



## Labor Day Parade Advisory Board Meeting Minutes July 21, 2025

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

**Board Members absent:** Erin Gehn

**City Staff present:** Dan Gleason

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The eighth meeting to discuss the 41<sup>st</sup> annual Rock Island Labor Day parade was called to order at 4:33 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 July 7, 2025, Minutes

Under #5 Discussion Items, it was noted Mayor Harris' name was listed incorrectly. A motion was made by B. Sowards and seconded by G. Shirk to approve the July 7, 2025, minutes as corrected. Motion passed.

#### 4. Treasurer's Report

D. Gleason passed out the Parade Budget Tracking sheet and confirmed no new expenses for the month. He did report on organizing the parade inventory using clear totes, which will greatly assist on parade day.

#### Entries to Date

Members took a moment to review the latest list of entries provided by D. Gleason. The total now stands at 23 entries. A review was also made of the musical entries to date. G. Shirk noted that the Townships would be donating \$500.00 each for music – not a specific band. Sponsorship letters need to be sent. M. Chappell confirmed that the Los Charros horse group would be participating in the parade again this year.

#### 5. Discussion Items

Board members reviewed items listed in the discussion section. The decision was made to not order ribbons for participants this year. K. Whitley and G. Shirk will work on balloons or other decorations for the Citizen of the Year vehicles. D. Gleason is working on format changes for the line-up. There was discussion about how to best utilize the Radio Club members for the parade. Instead of asking for feedback at the post parade event, volunteers will be asked to submit comments in writing, or via QR Code.

#### 6. Planning #40/Staging

Board members reviewed the promotional schedule for the event. M. Chappell asked if any of the announcers would like to prepare the announcer's notebook. After some discussion, B. Sowards agreed to prepare the notebook with help from E. Sowards. M. Chappell will provide a flash drive with copy of notebook pages and other content. It was confirmed that a meeting for parade volunteers will be held the Saturday before the parade, 9:30 am, at Washington Junior High School (west side). Members were reminded to recruit volunteers. K. Nessler confirmed she and M. Nessler would be available to help in the C-lot and assist with collecting the various parade materials at the end of the parade.

**7. Misc. Items of Concern**

No Items were presented.

**8. Public Comments**

No one from the public was present at the meeting.

**9. Adjournment**

With nothing further to discuss, a motion was made by G. Shirk and seconded by K. Whitley to adjourn. The motion passed. The meeting ended at 5:45 pm.

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Respectfully submitted by Mary Chappell