

## AGENDA

### MUNDELEIN ARTS COMMISSION MEETING

Village Hall - Room 101  
300 Plaza Circle, Mundelein, IL 60060  
February 16, 2026 - 7:00 PM

Please note that this meeting will be held in-person at the Mundelein Village Hall. The meeting will not be streamed electronically. If you cannot attend the meeting and you wish to submit a question or comment to be read during the public commentary portion of the meeting, please email your full name and your question or comment to [cmalec@mundelein.org](mailto:cmalec@mundelein.org). Please put "Public Commentary" in the subject line. Comments received during the meeting, but after the public commentary portion has ended, will be provided to the Commission Members after the meeting.

- I. CALL TO ORDER
- II. ATTENDANCE
- III. PUBLIC COMMENTARY
- IV. MINUTES APPROVAL
  - A. Approval of the January 19, 2026 Minutes
  - B. Approval of the November 17, 2025 Minutes
- V. COMMITTEE REPORTS
  - A. Public Art Plan
  - B. Lure of the Local
  - C. Stars on Parade
  - D. Hand Sculpture

- E. Scholarships
- F. Summer Shakespeare Shorts
- G. Mundelein Grand Prix
- H. S'Murals
- I. Set Sail North / Record Fair
- J. Art Pantries
- K. Beautification Committee

## VI. OLD BUSINESS

- A. Percent for the Arts
- B. ArtsLink North Directory

## VII. NEW BUSINESS AND PROJECT UPDATES

- A. Mundelein Arts Festival
- B. Mundopoly

## VIII. QUESTIONS, COMMENTS, AND UPDATES

## IX. ADJOURNMENT

The Village of Mundelein, in compliance with the Americans with Disabilities Act, requests that persons with disabilities who require certain accommodations to allow them to observe and/or participate in this meeting, or who have questions about the accessibility of the meeting or facilities, to contact the ADA Coordinator at 847-949-3200 to allow the Village to arrange accommodations for those persons.

**CALL TO ORDER**

The regularly scheduled meeting of the Mundelein Arts Commission was held on January 19, 2026. Chairperson Spicuzza called the meeting to order at 7:00 PM.

**ATTENDANCE**

A. Spicuzza took attendance. It indicated as follows:

**Commission Attendance**

**PRESENT:** Chairman Spicuzza, Commissioner Woodard, Commissioner Arp

**ABSENT:** Commissioner Esson, Commissioner Justman, Commissioner Bayoneto, Commissioner Kalmanovsky, Commissioner Smith, Commissioner Lyttle

A quorum was not present.

**Village Attendance**

**PRESENT:** Colleen Malec, Senior Planner; Erin Swanson, Recording Secretary

Due to the lack of a quorum, no official business could be conducted and no votes were taken.

**PUBLIC COMMENTARY**

Conor and Natalie O'Brien, residents, were present. They stated that they are present to observe and have an interest in getting more involved with the community.

Nick Gillenwater, resident, was present. Mr. Gillenwater is a local business owner in Vernon Hills and recently moved to Mundelein. He discussed interest in getting more involved with the community. He shared information about Art-o-mat, an art vending machine using refurbished cigarette machines. His shop is host to a location of one of these machines and Mr. Gillenwater shared information about how to process works.

**MINUTES APPROVAL**

**Approval of the November 17, 2025 Minutes**

Approval of the minutes from the meeting on November 17, 2026 will be done at the next meeting scheduled for February 16, 2026.

**Budget Review**

The budget proposal for the next fiscal year was briefly discussed.

**COMMITTEE REPORTS**

## **Public Art Plan**

No updates.

## **Lure of the Local**

C. Male shared that 2 resident artists have moved out early. As of the date of the meeting, the remaining artist residents are planning to stay for the duration of the agreed upon time. The commission also discussed the need to go through the supplies room and clear items out.

A. Spicuzza shared the Fremont Library had shared their strategic plan. The Library shared demographics, and shared a large need of exhibition space for performing arts.

The commission discussed a future purchase award, and other events that were hosted during the duration of the Lure of the Local event.

