



Rotary Club of Lake in the Hills, IL
District 6440
Joint Meeting
Rotary Club of Lake in the Hills
Board of Directors
&
Rotary Ribfest Committee
Meeting Minutes
January 11, 2017



- Meeting called to order at approximately 1:11 pm.
- Members present – Steve Swanson, Dot Dustin, Bill Dustin, Colleen Wales, Jim Benages, Jack Bechaud, Jim Benages, Paula Yensen, Helen Jost & Jim Wales. Also present was Russ Ruzanski.
- Approval of minutes – none
- Organizational chart clarification – Steve Swanson went over the various committee chairs and advised that he would be sending out a formalized organizational chart based on discussion.
- Contracts/ proposals approval process. Discussion was held on the process to be used for contracts and proposals. All contracts and proposals need to be presented to board for approval. Submitting committee chair shall retain a copy, a copy will be provided to the Treasurer and the original will be held by the Ribfest chair. Copies along with all other Ribfest docs will be uploaded to Google docs for access. Account is Lithribfest@gmail.com, Ribfest1.
- Committee reports
 - Entertainment (Magrini) – general proposal had been received from B & B productions. It was determined that two additional bids should be obtained. Swanson will relay to Magrini.
 - Gate (Herrera) – discussion on layout. It was also determined that the gates would also be in charge of collecting the votes cast by attendees for the ribbers.

- Site layout/setup (Benages) – Discussion on moving rear food tent up and moving handicap parking to southwest side of grounds by s/w entrance.
- Volunteers (Jost) – General discussion – need for tent for volunteers to take breaks
- Operations (Swanson) – General discussion on entrance fees and pre-event sales of tickets. Discussion tabled.
- Beverage (J. Wales) – proposal requests have started going out, including a request for pricing on wine
- Finance (Cornett) – No discussion
- Sponsorship (Yensen) – Discussion was held on proposal submitted by Profitlink. Based on the discussion, a motion was made by Dot Dustin to approve entering into the agreement, contingent upon verbiage clarification and cleanup as discussed, including right for club to cancel contract after first year with proper notice. Motion was seconded by J. Wales. Motion passed unanimously (motion was voted on only by Board members)
- Food Vendors (C . Wales) – Committee was advised that the final check for 2016 from BBQ King has been received. Discussion was then held on number of ribbers to be allowed and it was the consensus that the number would be increased from 8 to 10. Contract forms would be amended to reflect this and more streamlined for due dates. Also discussed was the % basis versus flat fee for food vendors and it was determined that only lemonade stands by Bubblegum Concessions would stay as a % base contract and all others would be flat fee contracts. Discussion was then held on exclusivity for non-rib food vendors. No decision was made at this time. Colleen Wales will be coordinating the printing and numbering of the food ticket for items provided by food the vendors per contract. The board will determine distribution formula at a later time.
- Equipment Rental (Benages)
- Advertising/Public Relations (D. Dustin/Bechaud)
- 5k Run (B. Dustin) – Discussion on possibly conducting a 5k run that would begin and end at the Ribfest grounds. This would be in lieu of the car show, which is being scrapped. Bill Dustin is going to research and begin planning process.
- Midway (Swanson)
- Artisans (D. Dustin) – Discussion on changing the contract so that it was explicit that vendors could not break down their sites while the event was in process.
- Community Cookout (Bero) – Swanson advised that based on past experiences, the judging for the event is going to be changed. Exact process not known yet but it is being researched.
- Website updates (D. Dustin) – Discussion on need to update website asap.

➤ Miscellaneous

- Vonage – Discussion on need to change/add message. Dot Dustin advised she will look at it.
- Layout updates/VIP Area – to be discussed after contract is signed with Profitlink.

Meeting adjourned at 3:30 pm. Next meeting scheduled for February 15.