Labor Day Parade Advisory Board
Meeting Minutes
June 23, 2025

Board Members present: David Diaz, Grace Shirk, Bill Sowards, Edna Sowards, KJ Whitley, Mary Chappell
Board Members absent:
City Staff present: Dan Gleason
Visitor: Kim Nesseler, pending applicant to the LDP Advisory Board.

The sixth meeting to discuss the **41st** annual Rock Island Labor Day parade was called to order at 4:15 pm. The meeting was held in the conference room at the Rock Island Fitness and Activity Center or RIFAC.

I. Introductions
Board members welcomed K. Nesseler to the meeting. Her application to join the LDP Advisory Board is on the next City Council Agenda, scheduled later in the day at 6:45 pm. Ms. Nesseler was thanked for her past involvement in the event, her interest in serving, and for taking the time to complete the online application for membership.

2. Additions to the Agenda
There were no additions to the agenda.

3. Approval of May 12, 2025, Minutes
K. Whitley noted that the meeting date listed on the May meeting minutes was incorrect. It should be read as May 12, 2025, and not May 13, 2025. A motion was made by D. Diaz and seconded by B. Sowards to approve the May 12, 2025, minutes as corrected. The motion passed.

4. Treasurer's Report
D. Gleason reported $662.00 was spent to cover mailing expenses related to the post card and first entry mailings. He presented a budget tracking form he uses to manage budget expenses. He will share copies at the next meeting.

5. Entries to Date
D. Gleason also reported that three entries were received since the last meeting. This included the Rock Island Parks Department, Close & Company, and an entry from St. George's Greek Orthodox Church. He noted that the firetruck from Wheelan's Funeral Home is out of commission for this year. He confirmed contact has been made with Quad Cities Arts to share parade information.

6. Planning #41
Board members reviewed planning items listed on the agenda. M. Chappell noted that a change in meeting time was needed to accommodate new members. A motion was made by G. Shirk and seconded by K. Whitley to approve the change in meeting time to 4:30 pm. The motion passed.

M. Chappell referenced the established promotional schedule for the parade. The reminder postcard was the next item to be sent out in mid-July. Members were encouraged to like and share all Facebook posts.

Current parade announcers were asked to confirm their availability to serve as announcers. B. Sowards, G. Shirk, and D. Gleason all stated they would return to the announcer's booth for the 2025 event.

Members discussed changes to the format of the line-up used on parade day. D. Diaz mentioned having a list of entries for each specific section would be helpful. This would save time when staging entries and be easier to follow for event day volunteers.

7. Board Membership and Volunteers

With the addition of K. Nesseler and E. Gehn, only one opening remains for the Advisory Board. Contacting event day volunteers was mentioned to secure a new member.

8. Misc. Items of Concern

G. Shirk asked that the topic of sponsorship fees be added to the next agenda. K. Whitley stated she will be working on the shirt order for the event.

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 G. Shirk and seconded by K. Whitley to adjourn. The motion passed. Meeting ended at 5 pm.

Respectfully submitted by Mary Chappell