## **Stars on Parade**

The artist for the new Stars on Parade statue is taking a little longer than expected to complete the star, but it is still underway. Commission briefly discussed the status of the Star purchased by the High School. There is no new information regarding the status of that star.

## **Hand Sculpture**

The Commission discussed the status of the hand sculpture and when the Village should be processing the payment.

## **Holiday Theater Production**

The Commission discussed the Miracle on 34th Street production. The Kirk Players were pleased with the attendance. There may need to be more chairs ordered for next year to account for the ones needed for the green room. All bills are paid to date.

## **Scholarships**

One of the students that was given a scholarship is not returning for a second semester. The school reached out to return half of the scholarship awarded.

## **Summer Shakespeare Shorts**

The Commission discussed prior locations and expressed interest in supporting the Summer Shakespeare Shorts. A sub-committee may be needed.

## **Mundelein Grand Prix**

Planning for the Grand Prix will begin in late Spring.

### **S'Murals**

Tony Cannoli S'mural is still under process and is anticipated to progress in February or March. The Commission discussed other murals around the Village. C. Woodard volunteered to scout potential S'mural locations.

### **Set Sail North / Record Fair**

The Commission discussed the proposed Set Sail North / Record Fair event. C. Woodard discussed working with the farmer's market for the first year for the record sales. The commission further discussed tentative formats for the first year and the overall budget of the current Set Sail event and how it would be scaled for a Mundelein event.

### **Art Pantries**

C. Woodard will talk to the Tool Library to discuss a collaboration on creating Art Pantries.

### **Beautification Committee**

C. Woodard gave an overview on the Beautification Committee updates. Mundelein is now considered an official Bird City. There will be an upcoming update on community gardens, and Spring into Summer prep will be starting. C. Woodard will be willing to continue being the Beautification Committee liaison, but is open to sharing with another commissioner if there is interest.

## **OLD BUSINESS**

### **Piano - Keep?**

There is a new tenant upstairs at Village Hall. It is an option to move it to the ABC building. A. Spicuzza stated she would prefer to keep it if possible.

### **Percent for the Arts**

There are no new updates.

### **ArtsLink North Directory**

S. Esson was not present. There are no updates.

### **Winter Tree Lighting Festival**

No updates.

**NEW BUSINESS AND PROJECT UPDATES**

MCC is getting a new director and Mundelein Parks and Recreation will no longer be sponsoring the Arts Festival. Rita Kipp, one of the MCC Board Members is in charge of the Arts Festival. The MCC is in search of an artist volunteer to assist in the planning for the festival.

**QUESTIONS, COMMENTS, AND UPDATES**

There were no further questions, comments, or updates.

**ADJOURNMENT**

The meeting was adjourned at 9:02 PM.

# Set Sail Against Hunger - Lake County (aka “Set Sail North”) Draft Festival Operational Handbook

## 1. Overview

**Purpose:** *A grassroots, artist-driven festival model that mobilizes music and arts communities around food security efforts by partnering with a local food bank, raising funds, and building creative community.*

Operating Principles:

- Low overhead/high community engagement
- DIY, artist-centered
- Local-first: artists, vendors, partners
- Transparent, values-driven fundraising

Ideal Planning Timeline: **4–6 months.**

## 2. Organizational Structure

Core Roles (there can be overlap)

- Festival Director / Producer
- Venue Liaison
- Artist Coordinator / Booking
- Food Security Partner Liaison
- Marketing & Communications Lead (including social media)
- Volunteer Coordinator
- Sponsorship Lead (optional)

Day-of Volunteer Roles:

- Ticketing/Doors
- Silent Auction team
- Band/Artist Liaison
- Sound/Stage Support
- Setup/Takedown Team
- Merch table

## 3. Venue & Logistics

Selecting a Venue:

- Bars, breweries, arts centers, or music venues with community values
- Ideal capacity: 75-250
- Seek donated space as a community partnership; the venue can donate \$\$\$ raised at the door to fundraising page and declare it as a charitable tax write-off

Venue Incentives:

- Ability to donate door/ticket revenue to partner org (potentially tax-deductible)

- Increased foot traffic and bar revenue
- Community goodwill

Venue Agreement Should Include:

