

Item #9:
Village Trustee Marshall
LGBCP Board Meeting

LONG GROVE BUSINESS & COMMUNITY PARTNERS
Board of Directors Meeting
Tuesday, November 16
8:30 AM at Village Hall
(Special meeting called to prepare for Annual Meeting)

AGENDA

- 1) Call To Order
- 2) Welcome & Introductions
- 3) Review Past Meeting Minutes (October attached)
- 4) Treasurer's Report
 - Draft budget
- 5) Executive Committee Report
- 6) Directors Report
- 7) Village of Long Grove Report
- 8) Design Committee Report
- 9) Economic Development Committee Report
- 10) Promotions Committee Report
 - Holiday Events (Calendar attached)
 - Event Management Request For Proposals (RFP), responses due by Nov. 20th, 2011
- 11) Organization Committee Report
 - ByLaws Revision discussion
 - Nominations discussion
 - Annual Meeting invitations – notification of bylaws, nominations, budget
- 12) Marketing Committee Report
 - Robin Malpass & Assoc, Holiday Campaign, sales initiatives & update
- 13) New Business
- 14) Adjourn

NEXT SPECIAL / MEMBER MEETING: Monday, November 22nd 8:30 AM
LG PARTNERS ANNUAL MEETING : TBD – December 1-2-3, 6-10
NEXT BOARD OF DIRECTORS MEETING: January 18, 2011

Long Grove Business and Community Partners

Board of Directors Meeting Minutes

Meeting Date: October 19, 2010

Call to Order at 5:20 PM

Board Members in Attendance: June Neumann, Jodi Hutch, Jacquie Longeway, Rachel Perkal, Tobin Fraley, Peg Ball, Sarah Yerkes, Karen Krahn, Sal Guadangna, John Kopecky, John Marshall

Village Representatives: Dave Lothspeich

Staff: John Maguire

Guests: Mary Ann Ulrich, Steve Douglass, Paul Neumann, Bill Hrsitakos

Welcome and Introduction: Peg welcomed

Review Past Meeting Minutes: Julie Newman, correct spelling to Neumann. John Marshall motioned to accept, Jodi Hutch seconded - so moved.

Treasurers Report: Sal reviewed balance sheet and P&L standings. Question asked re whether we made money at Oktober Fest. Project about 3K profit, but numbers are not in yet. Sarah Yerkes motioned to accept, Jacquie Longeway seconded - so moved.

Sal asked John Maguire to step out for 10 minutes to allow discussion of budget proposal for 2011. Lively discussion took place regarding all aspects including measuring Malpass and Associates performance after 4th quarter efforts.

Preliminary budget accepted for now, no vote at this time.

Executive Committee Report: Nov 16 annual meeting called for after hours, now we are open until 7:00. The meeting can be moved to a breakfast one instead.

Directors Report: John reported we are running out of our visitor guides. Robin suggests we do a small rerun of the current one. The dollars for this are being explored. LCCVB has selected their agency of record. 20 no shows (that had RSVPed) at the 3/50 project program. People who were there found value and some cooperative efforts have bubbled up. Cigars and More are having their grand opening on the 28th. Nov 9th Rick is hosting LZ chamber after hours. A new business is opening next to Sal – Harper's Attic. Mothers and Multiples had a great time and will be back.

Village of Long Grove Report: John Marshall, no Village report.

LONG GROVE BUSINESS AND COMMUNITY PARTNERS

Balance Sheet

As of October 31, 2010

	<u>Oct 31, 10</u>
ASSETS	
Current Assets	
Checking/Savings	
1010 · Cash in bank - operating	66,074.91
1050 · PNC_National City Money Market	<u>1,048.83</u>
Total Checking/Savings	67,123.74
Accounts Receivable	
1200 · Accounts receivable	<u>13.00</u>
Total Accounts Receivable	<u>13.00</u>
Total Current Assets	67,136.74
Fixed Assets	
1670 · Program equipment	6,000.00
1690 · Furniture & fixtures	4,000.00
1680 · Office equipment	6,772.19
1799 · Accumulated depreciation	<u>-11,199.23</u>
Total Fixed Assets	<u>5,572.96</u>
TOTAL ASSETS	<u><u>72,709.70</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2160 · Accrued penalties	6,220.00
2100 · Federal Withholding Tax Payable	1,750.40
2110 · Illinois Withholding Payable	237.23
2120 · SUTA Payable	16.25
2301 · Retirement Plan Withholding Pay	334.60
2820 · Line of Credit Midwest Bank	<u>38,000.00</u>
Total Other Current Liabilities	<u>46,558.48</u>
Total Current Liabilities	<u>46,558.48</u>
Total Liabilities	46,558.48
Equity	
3010 · Fund Balance	12,857.84
Net Income	<u>13,293.38</u>
Total Equity	<u>26,151.22</u>
TOTAL LIABILITIES & EQUITY	<u><u>72,709.70</u></u>

