

# LINDENHURST ENVIRONMENTAL COMMISSION

## Agenda April 20, 2016 Lindenhurst Village Hall

1. Earth Day - "Reuse-Repurpose-Recycle-Rescue"
  - a. Vendor status.
    - i. Hold Harmless - remaining required will be done on Saturday
  - b. Groot - all set
  - c. Signs - all set
  - d. Police explorers been contacted.
  - e. Displays
    - i. Rain barrels...donated by SWALCO
      - (1) Will print out flyer from last year about rebate program.
    - ii. Easy fixes to install at home, ie: faucets...done
    - iii. Keurig waste...done
    - iv. Community Garden - Display with maybe a 3D model.
    - v. Volunteers/Members - flyer with handout...done and printed.
    - vi. Shoe collection
    - vii. Hanger collection
  - 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...she got back to us.
    - iii. Tree and plaque ordered.
  - g. Flyers recently sent to:
    - i. Village of Lindenhurst
    - ii. Lake Villa Township (Dan Venturi)
    - iii. Lindenhurst Lake Villa Chamber
    - iv. Lake County Board Member Tom Weber's Newsletter
    - v. Little Lake County Facebook, Website, Calendar
    - vi. Tourism of Lake County Website, Calendar
    - vii. Newspapers - NewSun, Daily Herald, and Lake County Journal
    - viii. Spin Go (Daily Herald) website calendar
    - ix. Local Schools
      - (1) Millburn, District 41, Prince of Peace, Emmons
  - h. Event flyer...done and printed.
  - i. Tags for tables completed.
  - j. Exhibitor chart completed. Please review. Brownie's would like 2 tables if possible.
    - i. Classic Toyota will have 2 cars. Will drop off Friday. Ok with Village Hall.
  - k. Prizes:
    - i. Poster Contest...purchased
      - (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..... \$15
      - (7) Twisted Cow..... \$15

- ii. Recognition:
  - (1) Poster contest recognition. Ok per Rebecca.
  - (2) Vendor Recognition. Ok per Rebecca.
- iii. Bingo - Prizes all set
- iv. Nut Hunt...prizes ordered and received.
  - (1) Any objection to having Kathy and Linda just randomly hand out prizes as opposed to having different colored tags. Prizes are not done based on age.
  - (2) Put prize table by the Nut Hunt area? Weather should be good.
- v. Food/Drinks:
  - (1) Hot dogs and buns ordered. Same as last year. To be delivered Wednesday or Thursday.
  - (2) Purchased.
    - (a) Chips.
    - (b) Napkins.
    - (c) Hot chocolate. Purchased 4 small containers instead of 1 big one to avoid waste. 2017 expiration.
    - (d) Lemonade. Purchased 3 small containers instead of 1 big one to avoid waste. 2017 expiration.
    - (e) Napkins
    - (f) Cups
    - (g) Hot dog foils.
    - (h) Stirrers
    - (i) Foil for dogs.
  - (3) Kim and family will cook food. She will need 2 grills set up with gas.
- l. See to-do list and coordinate accordingly.
- m. Raffles:
  - i. Free raffle ticket...100 printed.
  - 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 22<sup>nd</sup> ..... Earth Day Set up
- b. April 23<sup>rd</sup> ..... Earth Day Event
- c. May 21<sup>st</sup> ..... Spring Plant Exchange
- d. August ?? ..... Lindenfest
- e. September 17<sup>th</sup> ..... Fall Plant Exchange

## Earth-Arbor Day Activities 2016

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

<b>January</b>		
1.	X	Establish Earth/Arbor Day date, time, and budget.
2.	X	Arrange first formal meeting.
<b>Early February</b>		
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
<b>Late February</b>		
1.	X	Meet and discuss results of calls to exhibitors.
2.	X	Discuss activities for kids.
3.	X	Contact scouts and police explorers.
4.	X	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...
<b>March</b>		
1.	X	Meet with Village and discuss "to do list" (see attached).
2.	X	Contact Press for event publicity.
3.	X	Contact Stacy about publicity on Village website and Channel 17.
4.	X	Print up flyers.
5.	X	Order trees.
6.	X	Order food from GFS.
7.	X	Prizes purchased.

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