- Equipment provided (PA, lights, sound tech)
- Load-in/load-out
- Staffing
- Ticketing ownership
- Time blocks

## 4. Talent: Musicians & Artists

Booking Musicians:

- 3-4 musicians/bands
- Ideally, lineup should be locked in 1-2 months ahead
- Communicate mission, promotional expectations, and schedule

Compensation Models:

1. Volunteer performance (DIY model)

- Provide tip jars for each set
- Artists keep 100% of merch

2. Small stipends (if sponsored)

- \$50–\$150 per act

\*\*For both models: To drive home the message that **as a community, we feed one another**, make sure to provide complimentary food for bands, artists, and volunteers (typically pizza + a healthier option—this can serve as a sponsorship opportunity for a local eatery if they're able to supply the food).

## 5. Silent Art Auction (Optional)

Artist Recruitment:

- Open call 4–6 weeks ahead
- Request 1–2 donated pieces per artist

Auction Logistics:

- Display area with lighting
- Bid sheets or QR codes, typically attached to clipboards
- Suggested minimum bids
- Artist's statements to accompany pieces

Volunteers:

- 2–3 people for auction area
- 4-5 closer/tally volunteers

## 6. Food Security Partner

Criteria:

- Direct-service food bank, pantry, or soup kitchen servicing the area where the fest is taking place
- Clear fundraising goal alignment
- Coordination:
- Logo usage
- Donation instructions
- Rep attendance (optional)

## 7. Fundraising Strategy

Revenue Streams:

- Ticket sales or door donations
- Art auction
- Band tip jars
- Raffles
- Individual giving QR codes
- Sponsorships

Sample Sponsorship Tiers:

- \$250: name listing
- \$500: logo on materials
- \$1,000: marquee sponsor

## 8. Marketing & Communications

Channels:

- Instagram & Facebook
- Venue channels
- Local press + community calendars
- Hyperlocal groups

Essential Assets:

- Save the Date
- Venue reveal
- Lineup announcement
- Artist spotlights
- Sponsor thank-yous
- Week-of Know Before You Go post

## 9. Event-Day Operations

Sample Schedule:

- Setup
- Soundcheck
- Doors open
- 45–60 min sets + 15 min turnovers
- Auction close (if applicable)
- Final announcement
- Tear-down

Volunteer Briefing:

- Roles & scripts
- Donation QR code locations
- Issue escalation

## 10. Post-Event

Close-Out:

- Public thank-yous
- Donation announcement
- Debrief meeting
- Deliver funds and obtain acknowledgment letter

## Other Best Practices

### Emcee Messaging

All emceeing segments between sets should remain cause-oriented and mission-forward. Reinforce that the festival exists to mobilize Chicagoland's creative community around food security, resource distribution, and collective care.

### Lineup Guidance

A 3–4 band lineup is ideal for a 5–6 hour runtime. This pacing allows adequate setup, breakdown, audience engagement, and mission-centered storytelling throughout the event.

### Values

- Inclusivity
- Hospitality
- Collectivism

### Core Operating Principles

We cultivate a relational—not transactional—culture among collaborators. This includes providing complimentary snacks (typically pizza plus healthy options) for all performers and volunteers to nourish community and connection.

## Recommended Marketing Collateral

- Flyers and posters
- Social media graphics
- Optional press release
- Low-cost merch items such as stickers and buttons

## Recommended Supplies

- Clipboards for silent art auction (if applicable)
- Wristbands to track attendance
- Signage for wayfinding and event flow
- Foam earplugs for attendees with sensory needs
- Masks to make the show accessible to immunocompromised attendees

# Record Fair Operational Guide

## Planning stages (we plan almost a year out)

- Set basic expectations (fundraising goal, ticket prices, number of vendors, etc.)
- Book the venue (we typically booked about a year in advance for a venue the size we needed with 100+ vendor tables) + tables/chairs
- Develop sponsorship package and begin identifying sponsors

## 6-8 months out

- Send save the date to potential vendors (we compiled a list of hundreds of record vendors and stores from across the midwest that we would invite)
- Aggressively seek sponsors
- Identify food and beverage vendors