LONG GROVE BUSINESS AND COMMUNITY PARTNERS
 Monthly Profit & Loss
 January through October 2010

	Jan 10	Feb 10	Mar 10	Apr 10	May 10	Jun 10	Jul 10	Aug 10	Sep 10	Oct 10	TOTAL
Ordinary Income/Expense											
Income											
4000 · Administration income	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
4001 · SSA (B1 district)	0.00	0.00	13.04	0.00	0.00	54,405.25	29,416.19	3,555.04	0.00	24,816.94	112,206.46
4002 · Village of Long Grove	0.00	0.00	0.00	0.00	0.00	10,000.00	0.00	0.00	0.00	0.00	10,000.00
4004 · General fundraising	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,326.00	0.00	0.00	4,326.00
Map/catalogue/coop ad inco	1,575.00	3,250.00	1,275.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,100.00
4100 · Gift Certificate Sales	-90.00	-30.00	25.00	50.00	-150.00	0.00	100.00	-940.00	31.00	-146.00	-1,150.00
Members	1,500.00	500.00	500.00	1,000.00	500.00	0.00	0.00	325.00	0.00	0.00	4,325.00
4300 · Marketing income	0.00	0.00	400.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	400.00
Promotions income	17.29	0.00	21,397.50	25,088.50	66,416.92	49,293.11	14,787.50	5,308.00	92,878.40	46,295.66	321,482.88
4600 · Economic Developme	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	365.00	365.00
Total Income	3,002.29	3,720.00	23,611.54	26,138.50	66,766.92	113,698.36	44,303.69	12,574.04	92,909.40	71,331.60	458,056.34
Expense											
Administration	17,447.88	12,587.44	13,325.90	13,644.23	13,940.34	15,882.30	16,157.41	17,858.16	19,332.57	9,904.44	150,080.67
6100 · Organization committ	0.00	0.00	1,546.60	247.36	0.00	0.00	0.00	600.00	430.39	0.00	2,824.35
6300 · Marketing committee	3,212.92	445.44	3,720.43	5,324.21	5,246.42	36,002.44	5,958.20	169.40	4,137.44	733.44	64,950.34
6500 · Design committee	-1,139.40	0.00	720.00	1,925.83	3,974.40	4,031.75	0.00	180.00	240.00	0.00	9,932.58
6600 · Economic Developme	415.00	0.00	10.00	0.00	0.00	3,000.00	0.00	1,522.65	0.00	2,017.37	6,965.02
7000 · Promotions committe	5,060.02	3,000.00	4,620.00	10,130.00	48,994.17	35,831.30	7,654.73	25,054.25	19,296.75	49,369.87	210,011.09
Total Expense	24,996.42	16,032.88	23,942.93	31,271.63	72,155.33	94,747.79	29,770.34	46,384.46	43,437.15	62,025.12	444,764.05
Net Ordinary Income	-21,994.13	-12,312.88	-331.39	-5,133.13	-5,388.41	18,950.57	14,533.35	-33,810.42	49,472.25	9,306.48	13,292.29
Other Income/Expense											
Other Income											
8010 · Interest Income N C M	0.12	0.12	0.14	0.13	0.12	0.11	0.09	0.09	0.09	0.08	1.09
Total Other Income	0.12	0.12	0.14	0.13	0.12	0.11	0.09	0.09	0.09	0.08	1.09
Net Other Income	0.12	0.12	0.14	0.13	0.12	0.11	0.09	0.09	0.09	0.08	1.09
Net Income	-21,994.01	-12,312.76	-331.25	-5,133.00	-5,388.29	18,950.68	14,533.44	-33,810.33	49,472.34	9,306.56	13,293.38

