



Labor Day Parade Advisory Board

Meeting Minutes

July 22, 2024

Board Members present: David Diaz, Kathy Garrison, Vicki Hess, Art Milton, Grace Shirk, Bill Sowards, Edna Sowards, KJ Whitley, Mary Chappell

Board Members absent:

City Staff present: Dan Gleason

The 12th meeting to discuss the **40th** annual Rock Island Labor Day parade was called to order at 12:03 pm. The meeting was held in the conference room at the Rock Island Fitness and Activity Center or RIFAC.

I. Additions to the Agenda

There were no additions to the agenda.

3. Approval of the July 8, 2024, Minutes

A motion was made by B. Sowards and seconded by K. Whitley to approve the minutes. Motion passed.

4. Treasurer's Report/ Entry Update

D. Gleason stated there were no expenses to report. He quickly reviewed the list of the now 19 entries received to date. G. Shirk noted that the Gray Wolf Band was interested in the parade and agreeable to payment of \$500.

5. Planning #40 Parade

M. Chappell quickly reviewed topics listed under the Planning/Staging agenda item. She mentioned the city's IT and community engagement departments are working to add parade information on the website and issue a press release. The Council presentation to acknowledge the student logo winner is now scheduled for the Monday, August 12, council meeting. A carriage provider has been secured for the event.

6. Discussion Items

Several items were considered by board members.

1) Music Sponsorship amounts.

- Following considerable discussion, a motion was made by K. Garrison and seconded by D. Diaz to keep the same payment or funding levels for musical groups for this year's event and review changes next year. Motion passed.
- G. Shirk made a motion to pay the Gray Wolf Band a \$500 participation fee. Motion was seconded by K. Whitley and passed with no objection.

2) Items to give away to parade watchers were discussed.

- Motion was made by K. Whitley and seconded by G. Shirk to purchase 2,000 blue plastic cups with white logo. Motion passed.
- Motion was made by M. Chappell and seconded by V. Hess to purchase 150 ribbons give to registered participants. Motion passed.

3) K. Whitley led the discussion on new shirts.

- A motion was made by K. Whitley and seconded by G. Shirk to go with blue shirts with white logo/lettering. Board members would have collared shirts. Volunteers will have blue t-shirts. Motion passed.

M. Chappell referenced the packet of balloon ideas passed out at start of meeting. She asked members to review content before the next meeting. Erika Ubeda from Isa Balloon Design will be present at next meeting to review ideas.

Event banners were discussed.

- Replacement banners: A motion was made by G. Shirk and seconded by K. Garrison to approve the order of 15 (estimated) new banners to add new parade logo. Motion passed.
- New 18th Ave. banner: Motion was made by G. Shirk and seconded by K. Whitley to approve the order of at 40' two-sided banner for \$1,150 that will be placed across 18th Ave. to promote the parade. Motion passed.
- New City Parade Banner: A new banner to place at the start of line-up was discussed. A motion was made by K. Whitley and seconded by G. Shirk to approve the purchase. Motion passed.

The members confirmed the time change for the post parade meeting to start at 4 pm. M. Chappell will confirm that the restaurant is available and modify meeting scheduled per OMA.

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 K. Whitley and seconded by B. Sowards to adjourn. The motion passed and the meeting ended at 1:06 pm.

Respectfully submitted by Mary Chappell