## 4 months out

- Send info and contract inviting vinyl sellers to participate
- Develop marketing materials (posters, flyers, social graphics, etc.)
- Do save the date marketing on socials
- Purchase ads in vinyl-focused publications and websites (Goldmine, the Vinyl District, etc.)
- Lock down sponsors
- Lock down food and beverage vendors
- If required by venue, identify bartender/caterer w/ license to serve alcohol

## 2 months out

- Continue to book vendors
- Book additional entertainment
- Distribute marketing materials
- Update socials with any new info

## 1 month out

- Send out last calls to vendors
- Market aggressively. Step up social media and email messaging. Send press release.
- Identify volunteers for all shifts
- Create on-site materials (sponsor acknowledgment, directions, etc.)
- Make sure you have COIs and any other required licenses to venue

## Week of event

- Send load-in information to vendors
- Send confirmations to volunteers
- Send confirmations to performers
- Confirm and test any AV needs with venue

- Set up venue (night before)

How was money handled for vinyl purchases? **Each vendor handles their own sales and keeps 100% of the take. It's important to have good public wifi since lots of vendors now take credit card payments via Square or other online payment tools.**

CHIRP makes money through:

- Admission fees - we always had an early admission \$25 fee for people who wanted to get in right away (8-10am) and a general admission fee (\$7-\$10 over the years) starting at 10am.
- Vendor table fees - each vendor pays a per table fee (ours were about \$100, which was higher than other small fairs, which I think are around \$30)
- Our own sales - CHIRP always has multiple tables selling records and CDs that have been donated to us
- Beer and wine sales - we got these items donated and were able to sell drink tickets. Many venues will require you to have a licensed caterer to pour, though. They can't collect money, but they can take drink tickets and serve alcohol.
- On-site raffles and merch sales

Any info you could provide on operation/logistics/etc, would be helpful for me to present to our commission. **Venue expense was by far the biggest cost. Our overall expenses were typically in the neighborhood of \$10-\$12K. We had diminishing returns by 2024, netting only about \$7000. In our best years, we netted \$14-\$15K.**

To: Mayor and Board of Trustees

From: Colleen Malec, Senior Planner

For: Mundelein Arts Commission Meeting of February 16, 2026

Subject: Public Art Plan

**Financial Impact:**

**Attachments:**

None

**Background:**

No updates at this time.

**Recommendation:**

To: Mayor and Board of Trustees  
From: Colleen Malec, Senior Planner  
For: Mundelein Arts Commission Meeting of February 16, 2026  
Subject: Lure of the Local

**Financial Impact:**

**Attachments:**

None

**Background:**

The Artist Residencies come to a close on January 31<sup>st</sup>, when the residents will move out. Staff has inspected the vacated studios and collected keys. Next step is to process security deposit refunds and do a cleanup of the facility. The facility will stay dark until it is decided what to do with the building and space, which is under discussion by the Village Board. There is a public Request for Proposals (RFP) for the site open until March 15, 2026 seeking alternative proposals.

S. Kalmanovsky will report on any updates with regards to recommendations for artwork to purchase from the Lure of the Local budget and proposed locations for display.

**Recommendation:**

To: Mayor and Board of Trustees  
From: Colleen Malec, Senior Planner  
For: Mundelein Arts Commission Meeting of February 16, 2026  
Subject: Stars on Parade

**Financial Impact:**

**Attachments:**

None

**Background:**

The artist, Xitlally Garcia, is working on her star. She said it's moving a little slower than anticipated because she is busy with school (but we wouldn't install it until after winter anyway). The pad is installed at the Pollinator Garden.

**Recommendation:**

To: Mayor and Board of Trustees  
From: Colleen Malec, Senior Planner  
For: Mundelein Arts Commission Meeting of February 16, 2026  
Subject: Hand Sculpture

**Financial Impact:**

**Attachments:**

None

**Background:**

The artist, Meg White, is still midway through working on the hand sculpture. Staff requested an update from her on her delivery date expectation and expressed a hard installation deadline of mid-April. She requested a mid-April installation to provide her with maximum time to refine the details ("More time will make a better piece.")

