



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

Friday, February 26, 2021 at 9:00 a.m.

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

To provide oral comments during Audience Participation: Please email Parks & Recreation Coordinator Emily Black **by 8:30 a.m. on Feb. 26th** at ebblack@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 December 4, 2020 Minutes
5. Items Removed From Consent Agenda
6. Unfinished Business
 - a. 75th Anniversary Celebration
 - b. Date for the 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
Friday, December 4, 2020
The meeting was held electronically

9:08 a.m.

ROLL CALL

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

Absent: Co-Chair Thomas Barry, Committee Member Laura Christman

AUDIENCE PARTICIPATION PERIOD

There was no audience participation.

CONSENT AGENDA

Committee Member Doug Tisdale moved to approve the November 13, 2020 minutes, seconded by Committee Member Nancy Wyman. The motion passed unanimously.

UNFINISHED BUSINESS

a. 75th Anniversary Celebration and Articles

The Committee expressed how pleased they were with the article to commemorate the 75th Anniversary in The Villager Newspaper.

Committee Member Wyman noted that The Villager can make any corrections to the article on the digital edition.

The Committee discussed corrections that will be forwarded to Co-Chair Maniatis for editing.

Co-Chair Maniatis shared some of the changes he already made to the digital article including the font to make it easier to read and more professional.

Co-Chair Maniatis pointed out that the Committee previously agreed that the body of the newspaper article would be four pages and a front cover. He credited The Villager Newspaper for providing double the coverage and for going above and beyond to work with the Committee on the final result. He said the City also received additional advertising and positive feedback from the Cherry Hills Country Club and Koelbel and Company who is the oldest developer in the City.

The Committee thanked Co-Chair Maniatis for his work on the article that exceeded all expectations.

Director Sager informed the Committee that the remaining funds in the 2020 budget for the photo exhibit must be spent before the end of December 2020 as they will not roll over into 2021. She confirmed that the amount remaining is \$4,113.86.

The Committee discussed selecting the remaining photos that will be used for the photo exhibit in City Hall and using the funds for the cost to mount the photos on the aluminum backing.

Co-Chair Maniatis asked if the photo lab could be paid in advance for the work they will be doing for the exhibit.

Director Sager replied that she can pay the photo lab in advance if she has an invoice describing what the funds will be used for.

Committee Member Tisdale asked what the cost is per unit to mount the smaller pictures on the aluminum board.

Co-Chair Maniatis responded that for 11 x 17 and 16 x 20 photos the price range is between \$100 and \$250. He noted that the Committee originally discussed mounting 9 to 12 photographs for the display. He said he will work with Co-Chair Barry to finalize a draft of the photo display that can be sent to the Committee for approval.

Committee Member Tisdale suggested getting an invoice from the photo lab and prepaying for anticipated work. He said it would be a good idea to return any remaining funds to the City.

Committee Member Wyman noted that some money will be required for labeling the pictures and marking streets on the aerial image.

Co-Chair Maniatis said he will contact the lab about the cost. He also suggested allocating some of the money for the usage rights of the photographs being used.

Committee Member Tisdale suggested that Co-Chair Maniatis assess the anticipated cost and request invoices for the following items:

- Photographic mounting
- Labeling costs
- Hanging rods
- The cost of the rights to use photographs

Director Sager said she will email the Committee a copy of the invoice for the original hanging system to give them an idea of what the additional rods will cost.

Committee Member Tisdale proposed that the expenses to be paid from the remaining 2020 budget should be assessed in good faith by Co-Chair Maniatis who will provide City staff with the appropriate invoices. He stated that any remaining balance will be returned to the City and the Committee does not have to take further action beyond authorizing the process at this meeting.

The Committee agreed to discuss the venue for the 2021 Gala event at their February or March meeting.

Co-Chair Maniatis stated that he spoke with the Cherry Hills Country Club and although they will start renovation in 2021, they agreed that the event could be held outdoors at their tennis and swim facility that can accommodate a large group.

b. Date for Next Meeting

The Committee’s next meeting will be determined in the next few weeks.

ADJOURNMENT

The meeting adjourned at 9:47 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 ANNIVERSARY CELEBRATION

DATE: FEBRUARY 26, 2021

ISSUE

Planning for a 75th Anniversary Celebration and discussing the photo exhibit in City Hall.

DISCUSSION

Photo Exhibit

The photo exhibit is installed in the front hallway of City Hall to celebrate the 75th Anniversary. The building is still closed to the public, but photo exhibits can be viewed by appointment. Co-Chair Maniatis and Co-Chair Barry will provide an update about the exhibit at the meeting.

Budget

City Council approved the 2021 budget with \$43,500.00 allocated to the 75th Anniversary Committee.

Below were the Committee's total expenditures for 2020:

2020 Expenses:	
Historic Aerial image purchase	\$360.00
Historic Aerial image mount	\$526.14
The Villager Newspaper historic article	\$5,000.00
Additional rods for hanging system	\$262.00
Total budget:	\$10,000.00
Total expenses:	\$6,148.14

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COLORADO

75th Anniversary Celebration

Committee members should continue 2021 event planning discussion.

ATTACHMENTS

Exhibit A: 75th Anniversary Committee proposed 2021 event budget



2021 Budget Scenarios

75th Anniversary Event Presence

- 10x10 canopy, table, historical photo displays and supporting materials to be used for the Committee's presence at multiple events (such as John Meade Park event, Movie Night, Car Show, Barn Party, CHLP Trail Walk, etc.) held in the City throughout 2021.
- The Committee would educate residents and showcase the history of the City over the past 75 years.

Budget \$2,000

Time Capsule

- Dedicate and seal the time capsule to be mounted at City Hall (if approved by City Council)
- Ceremony can be coordinated with John Meade Park event or Alan Hutto Memorial Commons dedication (if PTRC decides to hold one).

Budget \$1,200 (time capsule and materials)

The Villager Newspaper Marketing

- The Villager Newspaper will provide "announcements" of the Gala in issues leading up to the event and will also provide coverage of the Gala after the event.

Budget \$5,000

75th Anniversary Gala Dinner

- The potential cost overview below is based on 200 guests

Food/Beverage	\$65/person	\$13,000
Venue		\$6,000
Gratuity		\$3,500
Floral/Lighting		\$3,500
Gift bags 200 @ \$20		\$4,000
Misc, expenses		\$2,500
Live music		\$1,000
Photography/Videography		\$800
FOH/Backline		\$1,000
Total		\$35,300

- Ticket price will be \$150 x 200 guests \$30,000 in revenue

2021 gross budget is \$43,500



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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: FEBRUARY 26, 2021

ISSUE

The Committee should determine the next meeting date.

DISCUSSION

The City is continuing to do its part to ensure the safety of staff and committee members. Staff is currently working from home as much as possible. Council/boards/commissions will be **virtual** meetings until further notice.

Please do not share the virtual meeting link. Sharing the Zoom link lends a better chance to “Zoom bombers” gaining the information and interrupting the meeting. The meeting will be streamed on the City website and YouTube channel. If you know of anyone who would like to participate in the meeting please let staff know prior to the meeting and we will get them signed up.

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

- Monday, March 1st – Friday, March 5th (staffing)
- Wednesday, March 17th (court)
- Wednesday, March 24th – Friday, March 26th (staffing)
- Wednesday, April 7th (court)
- Wednesday, April 21st (court)