2010-2011
Budget Worksheet

2010	Draft Income 2011	2010 Budget Expense	2010 Actual Expense	Draft Expense 2011	RMAProposed 2011 Expenses	RMA4th Qtr Proposal
Special Service Area (SSA)	\$165,000.00					
Village of Long Grove Grant	\$40,000.00					
Administration		\$168,148.00		\$141,960.00		
Design (Banners, Site Fees, Decorations)		\$12,000.00		\$12,000.00	\$10,000.00	
Economic Development						
- Association Memberships(CVB, E.D.)		\$5,000.00		\$5,000.00		\$7,500.00
- Workshops		\$2,000.00		\$2,000.00		\$10,000.00
- Development Materials						
Marketing						
- Marketing Consultant		\$109,400.00		\$115,000.00	\$26,400.00	\$8,000.00
- Holiday Campaign					\$40,000.00	\$40,000.00
- Media Campaign 2nd/3rd Qtr					\$50,000.00	
- Holiday Website						\$7,500.00
- Social Media					\$10,000.00	\$5,000.00
- Public Relations					\$20,000.00	\$5,000.00
- Retail Consultant						
- Holiday Amenities						\$5,000.00
- Group Tour Development						\$5,000.00
- Colateral Materials					\$10,000.00	
- New Website					\$25,000.00	
- Coop Advertising ??????+++++	\$50,000.00					
Organization (Members, Services, Fees)	\$5,000.00	\$10,000.00		\$5,000.00		48K-L.GBCP 31K-Coop 79K
Promotions (Fests, fees, sponsors, etc.)	\$273,000.00	\$231,218.00		\$231,218.00		
- Choc, Straw, Apple Fests						
- FineArt & Wine PTO Partnership						
- Blues, World Tour, OktoberFest						
- Holidays, Other, Hosted events						
TOTALS	\$533,000.00	\$537,766.00		\$512,178.00	\$191,400.00	\$93,000.00

Winter Holiday Events 2010

Date	Location	Event	Time
Nov. 3	Long Grove Café	Cooking Class	6:30PM Reservations 847-955-9600
Nov. 4	Mangels of Long Grove	Dazzling Holiday Decorating Ideas	6:30 PM 5:30 PM check in Reservations Needed 847-634-9287
Nov. 6	Beans & Leaves Café	Thomas Swenson <i>Acoustic Americana</i>	3 PM – 5 PM
Nov. 7	Beans & Leaves Café	Merv Collins <i>Fingerstyle Guitar</i>	2 PM – 4 PM
Nov. 12, 13, 14	Historic Business District <i>Over 25 participating shops</i>	Holiday Preview "Wine Walk" \$10 Souvenir Wine Glass – Purchase at several locations downtown	Friday 'til 7 PM Saturday noon 'til 7 PM Sunday noon 'til 5 PM
Nov. 12	Olivia's Past	Annual Holiday Sale and Jewelry Trunk Show " <i>Blast From the Past Designs</i> "	11 AM – 8 PM
Nov. 13	Olivia's Past	Annual Holiday Sale and Jewelry Trunk Show " <i>Blast From the Past Designs</i> "	11 AM – 7 PM
	Beans & Leaves Café	Thomas Swenson and Ellise Steglinski <i>Jazz/Blues</i>	3 PM – 5 PM
Nov. 14	Beans & Leaves Café	Jimmy Liggett <i>Blues/Folk</i>	3 PM – 5 PM
Nov. 18	Mangels of Long Grove	Creating Elegant Holiday Dishes for Family & Friends	6 PM check in 6:30 PM event Reservations 847-634-9287
Nov. 19	Neumann's Cigars & More	Macanudo Crüe Royale event – tasting and drawing for \$1,000	10 AM – 8 PM
Nov. 20	Apple Haus Square	Community Tree Lighting Ceremony With Santa, Dickens Carolers & Holiday characters	3:30 PM – 4 PM
		Long Grove Performing Arts Academy	3:45 PM
		Carolers – " <i>Jingle Singers</i> " strolling	3 PM – 5 PM
	Beans & Leaves Café	Long Grove Wood and Wire Guitar Mando Duo	3 PM – 5 PM
Nov. 21	Historic Business District	Horse Drawn Carriage Rides	Noon 'til 4 PM
	Towner Green Timmy's & Village Tavern	Christmas Tree Lot w/Frasier Firs from Silent Night Evergreens, Caroling, warming station, Pictures and lunch with Santa, Tree Lighting @ 5pm	1 PM to 5 PM
	Beans & Leaves Café	Tom Bradfish and Kourtney Bradfish <i>Acoustic</i>	2 PM – 4 PM
Nov. 25	Historic Business District	Long Grove "Turkey Trot" 5K Run & Walk www.allcommunityevents.com	8:30 AM
	Seasons of Long Grove	Thanksgiving Dinner	12PM-4PM Reservations every hour – 847-634-9150
Nov. 26	Mangels of Long Grove	Bill Robinson at the Dulcimer	10 AM – 5 PM
Nov. 27	Historic Business District	Santa Carolers – " <i>Jingle Singers</i> "	1 PM – 3 PM 2 PM – 4 PM
	Seasons of Long Grove	Nutcracker Tea	2PM - Reservations needed 847-634-9150
	Mangels of Long Grove	Bill Robinson at the Dulcimer	10 AM – 5 PM
	Beans & Leaves Café	Thomas Swenson <i>Acoustic Americana</i>	3 PM – 5 PM
Nov. 28	Historic Business District	Horse Drawn Carriage Rides Santa - strolling Jingle Singers	Noon 'til 4 PM 1 PM – 3 PM 2 PM – 4 PM
	Seasons of Long Grove	Nutcracker Tea	2 PM - Reservations needed 847-634-9150
	Mangels of Long Grove	Bill Robinson at the Dulcimer	10 AM – 5 PM
	Beans & Leaves Café	Merv Collins <i>Fingerstyle Guitar</i>	2 PM – 4 PM
Dec. 1	Long Grove Café	Cooking Class	6:30 PM Reservations Needed 847-955-9600
Dec. 3	Long Grove Performing Arts Academy	Holiday favorites Performances every 30 minutes	4 PM – 6 PM
Dec. 4	Historic Business District	Santa - strolling Carolers – " <i>Impact</i> "	1 PM – 3 PM 2 PM – 4 PM
	Seasons of Long Grove	Nutcracker Tea	2 PM - Reservations needed 847-634-9150
	Seasons of Long Grove	Santa's Breakfast	9AM – Reservations needed 847-634-9150
	Mangels of Long Grove	Bill Robinson at the Dulcimer	10 AM – 5 PM
	Towner Green	Caroling with Santa	3 PM – 4 PM
	Beans & Leaves Café	Thomas Swenson <i>Acoustic Americana</i>	3 PM – 5 PM

