RIFAC.

I. Introductions

2. Additions to the Agenda

There were no additions to the agenda.

3. Approval of April 14, 2025, Minutes

A motion was made by K. Whitley and seconded by G. Shirk to approve the April minutes. Motion passed.

4. Treasurer's Report

D. Gleason was not able to attend today's meeting but sent an email with a few items share. He did confirm there were no updates related to the budget, which was approved at \$16,750.

5. Entries to Date

D. Gleason also reported there were no entries received to date. M. Chappell noted she received an email from flatbed musician L. Blackmon who is interested in participating.

6. Planning #41

M. Chappell took a moment to confirm the parade theme for 2025. B. Sowards wondered if we should reach out to QC Arts to make sure they are aware of the theme. The revised calendar of meeting dates were reviewed. A motion was made by B. Sowards and seconded by D. Diaz to approve revised dates.

Members reviewed the established promotional schedule for the parade. D. Gleason confirmed the Post Card mailing had been sent and he was posting former parade photos on Facebook. Members were encouraged to like and share these posts. The first mailing to past participants and others will be sent in early June.

7. Board Membership and Volunteers

M. Chappell reminded board members that we have three openings on the Advisory Board. She confirmed E. Gehn is in the process of applying. She was not able to attend today's meeting due to a previously scheduled appointment. There was discussion on contacting those who are regular event day volunteers to see if there is any interest in planning the event.

8. Misc. Items of Concern

B. Sowards asked about the final costs for the 2024 event and if we went over the budget. M. Chappell shared the cost for the event was \$25,000, which was \$1,000 more than budgeted. M. Chappell took a moment to review a few items from the final expenses.

9. Public Comments

No one from the public was present at the meeting.

10. Adjournment

With nothing further to discuss, a motion was made by K. Whitley and seconded by B. Sowards to adjourn. The motion passed and the meeting ended at 4:55 pm.

Respectfully submitted by Mary Chappell