



CHERRY HILLS VILLAGE COLORADO

2450 E. Quincy Avenue
Cherry Hills Village, CO 80113
www.cherryhillsvillage.com

City Hall
Telephone 303-789-2541
FAX 303-761-9386

75th ANNIVERSARY COMMITTEE AGENDA

Thursday, August 11, 2021 at 9:00am

This meeting is being held electronically with no in-person attendance at City Hall.

To provide oral comments during Audience Participation: Please email Public Works Administrative Assistant Pamela Broyles **by 8:30 a.m. on August 11th** at pbroyles@cherryhillsvillage.com with your full name and home address. You will receive an email with the electronic meeting information.

To watch the meeting (no participation):

- 1) City website – [City Council Videos, Agendas, Packets, Minutes](#)
- 2) City YouTube channel – [City of Cherry Hills Village YouTube](#)

9:00 a.m.

1. Call to Order
2. Roll Call of Members
3. Audience Participation Period (limit 5 minutes per speaker)
4. Consent Agenda
 - a. Approval of August 5, 2021 Minutes
5. Items Removed From Consent Agenda
6. Unfinished Business
 - a. 75th Anniversary Celebration
 - b. Date for next meeting
7. New Business
8. Adjournment

Notice: Agenda is subject to change.
If you will need special assistance in order to attend any of the City's public meetings, please notify the City of Cherry Hills Village at 303-789-2541, 72 hours in advance.



Minutes of the 75th Anniversary Committee
City of Cherry Hills Village, Colorado
Thursday, August 5, 2021
The meeting was held electronically

9:03 a.m.

ROLL CALL

Co-Chair Thomas Barry, Co-Chair Dino Maniatis, Committee Members: Doug Tisdale, Nancy Wyman, and Laura Christman were present. Also present were Director of Finance Jessica Sager, Parks and Recreation Coordinator Emily Black and Administrative Assistant Pamela Broyles.

Absent: Committee Member Robb

AUDIENCE PARTICIPATION PERIOD

Wes Munsil
3500 S. Albion Street

Mr. Munsil shared that he has reviewed the minutes and he appreciates all the work the Committee is doing to plan the 75th Anniversary event. He read that the Committee is planning to have nametags and ribbons and he asked what the plan is for people who show up to the event that did not RSVP.

Co-Chair Barry responded that the Committee does anticipate a large number of guests that have not RSVP'd for the event. He said there will be a welcome table and staff will be present to assist guests with name badges and ribbons.

Mr. Munsil also pointed out that the link on the Facebook event page to RSVP for the event does not work. He walked staff through the process to fix the issue.

CONSENT AGENDA

Committee Member Doug Tisdale moved, seconded by Committee Member Wyman to approve the July 22, 2021 minutes.

The motion passed unanimously.

UNFINISHED BUSINESS

a. 75th Anniversary Celebration

Name Badge Lanyards

Director Sager reported that staff ordered the lanyards so they would be here in time for the event. She presented a mockup of the lanyard that has the 75th +1 Anniversary logo.

Picnic Blankets

Director Sager presented a picture of the proposed picnic blankets for the event that are red and black checkered with a waterproof bottom to match the tablecloths.

The Committee agreed to move forward with ordering the picnic blankets. The Committee also suggested that a table be set up with a sign informing people where to return the blankets.

Staff will provide a large basket with a sign for people to return the blankets after use.

Event Program

Director Sager presented a draft of the event program. She received the following feedback from the Committee:

- Committee Member Tisdale announced that he received confirmation from St. Mary's Academy that a choir from the school will perform at the event
- The Committee agreed that Cherry Hills Village Elementary School and St. Mary's Academy will be named separately on the program
- Staff will prepare a run of show for the performances
- Ted Parks and the Busted Bones Band will be added to the program
- Alan Hutto Memorial Commons will be labeled on the map

Time Capsule

Director Sager shared a mockup of a bronze plaque that could be used for the Time Capsule.

The Committee discussed verbiage and agreed that Co-Chair Barry and Co-Chair Maniatis will work with City staff on the wording for the plaque.

Alcohol for the Event

Committee Member Tisdale shared that he did hear back from Applejack's Liquor store. He said he agrees with Committee Member Christman that the business should be given to Pino's since they are local.

Director Sager confirmed that she will reach out to Pino's about the cost of the beer.

Co-Chair Maniatis asked what the estimated number of attendees will be.

Co-Chair Barry responded that they are estimating around 200 and the Committee agreed to order a larger quantity of liquor with the option to return what is not used at no cost.

Director Sager pointed out that Pino's does not have kegs and they will need time to order the bottled beer. She is concerned if the Committee waits to order the beer from Pino's they may not be able to get it in time. She said she will also need to confirm if the unused alcohol can be returned.

Co-Chair Maniatis said he will look into purchasing the beer from a vendor who has a wholesale distributor's license. He will communicate with Director Sager on the licensing restrictions.

The Committee agreed that Director Sager will confirm with Pino's that they will provide the wine.