Winter Holiday Events 2010

Date	Location	Event	Time
	Long Grove Performing Arts Academy	Holiday favorites Performances every 30 minutes	1 PM – 4 PM
Dec. 5	Historic Business District	Horse Drawn Carriage Rides Santa - strolling "Hersey High School Dickens Carolers"	Noon 'til 4 PM 1 PM – 3 PM 1 PM – 2 PM
	Seasons of Long Grove	Nutcracker Tea	2PM – Reservations needed 847-634-9150
	Seasons of Long Grove	Santa's Breakfast	9AM – Reservations needed 847-634-9150
	Mangels of Long Grove	Bill Robinson at the Dulcimer	10 AM – 5 PM
	Sweet Whimsey	Holiday Cookie Decorating Class	1PM – Reservations needed 847-821-2021
	Beans & Leaves Café	Prairie Sky Americana	3 PM – 5 PM
	Long Grove Performing Arts Academy	Holiday favorites Performances every 30 minutes	1 PM – 4 PM
Dec. 10	Beans & Leaves Café	Song Circle/Sing Along	6 PM – 9 M
Dec. 11	Historic Business District	Santa – strolling Lake Zurich "Bare Voices"	1 PM – 3 PM 2 PM – 4 PM
	Seasons of Long Grove	Nutcracker Tea	2PM - Reservations needed 847-634-9150
	Seasons of Long Grove	Santa's Breakfast	9AM – Reservations needed 847-634-9150
	Mangels of Long Grove	Bill Robinson at the Dulcimer	10 AM – 5 PM
	Beans & Leaves Café	Back Porch Moon Americana	3 PM – 5 PM
Dec. 12	Historic Business District	Santa - strolling	1 PM – 3 PM
	Seasons of Long Grove	Nutcracker Tea	2PM - Reservations needed 847-634-9150
	Seasons of Long Grove	Santa's Breakfast	9AM – Reservations needed 847-634-9150
	Mangels of Long Grove	Bill Robinson at the Dulcimer	10 AM – 5 PM
	Beans & Leaves Café	Merv Collins <i>Fingerstyle Guitar</i>	2 PM – 4 PM
	The Olive Tap	Handbell Performers	1 PM – 3 PM
Dec. 16	Seasons of Long Grove	Dicken's Dinner	5PM & 7:30 PM Reservations needed 847-634-9150
Dec. 17	Seasons of Long Grove	Dicken's Dinner	5PM & 7:30 PM Reservations needed 847-634-9150
Dec. 18	Historic Business District	Santa - strolling Carolers – "Jingle Singers"	1 PM – 3 PM 2 PM – 4 PM
	Seasons of Long Grove	Nutcracker Tea	2PM – Reservations needed 847-634-9150
	Seasons of Long Grove	Santa's Breakfast	9AM – Reservations needed 847-634-9150
	Mangels of Long Grove	Bill Robinson at the Dulcimer	10 AM – 5 PM
	Towner Green	Caroling with Santa	3 PM – 4 PM
	Beans & Leaves Cafe	Thomas Swenson and Ellise Steglinski <i>Jazz/Blues</i>	3 PM – 5 PM
Dec. 19	Historic Business District	Horse Drawn Carriage Rides Santa - strolling Carolers "Impact"	Noon 'til 4 PM 1 PM – 3 PM 2 PM – 4 PM
	Seasons of Long Grove	Nutcracker Tea	2PM – Reservations needed 847-634-9150
	Seasons of Long Grove	Santa's Breakfast	9AM – Reservations needed 847-634-9150
	Mangels of Long Grove	Bill Robinson at the Dulcimer	10 AM – 5 PM
	Beans & Leaves Café	Merv Collins <i>Fingerstyle Guitar</i>	2 PM – 4 PM
Dec. 21	The Village Tavern	Lunch with Santa	11AM and 1:30PM Reservations needed 847-634-3117
Dec. 26	Beans & Leaves Café	Jimmy Liggett <i>Folk/Blues</i>	3 PM – 5 PM



