

A. CALL TO ORDER

A regular meeting of the Troy Daze Advisory Committee was held **Tuesday, May 24, 2005** at the Troy Community Center. Meeting was called to order at 7:30 pm.

B. MEMBERS PRESENT

Present:

Jim Cyrulewski
Cecile Dilley
Cheryl Whitton-Kaszubski
Bill Hall
Mike Gonda
Bob Preston

City Staff Present:

Cindy Stewart
Bob Matlick
Gerry Scherlinck
Tonya Perry

Absent

Kessie Kaltsounis
Bob Berk
Jeff Stewart
Marilyn Musick

EXCUSE ABSENT MEMBERS

Resolution # TD-2005-05-15

Moved by Jim Cyrulewski

Seconded by Bill Hall

RESOLVED that absent members are excused.

Yeas: All

Nays: None

MOTION CARRIED

APPROVAL OF MINUTES

Resolution # TD-2005-05-16

Moved by Mike Gonda

Seconded by Cecile Dilley

RESOLVED that the minutes from the April 26, 2005 Troy Daze Advisory Committee are approved*.

Yeas: All

Nays: None

MOTION CARRIED

*with addition Laura Fitzpatrick be added under City Staff

C. NEW BUSINESS

- No new appointments
- Plaques for booth participants – next meeting
- Schedule of Events needs to be finalized by June 30, 2005

D. OLD BUSINESS

- Update on contracts just starting to get underway
- Fireworks complete (Mad Bomber) wants to come out Wednesday, June 1st to look at site. Jeff B will show him site.
- Committee Manual Review

Purchasing Guideline Section - page 3

- Purchases under \$800 should be \$500
- Purchases greater than \$800 but under \$1200 should read **Purchases greater than \$500 but under \$1000**
- Purchases greater than \$1200 but under \$10,000 should read **Purchases greater than \$1,000 but under \$10,000**

Petty Cash - page 5

- No increase – stay at \$400

Insurance Certificates – page 5

- Showed to Risk Manager- he will take care of all certificates. Food vendors should also be checked to have City of Troy and Troy Daze as additional insured
- Both sentences after the first one can be deleted

Approval of Press Releases & Other Printed Material for Public Release – page 6

- Change from P & R Director to Community Affairs Director

Page 1 – The Troy Daze Advisory Committee shall consist of 9 members plus a liaison member from P & R Advisory Board

Approval (with changes and exhibits) will be at June meeting.

ADJOURN MEETING

Resolution # TD-2005-05-17

Moved by Cecile Dilley

Seconded by Mike Gonda

RESOLVED that the Troy Daze Advisory Committee Meeting be adjourned at 7:47 p.m.

Yeas: All

Nays: None

MOTION CARRIED

Cheryl Whitton Kaszubski, Treasurer

Cindy Stewart, Recording Secretary

A regular meeting of the Troy Daze Festival Committee was held **Tuesday, May 24, 2005** at the Troy Community Center. Meeting was called to order at 7:47 pm.

A. ROLL CALL

Present:

Mike Gonda	Jim Cyrulewski
Bob Preston	
JoAnn Preston	Sandy Macknis
Cecile Dilley	Cheryl Whitton-Kaszubski
Bill Hall	Tarcisio Massaini
Tom Kaszubski	Jeffrey Super
Doris Schuchter	Susan Burt
Dan O'Brien	Alison Miller
Shirley Darge	
Megan Cyrulewski	
Linda Hannon	
Jeff Winarski	

City Staff Present:

Jeff Biegler
Bob Matlick
Tonya Perry
Gerry Scherlinck
Cindy Stewart

B. APPROVAL OF MINUTES

Moved by Mike Gonda
Seconded by Cecile Dilley

RESOLVED that the minutes from the April 26, 2005 Troy Daze Festival Committee are approved.

