



CHERRY HILLS VILLAGE COLORADO

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

City Hall
Telephone 303-789-2541
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75th ANNIVERSARY COMMITTEE AGENDA Monday, October 19, 2020

9:00 a.m.

1. Call to Order
2. Roll Call of Members
3. Pledge of Allegiance
4. Audience Participation Period (limit 5 minutes per speaker)
5. Consent Agenda
 - a. Approval of September 18, 2020 Minutes
6. Items Removed From Consent Agenda
7. Unfinished Business
 - a. 75th Anniversary Celebration and Articles
 - b. Date for the next meeting
8. New Business
9. 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, September 18, 2020 at City Hall

9:04 a.m.

ROLL CALL

Co-Chairs Dino Maniatis and Thomas Barry, Committee Members: Doug Tisdale, Michael Robb, Nancy Wyman, and Laura Christman were present. Also present were Director of Finance Jessica Sager, Parks and Recreation Coordinator Emily Black.

PLEDGE OF ALLEGIANCE

The Committee conducted the pledge of allegiance.

AUDIENCE PARTICIPATION PERIOD

There was no audience participation.

CONSENT AGENDA

Co-Chair Dino Maniatis moved to approve the September 4, 2020 minutes, seconded by Committee Member Wyman. The motion passed unanimously.

UNFINISHED BUSINESS

a. 75th Anniversary Celebration and Articles

Co-Chair Maniatis summarized the results of looking through the City's existing historic documents with Committee Member Wyman, and that the two of them had collected documents for use in the Villager article. He explained they were completing the outline and starting to write the article.

Committee Member Wyman suggested Co-Chair Maniatis read the toast he had originally written for the gala event, which could be used in an article.

Co-Chair Maniatis read the toast.

Committee Member Christman suggested the toast could be published in the December issue of the Village Crier, with some context that this would have been the toast at the gala event.

Co-Chair Maniatis agreed it could be included with background about the 75th Anniversary Committee.

Director Sager confirmed the Art Commission agreed to allow the Committee space in the hallway to hang some historical photos.

Co-Chair Maniatis explained the large aerial of the city would likely cost between \$300 and \$500 to scan. He explained the idea to have numbered points of interest labelled on the aerial that corresponded to a photo of that place, with more information about it. He asked for the Committee's thoughts.

Committee members agreed it was a great idea and identifying points of interest is important. The Committee discussed the location to be used (the hallway leading to Council Chambers), the hanging system in the hallway, and options for materials to mount the photographs.

Co-Chair Maniatis suggested foam or gatorboard to save costs.

Committee Member Christman noted these may be items the city would want to keep long-term. She acknowledged that if there is a digital version, there would be less worry about damage during a public display.

Co-Chair Maniatis explained he was working on narrowing down the number of images.

Co-Chair Barry asked to look at costs for mounting options and suggested a simple black frame that could be used for this display and for other future city events. He offered that he was willing to donate to the City for this purpose.

Committee Member Wyman noted she had spoken with Kent Denver School and they would be interested in hosting the gala. She explained the timeframe should avoid the beginning of back-to-school events in late August or September, so July or the first week of August would be best. She provided the following details:

- Cost: \$100/hour to rent the space
- Caterer is Sodexo
- Enough tables for 250 attendees, but the space has hosted up to 800
- Kent Denver has a liquor license

Co-Chair Barry stated that he likes the option to make the event larger, since City Council stated during the study session indicated they did not want to exclude people.

Committee Member Christman noted that the higher numbers would be for a cocktails and appetizers event rather than a sit-down dinner.

The Committee discussed the possibility of an indoor versus outdoor event, whether it should be appetizers or a sit-down dinner, and how to determine the number of attendees.

Committee Member Wyman suggested choosing a number the Committee wished to attend and working forward from there. She agreed to find out the maximum capacity for a sit-down dinner at Kent Denver.

Committee Member Tisdale stated that Kent Denver School and St. Mary's Academy were the most likely candidates for a location because of scalability and the natural beauty, and the Committee should continue to follow up with both. He liked the late July/early August timeframe, and believed that anyone who wants to attend should be able to, while allowing anyone who has moved out of the City to still attend.

Committee Member Christman stated she had spoken with Councilor Blum and he was willing to sponsor the event if it took place at Glenmoor; however, she thought that should be the fallback option if neither Kent Denver School or St. Mary's would work.

The Committee agreed and expressed interest in site visits to both schools over the next few months.

Committee Member Robb noted the importance of knowing the maximum capacity for a sit-down dinner.

Co-Chair Maniatis asked the group's preference for a sit-down dinner versus cocktails.

Committee Member Robb stated he was fine with either, but the original plan of talking about history during the dinner becomes more difficult with a cocktail party setup.

Committee Member Wyman preferred a formal dinner.

Committee Member Tisdale compared this event with another he is involved with, where there was a seating area provided for event sponsors and an alternative seating area. He noted it was a logistics issue. He also pointed out the dinner versus hors d'œuvres question affects pricing.

Director Sager asked if the Committee was interested in a pre-ticket sale rate and deadline similar to what the Art Commission does for their events.

Committee Member Christman suggested due to COVID, the Committee should wait to do a presale. She also noted the importance of having a date to cancel the event by if the situation does not improve.

Co-Chair Barry suggested having two possible dates, in the summer and fall, to account for that.

Committee Member Wyman noted Kent Denver School may not be able to accommodate a November event. She also noted the possibility of not holding a gala, stating she was all for the event, but it may not work out.