Commercial District Revitalization · Historic Preservation · Non-Profit Organizational Development

November 3, 2010

To: John Maguire, Sarah Yerkes

From: Donna Ann Harris

Subject: Long Grove Business and Community Association bylaw revisions

Thank you for the opportunity to review the bylaw revisions being proposed for the Long Grove Business and Community Partners. I reviewed the current bylaws as well as the revisions being proposed dated September 21, 2010 that I received on November 2, 2010.

I discussed my concerns with Sarah Yerkes on the telephone and she asked me to put my comments in writing.

It has been my experience working with commercial district organizations for the last dozen years that most bylaw revisions come about because of unresolved conflicts among board members. Board members seek changes because they feel they are not being heard by their peers on the Board. As I understand it, there is concern about who decides on the annual budget to be presented to the board and membership for a vote.

The majority of the bylaw changes proposed in the September 21 document deal with representation on the Executive Committee, which I understand has been the body that creates the organization's budget that is presented to the board and membership for vote. My comments relate to Article VII Committees, Section 3 Executive Committee, and Article VII Committees Section 4 Village of Long Grove Liaison Member to Executive Committee.

The size of the Executive Committee, at nine members as proposed in the bylaw revisions of Sept 21 is too large and unwieldy. If enacted as written, I fear that the Executive Committee will become the *de facto* Board of Directors, having the majority (but not all 15) of the Board members present for discussions. Additionally, I believe that the size of the Executive Committee will create quorum problems, especially if the proposed change (bottom of page 2) is accepted, thus requiring at least one property owner,

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business owner and the Village representative to be present to vote. Executive Committees are meant to be small, nimble bodies able to meet quickly to take on discrete tasks as assigned by the Board of Directors. I believe that nine people are far too many members, the quorum requirements will make this an ineffective committee unable to meet quorum requirements, and I fear it will become the *de facto* board.

I recommend that the Board of Directors establish a policy that the Board alone be responsible for preparation of the budget rather than the Executive Committee. This policy change would allow all Board members to participate actively in discussion. The bylaw changes here then would not be necessary. If however, the Board still prefers to permit the budget to be prepared by the Executive Committee, then the bylaw revisions as presented are clear as written.

My second concern is about the changes proposed for property owner representation on the Board, Article IV Membership Section 1 Classes of Members, and Article V Meetings of Members Section 5 Voting. It appears that the property owners seek to change their representation from one vote per property owner, to one vote per valid lease, thus giving them more votes. There is no change proposed for representation for the business owners. Another change proposed is to permit property owners who are also business owners to have two votes, one per membership, which is currently not permitted. These changes are contrary to other bylaws I have reviewed as they give these two classes, property owners and business owners, unequal representation on the board, and therefore I am unable to give advice. I recommend that an attorney be retained to review these bylaw changes.

The additional changes, adding a parliamentarian as an officer and outlining his/her duties is well written. I am uncertain of the real purpose of this office and if creating yet another officer position will create difficulties gaining a quorum to conduct business at the Executive Committee level.

I agree with the notation that the membership should formally vote on the other bylaw amendments already approved in 2009 including Article VII Committees Section 1 Number of Committees; Article V Meetings of

Members Section 6 Quorum for Meetings and Article VI Board of Directors Section 1 Number, Selection and Term. All of these changes are clear and make sense.

