

City of Glendale
Official Minutes – Music in the Glen Meeting
June 5, 2018

Meeting was called to order at 3:00 p.m.

Roll Call: Present: JoAnn Shaw, Chair; Members; Rita Radke, Robert Radke, Lee Carey Johnson, and Carol Pierner. Absent: None

Staff Present: Anna DeGroff, Administrative Secretary

Guest: Ann Deuser, Executive Director of Welcome to Glendale Convention & Visitors Bureau.

Open Meeting Notice.

In accordance with the Open Meeting Law, the local news media was advised on Friday, June 1, 2018, of the date of this meeting; that the agenda was posted on the official bulletin board of City Hall, the Glendale Police Department, and the North Shore Library; that copies of the agenda were made available to the general public in the Municipal Building and the Police Department, and those persons who requested, were sent copies of the agenda.

Adoption of Minutes of meeting held on April 24, 2018

Motion was made by Ms. Radke, seconded by Ms. Carey Johnson, approving the minutes held on April 24, 2018.

Discussion of Fundraising / Marketing

Ms. Deuser stated that she put up a banner at the park facing the Amphitheater. Flyers were hung up on the windows of the community room. Ms. Deuser stated there is an ad in key magazine and the Tapp section of the Milwaukee Journal. Press releases also will be sent out. Inserts are being created for the Kids from Wisconsin booklet.

Booklet

Ms. Deuser passed around a mockup of the Music in the Glen booklets. Ms. Carey Johnson mentioned that there were a few misspellings. Ms. Deuser asked everyone to look over the booklet, write in the book, and submit any modifications to her. Ms. Shaw asked if Brilliant DPI could use the file format that Ms. Deuser was working with. Ms. Deuser said she is able to convert her format into a PDF and send it to Brilliant DPI. Ms. Shaw asked what the turnaround was for the booklets. Ms. Deuser responded 3-5 days.

Sponsorships

Ms. Deuser stated that she feels confident in the sponsorships that she has received so far for Music in the Glen.

Flyer Distribution

Ms. Deuser asked the committee if they could go around and hang up flyers. Mr. and Ms. Radke stated they would go around to businesses that they have in the past. They asked if they could get larger sized Kids from Wisconsin posters. Ms. Pierner stated that she would hang some flyers up at the senior center. Ms. Shaw stated that last year she took some posters to the businesses that sponsored Music in the Glen.

Facility Technical Information Sheet

Mr. Radke explained to the committee that the informational sheet passed around was to go to all of the performers. The technical information sheet was descriptive enough for performers who want to use the equipment will know what is available. Ms. DeGroff stated she would work on getting the information sheet to all performers.

Old/New Business

Mr. Radke stated that he would be able to do 4 of the shows. Mr. Radke stated that if someone else will be doing the other shows they will need to contact the performers. Ms. Deuser and Ms. Shaw stated they will be there every night. Ms. Carey Johnson said she will also be there every night. Ms. Radke asked if a microphone was needed at the Veteran's Memorial. Mr. Radke said he would bring a wireless one just in case. Ms. DeGroff asked if flyers or letters would be sent to Veterans or their loved ones with names on the memorial. Ms. Shaw and Ms. Deuser stated that it would be a good idea to send letters.

Set Next Meeting Date

The committee scheduled the next meeting for July 16, 2018 at 3:00 PM at City Hall.

Adjournment

Motion was made by Mr. Radke, and seconded by Ms. Carey Johnson to adjourn the meeting at 3:48 PM until July 16, 2018 at 3:00 p.m.

Respectfully submitted,

Anna DeGroff
Administrative Secretary