



# Labor Day Parade Advisory Board

## Meeting Minutes

### August 28, 2023

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**Board Members present:** David Diaz, 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

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The eleventh meeting to plan the 39<sup>th</sup> annual Rock Island Labor Day parade was called to order at 12:05 pm. The meeting was held in the conference room at the South Rock Island Township Office Building.

#### **I. Introductions**

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

There were no additions to the agenda.

#### **3. Approval of the August 21, 2023, Minutes**

A motion was made by B. Sowards and seconded by K. Whitley to approve the minutes as presented. Motion passed.

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

D. Gleason confirmed that payments required for disbursement will be requested this week.

#### **5. Review of the 2023 Parade Planning**

A quick review was made of the parade planning items. The remaining promotion for the parade is the final press release. M. Chappell reported that the musical groups and required flatbeds were all set. A. Milton noted the need for additional volunteers and confirmed that The House Church had come through again with 10 +- volunteers. K. Whitley confirmed the shirts are ready for distribution. Reminder was made regarding the post parade pizza party. Members discussed the best October date to present the parade awards.

#### **6. Parade Staging**

M. Chappell thanked G. Shirk and D. Diaz for assisting with the creation of the line-up. She also acknowledged D. Gleason for creating the staging cards and for making the copies for today's mailing. She also stated that there was still a need for two cars to carry Citizen of the Year winners. She reminded members about the coming Saturday's staging review scheduled at 9 am. at Washington Junior High School.

#### **7. Misc. Items of Concern**

No concerns were raised.

#### **8. Public Comments**

No one from the public was present at the meeting.

#### **9. Adjournment**

With nothing further to discuss, a motion was made by A. Milton and seconded by D. Diaz to adjourn. The motion passed and the meeting ended at 12:30 pm. Members shifted focus and began the process of packaging the parade line-up mailing to be sent to parade entries.

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