Villager Article

Director Sager reported that she was contacted by Susan from The Villager asking if the Committee still plans to move forward with having a photographer at the event. She said she explained to Susan that the Committee is no longer selling tickets for the event so the budget has been significantly scaled back.

Susan emailed Director Sager the following options:

- A half page article promoting the event for \$500
- Two full pages including the front page and a photographer for \$2,600 that would promote after the event and would include direct mailing to every home in the Village

Co-Chair Barry moved, seconded by Co-Chair Maniatis to spend \$500 to promote the 75th Anniversary event in The Villager.

The motion passed unanimously.

The Committee discussed having a picture board where guests could have their photo taken. They agreed to have the Park serve as a natural backdrop. The Committee also agreed to create a hashtag so people can post their pictures on social media. The

hashtag will be added to the program and will be printed on the signs located at each station.

Staff agreed to post weekly updates on Nextdoor to promote the event.

Floral Arrangements

Co-Chair Barry confirmed that he will organize the flowers and vases for the event.

Run of Show for Event

Committee Member Tisdale reported that he left a message for the Mayor, and he will follow up with an email today requesting that he speak at the event for 3-5 minutes. He said he is also working on the script for the dedication portion and he will have a draft available at the next meeting.

City staff will put together the framework for the run of show.

Time Capsule

The Committee agreed to have a poster board on an easel with a picture of the time capsule with the physical items and a printed list of all the items that will be placed in the capsule.

Photo Display in City Hall

Co-Chair Maniatis reported that he is working on getting pricing to have the photographs licensed.

Co-Chair Barry asked if the display will be printed and mounted for the event on August 28th.

Co-Chair Maniatis responded that it is a multi-stage process in addition to the licensing. He said he is hoping to have it done by August 28th.

The Committee discussed pricing for the exhibit and determined that the \$500 that was budgeted will not cover the cost of the display.

The Committee discussed cheaper options for the display such as printing on canvas, using fewer photos that are already owned by the City. Co-Chair Maniatis will report back to the Committee on pricing options.

b. Date for next meeting

The next meeting is scheduled for Wednesday, August 11th at 9:00 a.m. The meeting will be held electronically.

ADJOURNMENT

The meeting adjourned at 10:10 a.m.

Committee Co-Chair

Name: _____

Jessica Sager, Director of Finance

Pamela Broyles, Administrative Assistant



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ITEM: 6a

MEMORANDUM

TO: MEMBERS OF THE 75TH ANNIVERSARY COMMITTEE

FROM: EMILY BLACK, PARKS AND RECREATION COORDINATOR
JESSICA SAGER, DIRECTOR OF FINANCE & ADMINISTRATION

SUBJECT: 75TH + 1 ANNIVERSARY CELEBRATION

DATE: AUGUST 11, 2021

ISSUE

Planning for the 75th + 1 Anniversary celebration.

DISCUSSION

Budget and Tasks

Committee members should continue planning the 75th + 1 Anniversary event, along with providing updates for each of the assigned tasks. The Committee has a total of \$13,500.00 to spend on the photo exhibit and the 75th celebration. During the meeting, members should provide updates on their tasks and responsibilities.

Event Decor

Staff ordered 15 picnic blankets for a total of \$449.25, as discussed at the last meeting. This amount has been added to the budget spreadsheet.

Entertainment

Staff has confirmed Ted Parks & the Busted Bones to play at the event following the CHVE and St. Mary's choir performances. The Committee should discuss the schedule and length of the performance that Committee members have confirmed with the two schools so that the timing of the various groups can be finalized.

Run of Show

Staff requests the Committee's assistance drafting a run of show for the event. Once the Committee has confirmed times of the performances, staff will be able to start filling in additional details.

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COLORADO

Alcohol and Refreshments

Staff has contacted Pino's about providing the wine as well as beer for the event and will be able to provide an update at the meeting. The Committee should provide details about the types of items they would like at the refreshment table. Staff will be purchasing snacks and drinks for both Movie Night and the 75th event in one trip on August 20th.

Action Items (during the meeting)

- 1) Provide updates about timing for performances (CHVE and St. Mary's)
- 2) Add details to the run of show
- 3) Confirm specific requests for refreshments/drinks
- 4) Committee members should provide any additional updates they have

ATTACHMENTS

None



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ITEM: 6b

MEMORANDUM

TO: MEMBERS OF THE 75TH ANNIVERSARY COMMITTEE

FROM: JESSICA SAGER, DIRECTOR OF FINANCE & ADMINISTRATION

SUBJECT: NEXT MEETING DATE

DATE: AUGUST 11, 2021

ISSUE

The Committee should determine the next meeting date.

DISCUSSION

75th Anniversary Committee members should discuss dates for their next scheduled meeting. While all Board/Committee/Commission meetings will be held in person effective July 1st, staff has received permission for the 75th Anniversary Committee to meet virtually, if desired, in light of the limited time the Committee has to plan the event.

The following dates are **not available** due to staff and room conflicts:

- Monday, August 16th (staffing)
- Wednesday, August 18th (court)
- Friday, August 20th (staffing)