She continues to share regular YouTube videos from her channel about its making, found at [www.youtube.com/@possmom8](http://www.youtube.com/@possmom8). The MAC should consider sharing an update with the public with some video clips. Video as of January 15<sup>th</sup>:



The concrete footer is installed for a price of \$2,500 (excuse the pedestrian bridge construction mess):



***View of Sculpture Straight-On:***



**Recommendation:**

To: Mayor and Board of Trustees

From: Colleen Malec, Senior Planner

For: Mundelein Arts Commission Meeting of February 16, 2026

Subject: Scholarships

**Financial Impact:**

**Attachments:**

None

**Background:**

The scholarship subcommittee will report on any updates. The scholarship application deadline has passed, with a total of 8 applications received.

In the meantime, staff was contacted on January 8<sup>th</sup> by the Milwaukee Institute of Art and Design, who is returning 1/2 of the scholarship check for Matteo Bonilla, who did not return for their spring semester. The amount will be returned to the MAC budget.

**Recommendation:**

To: Mayor and Board of Trustees

From: Colleen Malec, Senior Planner

For: Mundelein Arts Commission Meeting of February 16, 2026

Subject: Summer Shakespeare Shorts

**Financial Impact:**

**Attachments:**

None

**Background:**

The Kirk Players expressed interest in collaborating with the MAC on Summer Shakespeare Shorts in 2026. They will discuss it at their February 13<sup>th</sup> meeting and report back to A. Spicuzza. The MAC should discuss timing, how to proceed, and set up a subcommittee to begin working with Kirk Players.

**Recommendation:**

To: Mayor and Board of Trustees

From: Colleen Malec, Senior Planner

For: Mundelein Arts Commission Meeting of February 16, 2026

Subject: Mundelein Grand Prix

**Financial Impact:**

**Attachments:**

None

**Background:**

The Mundelein Grand Prix is scheduled for Monday, July 20, 2026.

**Recommendation:**

To: Mayor and Board of Trustees  
From: Colleen Malec, Senior Planner  
For: Mundelein Arts Commission Meeting of February 16, 2026  
Subject: S'Murals

**Financial Impact:**

**Attachments:**

None

**Background:**

Three s'murals will proceed this spring under the FY2026 budget (ends May 1, 2026):

- Tony Cannoli (Artist: Ava McQuain)
- Two S'Murals in the East Hawley Street area\*
- 

\*Staff was contacted by Freedom, the Communications and Marketing Manager, about a surplus in his FY2026 budget. He has received comments from the public about a need for aesthetic/placemaking enhancements on East Hawley Street (between the Post Office and Fairhaven Lanes). He has proposed to fund two S'Murals, with the condition that they are completed and paid for by the end of FY2026. Colleen and Chris will provide more background at the meeting, but the next step is to contact property owners to confirm authorization.

Ideally, all three of the S'Murals could be installed around the same time to create efficiencies and market them simultaneously as one project.

An artist has been selected for the S'Mural at Tony Cannoli. Next steps include:

- Contacting the artist (Ava McQuain) to confirm that she is still interested and available.
- Connecting Tony Cannoli with the artist so they can discuss the artwork.

- Apply for a building permit for the mural.
- Prime the wall (paint has already been purchased).
- Coordinate payment, timing, schedule with artist.

**Recommendation:**

To: Mayor and Board of Trustees

From: Colleen Malec, Senior Planner

For: Mundelein Arts Commission Meeting of February 16, 2026

Subject: Set Sail North / Record Fair

**Financial Impact:**

**Attachments:**

None

**Background:**

At the January meeting, Seth brought background details provided by the organizers of the Set Sail North festival and the record sale fair. He has contacted Fenton Brewing (which is set to open this year) to gauge interest in partnering on the Set Sail North (name TBD) live music event. There was discussion at the January meeting about piloting the record sale event at the Farmers Market, possibly at a music-themed week.

Seth will report on any updates.

**Recommendation:**

To: Mayor and Board of Trustees

From: Colleen Malec, Senior Planner

For: Mundelein Arts Commission Meeting of February 16, 2026

Subject: Art Pantries

**Financial Impact:**

**Attachments:**

None

**Background:**

At a previous meeting, Chris introduced the idea for “Art Pantries”, similar to the “Free Little Libraries” concept (take artwork, leave artwork). The MAC should continue to explore this idea further.