There may be other bylaw revisions that are necessary given the changes to the organization over the years. Nonprofit bylaws should represent the current practices of the organization. I understand from John Maguire that there are very few General Members sitting on the board and board membership is now dominated by business and property owners with two Village seats (one, the Village manager is *ex officio* and does not vote). When I wrote these bylaws for the organization in 2005, there was concern that residents should have a stake in the discussions and operations of the organization as one of the partners in the Long Grove Business and Community Partners. If this membership class is not being represented, then it should be reviewed to see if it needs to be changed or eliminated.

Please contact me with your questions.

Board Adjustments to Consider

11/15/11

	<u>Current 2010</u>	<u>With Amendments to the Board</u>	<u>Future Options</u>
1	President	1 President	1 President
2	Vice President	2 Vice President	2 Vice President
3	Secretary (Parliamentarian)	3 Secretary	3 Secretary
4	Treasurer	4 Treasurer	4 Treasurer
5	Village Representative	5 Parliamentarian - (1)	5 Village Representative
		6 Village Representative +	
		7 Village Representative -	
	Village Manager	Village Manager	Village Manager
	Director	Director	Director
6	Design Chair	8 Design Chair+	6 Design Chair
7	Economic Chair	9 Economic Development Chair - (2)	7 Economic Chair
8	Marketing Chair	10 Marketing Chair +	8 Marketing Chair
9	Organization Chair	11 Organization Chair - (3)	9 Organization Chair
10	Promotions Chair	12 Promotions Chair +	10 Promotions Chair
11	Director At Large	13 Director At Large +	11 Director At Large
12	Director At Large	14 Director At Large +	
13	Director At Large	15 Director At Large +	
14	Director At Large	Kopecky +	
15	Director At Large	(Shah) - (4)	

*Just specify the owner/merchant mix on Executive Committee. Whole Board drafts the budget.

*Still require one (1) rep from each owner, merchant & Village for Executive Committee quorum.

*Consider downsizing the Board as more work is outsourced.

Voting Mix

(Each Group Cast a Vote within its class – Majority within class)

Associate (12 votes)	<u>Current</u> Business (63 votes)	Owners of Record (17 votes)	Associates (12 votes)	<u>With Amendment</u> Business (63 votes-includes 11 owners)	Owners Votes (56 to 61), approx
DoubleTree	Adagio Hair Studio & Spa	Hilligoss	DoubleTree Libertyville-	Adagio Hair Studio & Spa	Hilligoss
Libertyville-	Essentials	Zero	Mundelein	Essentials	Zero
Mundelein	Amers Gallery	Ullrich	Long Grove confectionery	Amers Gallery	Ullrich
Long Grove	Beans & Leaves Coffee & Tea	Sayles	Old Victorian Farmhouse	Beans & Leaves Coffee & Tea	Sayles (5)
confectionery	Café	Kovacs	B&B	Café	Kovacs
Old Victorian	Bella Donna Boutique	Van Anrooy	Red Cottage Salon & Spa	Bella Donna Boutique	Van Anrooy-(3)
Farmhouse B&B	Blue Ambience Spa	Shinas	Round-Robin Inn Bed &	Blue Ambience Spa	Shinas (2)
Red Cottage Salon &	British Accents Ltd.	Green Courte	Breakfast	British Accents Ltd.	Green Courte-(21-26)?
Spa	Carriage Trade	Sexton	Scott Family Chiropractic	Carriage Trade	Sexton
Round-Robin Inn Bed	Chmela Fluency Center	Archos	SmokinT's Bar B Que	Chmela Fluency Center	Archos
& Breakfast	Cigars & More	Towner	The Montessori School	Cigars & More	Towner (5)
Scott Family	Cleo Jewelry & Gifts	Kopecky	Wyndham Gardens Hotel	Cleo Jewelry & Gifts	Kopecky (4)
Chiropractic	Country House of Long Grove	Coveny		Country House of Long Grove	Coveny (2)
SmokinT's Bar B Que	Creative Hands	Stoll		Creative Hands	Stoll (2)
The Montessori School	Dakota Expressions	R.O.S.		Dakota Expressions	R.O.S.
Wyndham Gardens	Dandy Things	Pine Tree Mgmt		Dandy Things	Pine Tree Mgmt (4)
Hotel	Dog House of Long Grove	Canavan -		Dog House of Long Grove	Canavan -(Neumann)
	Earth & Spirit	(Neumann)		Earth & Spirit	
	Emporium of Antiques			Emporium of Antiques	
	Enzo & Lucia's Ristorante & Café			Enzo & Lucia's Ristorante & Café	
	European Flower & Gift Market			European Flower & Gift Market	
	Farmside Country Store			Farmside Country Store	
	First Impression Window			First Impression Window	
	Cleaning			Cleaning	
	Glunz Family Winery Tasting			Glunz Family Winery Tasting	
	Room			Room	
	Harper's Attic			Harper's Attic	
	I'd Rather Be Knitting Yarn			I'd Rather Be Knitting Yarn	
	Studio			Studio	
	Irish Boutique			Irish Boutique	
	Little Portraits Photography			Little Portraits Photography	
	Studio			Studio	
	Long Grove Apple Haus			Long Grove Apple Haus	
	Long Grove Audiology			Long Grove Audiology	
	Long Grove Café & Restaurant			Long Grove Café & Restaurant	
	Long Grove Confectionery Co.			Long Grove Confectionery Co.	
	Long Grove Hair Studio			Long Grove Hair Studio	
	Long Grove Performing Arts			Long Grove Performing Arts	
	Academy			Long Grove Performing Arts	