Co-Chair Barry asked Committee members their thoughts on hosting the gala event at City Hall. He suggested they could set up tenting in the parking lot and guests could walk through the park.

Committee Member Tisdale brought up risky weather and conflict with school. He stated City Hall would only work out during the summer.

The Committee asked Director Sager to review the budget timeline.

Director Sager stated there is a study session on October 6th where Council will review a draft of the budget. She confirmed the Committee budgeted \$30,000 for ticket sales and \$43,500 for other expenditures.

The Committee discussed holding the event at First Church of the Nazarene.

Committee Member Christman noted the church has an application in to the city to subdivide their parking lot area that could be considered a quid pro quo.

Co-Chair Maniatis suggested the option of the bank that was previously discussed or Wellshire Golf Course if the Committee has difficulty hosting the event at the schools in the fall when school is in session.

Co-Chair Barry brought up Buell Mansion; the Committee recalled that it was determined to be too small.

Committee Member Wyman expressed she thinks it is important for the venue to be in Cherry Hills Village.

The Committee discussed gathering details about Glenmoor Country Club.

Co-Chair Maniatis suggested reaching out to the Cherry Hills Land Preserve to ask about the Rady Barn or holding a joint event.

The Committee discussed parking concerns and issues with having a sit-down event at the Rady Barn.

Committee Member Christman expressed that she would be in favor of the third option to hold the event at City Hall depending on the cost.

Committee Member Wyman commented that she and Co-Chair Maniatis are in the process of creating an outline and reviewing photographs. She would like to email the Committee members in advance of the next meeting for feedback.

Director Sager stated it would be best if the email comes from City staff so there is no discussion amongst the committee outside of a noticed meeting.

Committee Member Christman noted that the Village Club has a nice display of historical photos and they have agreed to let the Committee use them for the art display.

The Committee discussed running an article in the Village Crier on ghosts and haunting stories within Cherry Hills Village.

Committee Member Tisdale suggested including the Wall Street Journal article from 2013 about the Village.

The Committee discussed the budget and reducing the Villager article budget to \$5,000 by reducing the mailing cost or shifting more of the workload to Committee members rather than Villager staff.

Co-Chairs Maniatis and Barry agreed to get the digital files of the aerial maps from the photo processor and that the two of them could work on creating legends and doing digital editing themselves to save on costs.

b. Date for Next Meeting

Committee Member Tisdale noted the memo in the packet indicated the next meeting needed to be scheduled further out due to staffing issues.

The Committee agreed their next meeting would be Monday, October 19th at 9am.

ADJOURNMENT

The meeting adjourned at 10:19 a.m.

Committee Co-Chair
Name: _____

Jessica Sager, Director of Finance

Pamela Broyles, Administrative Assistant



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ITEM: 7a

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 AND ARTICLES

DATE: OCTOBER 19, 2020

ISSUE

Updates on planning for the 75th Anniversary Celebration, articles for the Villager newspaper, and a photo exhibit in City Hall.

DISCUSSION

The Villager Newspaper

The Committee is working with The Villager Newspaper on a historic article that will run one time at the end of October or the beginning of November. The article will include front page coverage and 4 additional inside pages. It will be mailed to all Cherry Hills Village residents. Committee members should provide updates on progress for historic articles.

Photo Exhibit

The Committee has planned to create a photo exhibit in the front hallway of City Hall to celebrate the 75th Anniversary. Co-Chair Maniatis and Committee Member Wyman collected various historic photos from the city records for use for this exhibit. The Committee should discuss next steps and timing for the exhibit.

Budget

City Council reviewed the draft 2021 budget at their meeting on October 6th. City staff is waiting for the 2021 policy rate increases for the City's health and dental insurance and worker's compensation policies. It may become necessary to reduce or remove items from the 2021 budget depending on what these increases look like; staff will continue to update the Committee as the budgeting process moves forward.

Below are the Committee's expenditures to date and anticipated expenditures for 2020:

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COLORADO**

<i>2020 Expenses to date:</i>	
Historic Aerial image purchase	\$360.00
<i>2020 Anticipated expenses:</i>	
The Villager Newspaper historic article	\$5,000.00
Total budget:	\$10,000.00
Total expenses (including anticipated):	\$5,360.00
Remaining funds:	\$4,640.00

Gala

Since the Cherry Hills Country Club will be under construction for much of 2021, at the last meeting the Committee discussed possible alternate venues. Committee members should provide updates on what they have learned from alternate suggested venues since the last meeting.

ATTACHMENTS

Exhibit A: 75th Anniversary Committee proposed 2020-2021 budget



2020-2021 Budget Scenarios

2020 Historic Article

- Historic article to run 1 time in The Villager Newspaper to include the front page and 4 additional pages and to be mailed to all residents of Cherry Hills Village.

Budget \$7,000

2020 Historic Photos and Frames

- Print and frame photos and aerial maps to be displayed at City Hall.

Budget \$3,000

2020 budget is \$10,000

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: 7b

MEMORANDUM

TO: MEMBERS OF THE 75TH ANNIVERSARY COMMITTEE

FROM: JESSICA SAGER, DIRECTOR OF FINANCE & ADMINISTRATION

SUBJECT: NEXT MEETING DATE

DATE: OCTOBER 19, 2020

ISSUE

The Committee should determine the next meeting date.

DISCUSSION

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

- Wednesday, Nov. 4th (court)
- Friday, Nov. 6th (staffing conflict)
- Tuesday, Nov. 10th (room reservation)
- Wednesday, Nov. 18th (court)

All other November weekdays prior to Thanksgiving are currently available.