Yeas: All
Nays: None
MOTION CARRIED

C. TREASURER'S REPORT

- April 30, 2005
Revenue: \$158,657.06
Exp: \$172,015.27

May expenses: \$100 sick pay
\$20.33 operating

- Check Requests
Any committee member needing checks, have check request in to Cheryl W by the June Meeting. Check requests for prize money also needed. Jim will email form to committee
- Trophies, plaques, ribbon requests - all will be purchased by same vendor. Bids will go out asap. Send requests to Cheryl immediately.

D. CORRESPONDENCE

1. Meeting Notice
2. Info for Troy Today
 - Cost for ad \$400
 - Need updates by June 14th

E. EVENTS CHAIRPERSONS REPORT

- Booths - Cele
Food 9
Vendors 17 Inside
Vendors 2 Outside
- Volunteers – Sandy: Meeting with National Honor Society and International Academy Letters out to Troy High Students. Cindy making up volunteer form for students. Volunteer form for adults on web site – change student form to include birthdate
Cindy Stewart will put on website (add who to return info)
Check Arts Beats & Eats website for waiver regarding background check
- Info Booth – Bill
Need helium tanks (6)
- Mr. Troy – Cyndee won't be there – add Cindy Stewart number on form
- Adv Comm Person with Disabilities/Susan Burt new representative
- Teen Event – 4 bands 8:30 – 10:30 pm
1 band providing all sound equipment. All play for ½ hour. Laura Fitzpatrick reported TYC very enthusiastic regarding assisting with event. Waiting to hear back from Megan
- Car Show – things coming along. Request for photos of event
- Fire/Bob Matlick – Can Water Battle be earlier on Sunday (1 or 2 pm)?
What is the best time on Saturday for Police-Fire Tug of War
Jim will coordinate with Lois, Shirley, Dan regarding entertainment
- Police – good shape
- Operations – good shape
- Volunteers – Bob: getting student volunteers (events needing students: EthniCity, Student Art, Info Booth, Car show, Magic Cauldron)
- EthniCity – JoAnn: Ethnic groups - application in or interests expressed: Taiwan, Philippines, Egypt, Korea. Letters regarding poster contests sent to all school districts. EthniCity information video still in works by Community Affairs Department.
Need 24 more flag stands – only have 12 currently. These new ones would help at opening ceremony. Pancho will build them.

- Entertainment – Shirley: Friday/Saturday/Sunday – more on Sunday (indoor and outdoor stage) due to no parade. Cultural Show will be Sunday 6-8 p.m.
- Jaycees – 5K Run/Walk: Everything is in good shape. Flyer will be ready soon.
- Special Needs Adults – Jeff got free DJ, & Elvis impersonator
Buscemi's will donate pizza for dinner. Costco might donate bags of cookies
- Special Kids Day – registration has begun. 600 should be maximum
Buscemi's will do all food. Dan & Bill will ask for donation of chips 700 bags.
- Senior Sensation – back without lunch
Walk, Bingo, Health Fair, Donuts and Coffee, Amusement Rides
(No lunch or entertainment)

F. NEW BUSINESS

G. OLD BUSINESS

1. Action Item Schedule

-Corporate Sponsors to date –

Comcast, Arnolds, DTE, WOW, Tringali Sanitation, National City, President Tuxedo, Pepsi, Ninos, Salinger Electric, International Transmission, Henry Ford Health System, Troy Times

Lois will finalize Dance Studios, Race all set as well as Miss Troy Pageant

CS – check listings in AAA Michigan Living

Talent Show application on website

June to do –

- Contracts out
- Order lanyards
- Check requests
- Trophy requests
- Contract car dealers
- Contract Corporate Sponsors
- Finalize Entertainment
- Finalize Entertainment for Magic Cauldron
- Publicity

ADJOURN MEETING

Moved by Bill Hall

Seconded by Cecile Dilley

RESOLVED that the Troy Daze Festival Committee Meeting be adjourned at 8:36 p.m.

Yeas: All

Nays: None

MOTION CARRIED