

## SURPRISE ORIGINAL TOWNSITTE STAKEHOLDERS COMMITTEE MINUTES

**Call to Order:** Committee Chair Aguilar called the meeting to order at 5:08 PM on January 17<sup>th</sup>, 2024 at the residence of Rachel Villanueva, 12692 W. Greenway Street, Surprise, AZ. 85378.

All members are in attendance.

Agenda Item #1 - Committee Treasurer, Pricilla Duenaz approved the minutes from December 12<sup>th</sup>, 20-23 meeting. Seconded by Committee Member, Nancy Sagasta. Motion carried.

Agenda Item #2 – Chair Aguilar presented the bylaws for the OTS Stakeholder’s committee. Adding verbiage to 7.4 with along the lines of the committee will do their due diligence and hire a CPA to audit the committee’s finance every other two years. Committee Member, Christina Ramirez approved the bylaws with the amendment. Seconded by Vice-Chair, Rachel Villanueva, Motion carried.

Agenda Item #3 – Chair Aguilar commented that she applied for an EIN Number through the Internal Revenue on January 10<sup>th</sup>, 2024 and received an immediate response issuing our Committee number.

Agenda #4 – Lord Garcillano mentioned that they would prefer that the City purchase items for the \$6,000. Allocated for the event. The committee will develop a list of equipment and the City will provide a quote, items disused listed below:

The committee will confirm with Seth Dyson whether the city can purchase items that can be resold.

The committee will confirm with Deb Perry to determine the what are the business requirements for vendors that are selling items for the one day.

Lord Garcillano shared with the committee that we would need to have a Temporary Use Permit, he also shared that City will provide any assistance on acquiring this permit.

Item #5 – Chair Aguilar shared the draft sample for the letterhead for donations. Sherry shared that next meeting we will be making a list of vendors and who will inquire for donations.

Item #6 – Chair Aguilar shared that she contacted ACA Pom Group and they are interested in participating in the parade. Vice-Chair Villanueva will prepare a paper that will be distributed to potential parade.

Item #7 – Committee Member, Christina Ramirez shared that one individual is interested in the application. We will promote this on Facebook and word of mouth.

Item #8 – Committee Member, Sylvia Rivera gave an update on food booths, she shared a list with potential vendors. Sylvia shared that booth will cost \$150.00. It was then determined that the committee will wait until we find out the actual cost of a 10” x 10” booth with a table to determine the cost that we are going to charge the vendors. It was determined that the food vendors will be placed at the West Bicentennial parking lot. The thought of having a car show but this discussion was shut down because this needs to be limited.

Committee Treasurer, Pricilla Duenaz gave an update on the games, she shared that she has confirmed 8 games. She shared that she will be reaching out to a local bakery for pastries.

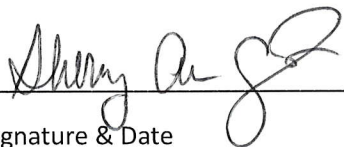
Vice-Chair Villanueva shared the idea of having a Veterans float for the parade. It was determined that this will be limited to Surprise residents.

**Future Agenda Topics;** At the next meeting, add an item to nominate Rosa Gonzalez to the last vacancy on the Committee and developing a site map of the park for the event.

**Next Committee Meeting:** We agreed the next meeting will be the January 31<sup>st</sup> at 5:00 PM at Senior Center.

**Adjournment:** The meeting was adjourned at 7:31 PM, Committee Member, Christina Ramirez moved the motion to adjourn, and Committee Secretary, Elio Lemus seconded the motion. Motion carried.

Sherry Ann Aguilar, Committee Chair



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Signature & Date

Elio Lemus, Committee Secretary



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Signature & Date