Voting Mix

(Each Group Cast a Vote within its class – Majority within class)

	<p>Long Grove Popcorn Shoppe Long Grove Soap & Candle Co. Lucy & Ethel's Ma & Pa's Candy Mangel Gifts Mel's Marathon Mini Mart Muran Architects, Inc. Nifty 50's Northwest Chiropractic Olivia's Past Paddy's On The Square Potpourri Prairie Smoke Clothing Co. Re/Max Prestige Red Oaks Robin Kroll, Psy. D. Seasons of Long Grove Sweet Whimsy The Artistic Gardener The Back Porch The Keeping Room The Olive Tap Timmy's Sandwiches & Ice Cream Trillium Trio Boutique Victoria's Mexican Grill Viking Treasures Village Tavern Weichert Realtors/McKee R.E. Within Reach Woodland Grove Gallery</p>	<p>Academy Long Grove Popcorn Shoppe Long Grove Soap & Candle Co. Lucy & Ethel's Ma & Pa's Candy Mangel Gifts Mel's Marathon Mini Mart Muran Architects, Inc. Nifty 50's Northwest Chiropractic Olivia's Past Paddy's On The Square Potpourri Prairie Smoke Clothing Co. Re/Max Prestige Red Oaks Robin Kroll, Psy. D. Seasons of Long Grove Sweet Whimsy The Artistic Gardener The Back Porch The Keeping Room The Olive Tap Timmy's Sandwiches & Ice Cream Trillium Trio Boutique Victoria's Mexican Grill Viking Treasures Village Tavern Weichert Realtors/McKee R.E. Within Reach Woodland Grove Gallery</p>	
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Proposed Amendments to the Long Grove Business and Community Partners By-Laws

Presented this day, 21. September 2010

Article IV – Membership – Section 1. Classes of Membership:

(Original wording) The Corporation shall have three classes of members. No members shall hold more than one membership in the Corporation. Except as expressly provided in or authorized by the Articles of Incorporation or By-Laws of this Corporation, all memberships shall have the same rights, privileges, restrictions and conditions.

(Proposed Change) The Corporation shall have three classes of members. ~~No members shall hold more than one membership in the Corporation.~~ Except as expressly provided in or authorized by the Articles of Incorporation or By-Laws of this Corporation, all memberships shall have the same rights, privileges, restrictions and conditions.

Article V – Meetings of Members – Section 5. Voting:

(Original wording) Each member shall be entitled to one vote on each matter submitted to a vote of the members. No fractional votes are permitted. General members shall be entitled to vote thirty (30) days after the General member has paid their dues to the Corporation. Business Property Owners in the Special Service Area shall be entitled to one vote. Business Owners in the Special Service Area shall be entitled to one vote per valid retail or professional office lease.

(Proposed Change) Each member shall be entitled to one vote on each matter submitted to a vote of the members. No fractional votes are permitted. General members shall be entitled to vote thirty (30) days after the General member has paid their dues to the Corporation. Business Property Owners in the Special Service Area shall be entitled to one vote **per valid retail or professional office lease**. Business Owners in the Special Service Area shall be entitled to one vote per valid retail or professional office lease.

Article VII – Committees – Section 3. Executive Committee:

(Original wording) The Executive Committee shall be comprised of seven (7) members: four (4) officers of the Corporation, the Village of Long Grove Liaison representative, the Village Manager of Long Grove and the Executive Director. The Village Manager of Long Grove and the Executive Director will serve as Ex-Officio, non-voting members of the Executive Committee. The Chair of the Board of Directors shall be the Chair of the Executive Committee.

(Proposed Change) The Executive Committee shall be comprised of **nine (9)** members: **five (5)** officers of the Corporation, **two (2)** Village of Long Grove Liaison representatives, the Village Manager of Long Grove and the Executive Director. The Village Manager of Long Grove and the Executive Director will serve as Ex-Officio, non-voting members of the Executive Committee.

