



# Labor Day Parade Advisory Board Meeting Minutes March 20, 2023

---

**Board Members present:** Kathy Garrison, Vicki Hess, Art Milton, Grace Shirk, Bill Sowards, Edna Sowards, KJ Whitley, and Mary Chappell

**Board Members absent:**

**City Staff present:** Dan Gleason, Sarah Hayden, Nathan Berthoud

**Guest:** David Diaz

---

The first meeting to plan the 39<sup>th</sup> annual Rock Island Labor Day parade started at 12:06 p.m. and was held at the South Rock Island Township Office Building.

## **I. Introductions**

M. Chappell noted that all appointed members of the advisory board were present at today's meeting! Sarah Hayden, the City of Rock Island's Community Engagement Manager, was welcomed to the meeting. Long time parade volunteer and pending new advisory board member David Diaz was also present.

## **2. Additions to the Agenda**

There were no additions to the agenda.

## **3. City of Rock Island Department Liaison**

Board members welcomed the return of Dan Gleason, the City of Rock Island's Special Events and Fundraising Manager, as parade liaison. With Mr. Gleason was Nathan Berthoud, an intern who works with Mr. Gleason on various events including the annual Labor Day parade.

## **4. Treasurer's Report**

M. Chappell shared the budget for the 2023 parade was set at \$20,750, the same amount as for 2022. D. Gleason reported actual expenses totaled \$12,217.34. This left an unused balance of \$8,532.66. After some discussion, D. Gleason was going to investigate some of the income totals and provide an update at the next meeting.

## **5. Review of the 2022 Parade**

M. Chappell reminded members of the 2022 theme – *Marvelous Rock Island*. There were 125 units in the parade. The number of volunteers totaled 70. A quick review was made of the promotion schedule and the musical groups that participated. Members reviewed a short slide show of the category award winners.

## **6. Parade Theme**

Members referred to the list of past parade themes and list of random parade ideas included with the agenda mailing. After what had to be the shortest discussion on record, "***Planting Pride – Growing Together***" was selected as the 2023 parade theme. A motion was made by D. Gleason and seconded by E. Sowards to approve the new theme. The motion passed. The theme would allow participants to develop an entry based on what keeps them in Rock Island, what gives them pride in the community, or what has brought them back to the city.

M. Chappell discussed the need to consider ideas for the 40<sup>th</sup> annual parade. B. Sowards suggested working with Whiteys to have special flavor created to mark the occasion. S. Hayden noted that it will also be the 190<sup>th</sup> year for the City of Rock Island, and there may be opportunities to partner on ideas to mark the special year.

### **7. Review of Meeting Schedule**

Members looked at a 2023 calendar and finalized the dates for the 12 meetings that will be scheduled to plan the event. This included the staging meeting. The last meeting is set for August 28<sup>th</sup>. Additional meetings may be added if needed.

### **8. Committee Membership**

Members took a moment to review the Advisory Board contact sheet and provide updates. Long-time parade volunteer D. Diaz has expressed interest in joining the Advisory Board. A motion was made by K. Whitley and seconded by G. Shirk to approve his membership. The motion passed. Next step is to confirm the appointment process with city administration and move forward to gain the official appointment. A review of current board terms will be made at the next meeting.

### **9. Misc. Items of Concern**

No items were raised.

### **10. Public Comments**

No one from the public was present at the meeting.

### **10. Adjournment**

With nothing further to discuss, a motion was made by V. Hess and seconded by B. Sowards to adjourn. Motions passed with no objections. The meeting ended at 1:11 p.m.

---

Respectfully submitted by Mary Chappell