**Recommendation:**

To: Mayor and Board of Trustees

From: Colleen Malec, Senior Planner

For: Mundelein Arts Commission Meeting of February 16, 2026

Subject: Beautification Committee

**Financial Impact:**

**Attachments:**

None

**Background:**

C. Woodard will report on any updates.

**Recommendation:**

To: Mayor and Board of Trustees

From: Colleen Malec, Senior Planner

For: Mundelein Arts Commission Meeting of February 16, 2026

Subject: Percent for the Arts

**Financial Impact:**

**Attachments:**

None

**Background:**

The subcommittee will report on any updates, if applicable. S. Arp has volunteered to help S. Kalmanovsky. They have conducted some research and are working on developing a recommendation letter to the Village Board. A meeting was held with the Community Development Director and Village Administrator.

**Recommendation:**

To: Mayor and Board of Trustees  
From: Colleen Malec, Senior Planner  
For: Mundelein Arts Commission Meeting of February 16, 2026  
Subject: ArtsLink North Directory

**Financial Impact:**

**Attachments:**

None

**Background:**

S. Esson found the ArtsLink North Directory, which is a directory of northern Illinois arts events, attractions, businesses, and organizations: <https://artslinknorth.com>. She offered to add the MAC to the directory and manage that listing. She will report on any updates.

Staff received an invoice from ArtsLink North for \$150 for “Dues Jan 1, 2026 – Dec 31, 2026”. It is due March 1, 2026. It does not clarify what is received in exchange for paying, or whether it is the fee to have a listing at all.

**Recommendation:**

To: Mayor and Board of Trustees  
From: Colleen Malec, Senior Planner  
For: Mundelein Arts Commission Meeting of February 16, 2026  
Subject: Mundelein Arts Festival

**Financial Impact:**

**Attachments:**

None

**Background:**

There have been a number of organizational changes to the Mundelein Arts Festival – Chris and Stacey can report on more details. In summary:

- The Mundelein Park and Recreation District will no longer be involved in the Arts Festival.
- Mundelein Community Connection (MCC) is taking over organization.
- Adler Arts Center is taking over artist outreach and organization.
- The MAC (Stacey) will take on artwork jurying in partnership with the Adler Arts Center.

**Recommendation:**

To: Mayor and Board of Trustees  
From: Colleen Malec, Senior Planner  
For: Mundelein Arts Commission Meeting of February 16, 2026  
Subject: Mundopoly

**Financial Impact:**

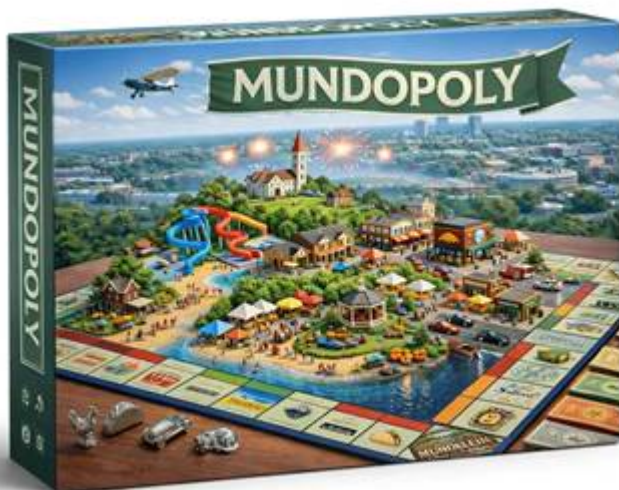
**Attachments:**

None

**Background:**

Audrey Balman of Walela Garden & Farms is creating a “Mundopoly” board game, a Mundelein version of Monopoly. The spaces, cards, etc. will all be inspired by Mundelein businesses, organizations, and landmarks. Audrey is seeking financial contributions from the included partners to fund the production of the game.

The MAC was offered to be a part of Mundopoly for \$150 – Chris will provide more details at the meeting.



**Recommendation:**