

## Chapin Board of Trustees Special Meeting

May 29, 2024

### Minutes

The meeting was called to order by Village President Rex Brockhouse at 7:01pm. Roll Call: Trustee Leslie Forsman absent, Trustee D. Luttrell present, Trustee K. Graham absent, Trustee A. Brockhouse absent, Trustee Mary Rae Brockhouse present, Trustee Erin Morrow absent. 2 Trustees present. Also present were Christina Courier – Village Clerk, Joanna Luttrell, Edward Hardwick and Gary Mattes.

Trustee A. Brockhouse entered the meeting at 7:07pm.

Steve Helmich entered the meeting at 7:11pm.

Trustee K. Graham entered the meeting at 7:42pm.

2. Discussion & Possible Action Regarding Summer Event – Various updates were noted. The beer vendor was in touch with Wendy & VP R. Brockhouse after the initial request of amounts for each brand of beer. They noted that the counts may be off based off what is popular so they will be doing some refiguring of case counts but assured that we would not run out.

The American Standard band and Brushville are now set for the event. The American Standard will be utilizing Brushville's sound equipment which is an additional \$300 that will be paid to Brushville.

VP R. Brockhouse noted that he would like to see some sort of security or patrol around the area the night before as there may be some vendors that will be setting up the day before along with other things being setup the day before. Steve noted that he is off work that night also and can handle this. The other security planned for the event will need some sort of identification denoting that they are security. Thoughts were to get them some sort of shirt with "Security" on it. This would be fairly inexpensive, would just have to get sizes for those that are working security.

The sponsor slideshow is still in the works. There was concern about utilizing a projector and screen in the daylight and it not showing up well. Trustee A. Brockhouse has a high-quality projector that should do fine in daylight. Now it was just a matter of where this was going to be set up.

Gracie Holt, who is in charge of the pageant, sent some approximate figures for sashes, trophies and other things. So far she has figured up to about \$204. There have not been any updates on if there is going to be a "Jr. Miss" or not.

Pricing for shirts was provided along with a design from Outbreak Designs. They have noted about a 10-15 business day turnaround. There was also some pricing available for hats and cozies. A deadline for the order form was discussed and initial thoughts were July 26<sup>th</sup> to give time for Outbreak to complete the job. Discussion was had about pricing to set as we would like to get a little bit of profit out of this. No prices were set at this time.

In regards to advertising and signage. VP R. Brockhouse thought there should be signs noting about having merchandise available for sale, menu, bounce house signs, etc. We also need to start work on the final poster that has all of the times on it of what is

happening when. This will be important to get out so that we can start advertising the event.

A letter for dessert donation still needs to be put together and sent out.

There has not been any word from any of the coaches of sports teams on if they would be willing to volunteer. Trustee A. Brockhouse noted he sent out emails but no responses. Volunteer signup sheets were provided as an example. It included each location that would need help, how many are needed for each time slot and multiple time slots. The idea was thrown around about having another volunteer slot for selling merchandise but didn't know if this could go with something else. Also, another position would need to be added for I Dood It. Thoughts were this would need at least 3 people for each time slot.

For vendors that has only been 5 people/businesses book slots. Lazy Laker has expressed interest, but they have stipulations. The concern was that they would be selling similar foods to what we would be selling for the event and didn't want to take away from that. If there are any other food vendors that are interested, didn't want to see them sell these types of items.

Trustee K. Graham noted that she received a \$400 donation from Dorothy's Market that is to be spent at Dorothy's. Unfortunately, this has to be spent in one trip, not multiple. She is going to be keeping an eye on sales and other things they have available to see when it would be best to spend this.

Steve mentioned about being concerned with people attending the event that may become intoxicated to drive and wondered if there was a way to organize some sort of safe transportation through West Central or elsewhere. There were also concerns with parking and the idea was brought up about potentially having a "meet up" spot in Jacksonville where multiple people could be brought into town as a party bus of sorts and then safely transported back into Jacksonville. Steve will be looking into if this would be possible through West Central Mass Transit District.

1. Accept Water Superintendent's Resignation – Hayden Helton will be resigning as the Water Superintendent as of May 31<sup>st</sup>, 2024. VP R. Brockhouse noted that he is still willing to help out if needed. A motion to accept the resignation with regrets of Hayden Helton as Water Superintendent was made by Trustee M. Brockhouse. A second was made by Trustee D. Luttrell. Roll Call: Trustee L. Forsman absent, Trustee D. Luttrell yea, Trustee K. Graham yea, Trustee A. Brockhouse yea, Trustee E. Morrow absent, Trustee M. Brockhouse yea. Motion Carried. 4 yea, 0 any, 2 absent.

Trustee E. Morrow entered the meeting at 8:26pm.

A motion to adjourn at 8:46pm was made by Trustee M. Brockhouse. A second was made by Trustee K. Graham. Roll Call: All in favor. Motion carried. 5 yea, 0 nay, 1 absent.

Respectfully submitted,

Christina Courier  
Village Clerk