

CALL TO ORDER

A special meeting of the The Mundelein Historical Commission and planning committee to discuss the 2024 Ivanhoe Cemetery Walk was called to order at 2:00 PM by Chairman Flynn at the Ivanhoe Cemetery.

ATTENDANCE

Chairman Flynn took the roll call. It indicated as follows:

Commission Attendance

PRESENT: Chairman Flynn, Commissioner Zander, Commissioner Frasier, Commissioner Walker

ABSENT: Commissioner Baur, Commissioner Killackey

Other Attendance

PRESENT: Jeanne Steffens, Gretchen Grassl, Jeff Hayes

PUBLIC COMMENTARY

There was no public commentary.

DESIGN AND PRINTING OF THE PROGRAM

Design of the program was discussed. It was agreed that the cover should feature the Ivanhoe Cemetery sign, the date and time of the event, and the theme: Gone but not Forgotten.

Other components of the program, it was agreed, will include: the names of the historical figures, their dates of birth and death, a brief statement explaining their life, the actor playing the part, and the writer/researcher of the monologue. A brief summary of the Mundelein Historical Commission mission and the Heritage museum will be included plus a "Thank You" recognition for other assistance - Kristan's Funeral Home, Ivanhoe congregation, etc., and a map of the featured grave sites.

Gretchen Grassl left the meeting.

CHECK-IN PROCEDURES

Discussion started with the check-in process. It was agreed the check-in table would open at 12:30 PM. One volunteer is needed to check in registered guests and assign group numbers. A donation box will be included at the check-in table.

OPENING CEREMONY

The opening ceremony will be held under the historic oak tree adjacent to the parking lot. It will start at 1:00 PM and last approximately 20 minutes. A podium will be required. Chairman Flynn will give a welcome address and introduce the speakers. An Ivanhoe Church member will provide a brief history of Ivanhoe Church and the Cemetery.

Barb Zander suggested that the actors each introduce their characters as part of the opening ceremony. After some discussion, Jeff Hayes suggested an introduction of the characters was important, but it should be done by a member of the Commission and not by the actors. Barb Zander agreed to make the Introduction of Characters.

The final component of the opening will be the Instructions to the guests. Guests will divide into their assigned group and follow the designated docent to the starting grave site. Following each graveside presentation, the docent will lead their group to the next grave site.

PUBLICITY

Publicity for the August 24, 2024 event was discussed. It was agreed that publicity would include: Mundelein Historical Commission Newsletter (Summer 2024), Village Weekly E-newsletters, Kirk Players website and Facebook, MHC Facebook. Chairman Flynn will prepare a Press Release for the Newspaper, Fremont Township and Mundelein Park District. Members were asked to submit information to local churches for publication in church bulletins.

Chairman Flynn reported that to date, seven people had registered for the event. Gretchen Grassl suggested that a registration form be posted on the MHC web page to facilitate the registration process. Chairman Flynn will contact the Village staff to help with the registration form.

It was noted that publicity for the event must advise about the uneven ground of the walk.

MISCELLANEOUS

Order of grave sites

The visitation order balloon color will be: 1) Quig's-green, 2) Partridge-red, 3) Holcomb-blue, 4) Payne-white, 5) Norton-purple, 6) Joice-yellow, 7) Wilhelm-pink.

Set-up for each grave

It was agreed that each grave would be marked with a colored balloon and chairs would be provided for the actors.

Equipment needed

Nothing to report.

Donations

Nothing to report.

Time Line

The timeline for the event was agreed as: 12:30-1:00 PM Check-In; 1-1:20 PM Opening Ceremony; 1:25-2:00 PM Cemetery Walk; 2:00-2:30 PM Self-guided tour of the cemetery. Guests will be reminded to exit the Ivanhoe church parking lot by 2:30 PM, if a second show is needed.

Closing

Due to the 60 car capacity of the church parking lot, the maximum attendance was set at 50 guests. If demand is greater than 50, a second show (also with a maximum of 50 guests) will be planned for 3 PM. If a second show is scheduled, guests at the first show must leave the parking lot by 2:30 PM. The possibility of 2nd show will be explained in the publicity and in the program. The rain date is Sunday, August 25th, at the same time.

OTHER DETAILS

Barb Zander noted that there are errors in some of the monologs that have been submitted. Barb will make corrections and forward to Chairman Flynn for Gretchen Grassl.

ADJOURNMENT

Motion by Walker, second by Frasier to adjourn the Special Historical Commission Meeting at 3:07 PM.