

# HCCE MEETING MINUTES

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Meeting: Wednesday, 11/6/2024, 6:04pm

Meeting location: Upper Town Hall

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Type of Meeting	Regularly Scheduled	Members Present: Rachael Carter
President		Liaisons Present: Alex Brown,
Vice President	Sandy McKnight	Shawn Anderson
Financial Secretary		
Secretary	Carol Parker	

**Minutes Review** – Three members present. Minutes set for approval at HCCE December meeting.

**Financial Report** – Purchasing protocol- Two signatures from HCCE members (who are not purchaser) submit requests to Treasurer Herak. Report from members on 2024 income from all events: 4th of July Proceeds Reported by Members: \$170,768 - Alpine- \$72,656, Beer - \$61,600, Vendors - \$20,362, Parade- \$1,950, Sponsors -\$14,200. BBQ Proceeds Reported by Members - \$40,033: Vendors - \$9,059, Beer Garden - \$17,645; Alpine - \$13,329. 2024 Total Income = \$210,801.

Signed receipts submitted by Carol Parker \$50.52- TOT and Santa Parade. Baxter Printing -\$136

Question \$12,273.7 sales tax 7% on CEC rentals? Sales tax much less in 2025 budget.

**Liaison Reports** – Parks -Alex Brown Personnel/staff setting up or taking down equipment on weekends adds overtime to Park's expenses. Park's will provide storage space in the new Lincoln Center storage facility for Town event equipment purchased by HCCE. The Highland Park's food truck will be available and set up for popcorn and hot chocolate distribution in Main Square for the Santa Parade ( the concession stand is under construction) Park's prefers no ponies in Main Square Park during events, because it damages the grounds. Vendor contracts should include tax exempt information, like Park's room rentals. Parks will provide garbage cans for OLG parking lot during the BBQ, if the lot is open to public for free, and St. James parking lot during the 4th of July Parade.

**Additional Topics Presented** – Income/Expense reports and the HCCE nonreverting operating fund balance was requested at the Town Council meeting. HCCE event income deposited into the HCCE nonreverting operating fund and balance was requested at the Council meeting.

## Committee Reports

**Trunk or Treat** – Chairperson – Carol Parker – A volunteers sign-up sheet will help with event planning and assist in the execution. More hands on deck is required. Thank you to participants, in TOT. Maintain trunk participation lists for future events. Rearrange the order of games to facilitate crowd flow. Signs needed: 'Start', 'Free Photos', 'Arrows', 'Coloring Tables' and', 'Dance Contest'.

**Christmas Tree Contest:** Chairperson Carol Parker - Budget \$300 -Signs - \$170, 2 Plaques, \$80, 2-\$25 gift certificates \$50. Distributed entry forms and sent to Town web site.

Sandy will design and order signs with QR code for voting. Carol will distribute them to participating businesses.

**Christmas Parade:** Chairperson - Sandy McKnight - HCCE volunteers required, Olah will confirm Key Club volunteers. Children line up on the side walk and enter the stage from the north side of the gazebo. Vincent to DJ on stage, a contract will be sent after an email is sent to members for approval (time of the essence) \$1,200 needed for event. \$150 - Popcorn -. \$100 - Candy bags, \$100 - bell ringers...

Sandy to make flyers for the Santa Parade/Tree lighting and NYE

**New Years Eve:** Chairperson - Sandy McKnight and Linda Carter - DJ, Hot chocolate...

**Old Business – –**

- Honorariums –processed
- Bylaws no update. Other amendments to consider. Town employee(s) on site to direct Town employees
- Emergency contact numbers provided at events, safety meeting for 4th of July information packet at HCCE host table Walkie talkie usage at events

**New Business**

- Luncheon for Town employees to be hosted by HCCE. TBA

**Next Meeting -** December 4, 2024

**Adjournment** -8:33 pm

Prepared by: Carol Parker

HCCE Secretary

11-18-24