

LINDENHURST ENVIRONMENTAL COMMISSION

Agenda

April 6, 2016

Lindenhurst Village Hall

Special Earth Day Planning Meeting

1. Earth Day - "Reuse-Repurpose-Recycle-Rescue"
 - a. Vendor status.
 - i. Phil's bracelets. They are health bracelets related to the earth.
 - ii. Hold Harmless:
 - (1) To be sent out.
 - b. Groot - all set
 - c. Signs - all set
 - d. Have police explorers been contacted?
 - e. Displays
 - i. Rain barrels...donated by SWALCO
 - (1) To be displayed by SWALCO table.
 - ii. Easy fixes to install at home, ie: faucets.
 - iii. Keurig waste. Going to put kcups in clear totes with some sort of sign.
 - iv. Community Garden - Display
 - v. Volunteers/Members
 - vi. Shoe collection - will not have to deliver. Will just schedule a pickup once our gaylords are full.
 - f. Tree dedication will be for Haylie and Christopher Winiewicz.
 - i. Pageant rep will be there to say a few words for the dedication.
 - ii. Pageant rep contacted regarding plaque verbiage.
 - iii. Ken - order tree and plaque please once verbiage determined.
 - g. Volunteer T-Shirts
 - i. Pricing
 - h. Hand out flyer.
 - i. Events flyer...Sandi
 - j. Prizes:
 - i. Poster Contest (Melissa will purchase)
 - (1) Mayor's Choice..... MP3 Player - donated by Abt
 - (2) Brainstorm. \$50
 - (3) Brainstorm. \$50
 - (4) \$25GC. Rocky's
 - (5) \$25GC. Rocky's
 - (6) Twisted Cow..... \$5
 - (7) Twisted Cow..... \$5
 - (8) Twisted Cow..... \$5
 - (9) Twisted Cow..... \$5
 - (10) Twisted Cow..... \$5
 - (11) Twisted Cow..... \$5
 - ii. Recognition:
 - (1) Poster contest recognition. What do we do? Can we maybe add copies to Village Newsletter?

- (2) Vendor Recognition. Can we add to Village Newsletter? Or maybe an email blast after the event?
- iii. Bingo - Prizes all set
- iv. Nut Hunt - Prizes and candy ordered. Melissa will make slips for eggs.
 - (1) Twisted Cow Mudpie GC - Ken?
 - (a) Could be maybe fold these and put them inside the eggs?
 - (2) Put prize table by the Nut Hunt area? Dependent on weather.
- v. Food/Drinks:
 - (1) Contacted Kim for past purchase info. Received copy of invoice. Kim suggested we order a little more as she said they always ran out at the end.
 - (2) We have 2 boxes of unopened chips left over from last year. Expiration date?
 - (3) Kim and family will cook food. She will need 2 grills set up with gas.
 - (4) Verify supplies needed, ie: foil, thongs, etc
- k. See to-do list and coordinate accordingly.
- l. Volunteers...Dallan contacted
- m. Raffles:
 - i. Free raffle - Sandy working on ticket. Rain barrel and MP3 player to be gifted.
 - ii. Raffle with items donated by vendors:
 - (1) Tracy to bring cans for tickets.
- n. Volunteers:
 - i. Friday Set up
 - (1) 3-5pm - Table Set Up
 - (2) 3-5pm - NHS plus Commission Members
 - (3) 3-5pm - Nut Fillers - Brownies confirmed. As of right now has 8 children plus parents coming. May have some Daisy's coming as well.
 - (4) 3-5pm - Scouts??
 - ii. Saturday
 - (1) 9am-1pm - Greeters - 3-4 NHS
 - (a) Flyers/Bag swap
 - (2) 9am-1pm - Free Raffle sign up - NHS
 - (3) 10am-1pm - MC - 1 NHS
 - (4) 10am-1pm - Bingo - 2-4 NHS
 - (5) 10am-1pm - Vendor Raffle Ticket Sales - 2 Adults
 - (6) 10:30am - Tree Planting - Ken plus 3 Scouts
 - (7) 11am-12pm - Nut Hunt - Ken plus 3 - Scouts
 - (a) Prize table - Kathy Kohler and Linda Maturano will handle it

2. Upcoming dates-to-remember:

- a. April 13th.. Regular Meeting/Special Earth Day Event & Plant Exchange Planning
- b. April 20th..... Special Earth Day Event Planning
- c. April 23rd..... Earth Day Event
- d. May 21st..... Spring Plant Exchange
- e. August ??..... Lindenfest
- f. September 17th..... Fall Plant Exchange

Earth-Arbor Day Activities 2016

Saturday, April 23 10:00AM-1:00PM

January		
1.	X	Establish Earth/Arbor Day date, time, and budget.
2.	X	Arrange first formal meeting.
Early February		
1.	X	Conduct first formal meeting.
2.	X	Go over tips from last years (suggestions).
3.	X	Divide up potential exhibitors and call for availability (Advise everyone that certificate of insurance must list Village of Lindenhurst as additional named insured or Hold Harmless Agreements are required as determined.)
4.	X	Contact Lindenhurst Queens
Late February		
1.	X	Meet and discuss results of calls to exhibitors.
2.	X	Discuss activities for kids.
3.		Contact scouts and police explorers.
4.		Discuss 50/50 and raffles (times and sellers).
5.	X	Make arrangements to have dates changed on wooden panel signs (Rob Garcia).
6.	X	Set up Plant tour and contact...
March		
1.	X	Meet with Village and discuss "to do list" (see attached).
2.	X	Contact Press for event publicity.
3.		Contact Stacy about publicity on Village website and Channel 17.
4.	X	Print up flyers.
5.	X	Order trees.
6.		Order food from GFS.
7.	X	Prizes purchased.

8.		Contact all exhibitors to confirm, and have them provide certificate of insurance or a hold harmless agreement.
Two weeks before Event		
1.	X	Deliver flyers to area schools.
2.		Title posters for each exhibitor table.
Week of Event		
1.		Email reminder to exhibitors.
Friday before Event		
1.		Pick up any remaining supplies.
2.		Set up 3 rd grade pictures for display.
3.		Evaluate and assist in exhibitor set up/support.
Village (Matt Formica 847-356-8252) 40 tables, 100 chairs		
1.		Arrange for pick up of 20 cases of pop.
2.		Set up routes and staging for cleanup volunteers.
3.		Cash box with \$50.00 in small change.
4.		Channel 17 information.
5.		Explorers for traffic control.
6.		Contact Rob about plant tours.
7.		Contact Milburn, BJ Hooper, and Pleviak schools for tables and chairs.
8.		Print bathroom signs, and tour signs, and Police Department open house signs.
9.		Get banner and give to front desk for Rob Garcia to have date changed.
10.		Arrange to have an office staff member to help with making copies for paperwork.
11.		Confirm certificates of insurance and/or hold harmless agreements for exhibitors.
Public Works		
1.		Pick up wood signs and drop off at Rob Garcia to change date (late February).
2.		Contact Groot to arrange for compost and wood chips.
3.		Arrange for trash and recycling bins through Groot.

4.		Hang Earth Day banner on building 2-3 weeks prior to event.
5.		Pick up and install Earth Day signs 2 weeks prior to the event.
6.		Pick up extension cords and power strips.
7.		Bring coolers from tower and clean out.
8.		Pick up tables and chairs.
9.		Pick up table cloths.
10.		Arrange for orange trash bags for volunteers.
11.		Gather orange safety vest for volunteers.
12.		Pick up pop.
13.		Pick up sound system with portable microphone and set up.
14.		Clean and set up 1-ton trucks for trash pick-up.
15.		Clear and clean both garages.
16.		Hang tarps in garage areas.
17.		Pick up ice and place in coolers with pop the night before the event.
18.		Set out traffic control devices for park district run/walk event.
19.		Collect garbage that volunteers have filled.
20.		Pick up traffic control devices following the conclusion of run/walk event.
21.		Set up tables and chairs with table cloths and exhibitor signs.
22.		Place covers over drains in garage.
23.		Hang up bathroom signs, tour signs, and police open house signs.