The five (5) officers of the Corporation shall be: the Chair of the Board of Directors, **who shall serve as** the Chair of the Executive Committee, **and the Vice Chairman, Secretary,**

At least

Treasurer and Parliamentarian. Two (2) of these five (5) officers shall be property owners and two (2) shall be business owners. The two (2) Village of Long Grove Liaison representatives shall not be property owners nor business owners within the Special Service Area.

(Original wording – no changes) The Executive Committee shall meet in accordance with a schedule adopted by the Committee or as set by the Chair. Each meeting shall be open to attendance by any other Director, provided however, that the Executive Committee may meet in executive session if prior notice is given to all Directors. Executive sessions may be called for matters deemed confidential or sensitive regarding personnel, real estate or private business practices. The Executive Committee shall possess and may exercise all of the powers of the Board of Directors within the established policies of the Board of Directors and within the limitations outlined in Section 2 of these bylaws. The Executive Committee shall keep minutes of its meetings, and all actions taken by the Executive Committee shall be reported to the Board of Directors at the next meeting.

Each member of the Executive Committee shall continue as such until the next Annual meeting of the membership and until his or her successor is appointed, unless such member is removed from the Board of Directors or ceases to qualify as a member.

Ex-Officio members of the Executive Committee shall be bound by the conditions of Section 2 and 7 of Article VI. The Village Manager of Long Grove shall continue to be a Director so long as he or she continues to hold the office from which his or her Ex-Officio status derives, and shall cease to be a Director immediately and automatically upon ceasing to hold such office, without the need for any action by the Corporation or the Board.

Appointments made in the same manner as provided in the case of original appointments may fill vacancies in the Executive Committee.

(Original wording) The majority of the Executive Committee shall constitute a quorum and the majority vote of the Executive Committee members at a meeting at which a quorum is present shall be an act of the Executive Committee.

(Proposed Change) **The attendance of five (5) of the seven (7) voting members of the Executive Committee shall constitute a quorum and must comprise at least one (1) each of a Village of Long Grove Liaison, a property owner and a business owner.** The majority vote of the Executive Committee members at a meeting at which a quorum is present shall be an act of the Executive Committee.

Article VII – Committees – Section 4. Village of Long Grove Liaison Member to Executive Committee:

(Original wording) It is contemplated that the Village of Long Grove will appoint a liaison from the Village Board to serve as a voting member of the Executive Committee.

The Village of Long Grove Liaison Member to the Executive Committee shall continue to be an Executive Committee member so long as he or she continues to hold the office from which his or her Ex-Officio status derives, and shall cease to be an Executive Committee member

immediately and automatically upon ceasing to hold such office, without the need for any action by the Corporation or the Board.

(Proposed Change) It is contemplated that the Village of Long Grove will appoint **two (2) liaisons** from the Village Board to serve as **_ voting members** of the Executive Committee.

The Village of Long Grove Liaison Members to the Executive Committee shall continue to be an Executive Committee member so long as he or she continues to hold the office from which his or her Ex-Officio status derives, and shall cease to be an Executive Committee member immediately and automatically upon ceasing to hold such office, without the need for any action by the Corporation or the Board.

Article VIII – Officers – Section 1. The Officers:

(Original wording) The officers of the Corporation shall be elected annually by the Board of Directors and shall consist of a Chairman, Vice Chairman, Secretary, Treasurer and any such officers and assistant officers as may be deemed necessary.

(Proposed Change) The officers of the Corporation shall be elected annually by the Board of Directors and shall consist of a Chairman, Vice Chairman, Secretary, Treasurer, **Parliamentarian** and any such officers and assistant officers as may be deemed necessary.

Article VIII – Officers – Section 3. Officer Duties:

(Original wording – no changes were made for the 1st paragraph of Section 3. Officer Duties nor for the paragraphs titled, A. thru D.; Chairman, Vice Chairman, Secretary and Treasurer.)

(Original wording) E. Temporary Officers. In case of the absence or disability of any officer of the Corporation and of any person authorized to act in his or her place during such periods of absence or disability, the Chairman may from time to time delegate the powers and duties of such officer to any other officer.

(Proposed Change) E. **Parliamentarian. The Parliamentarian shall be responsible for making sure that the Board follows the correct procedures. They shall maintain a current copy of the bylaws as well as Robert's Rules of Order.**

F. Temporary Officers. In case of the absence or disability of any officer of the Corporation and of any person authorized to act in his or her place during such periods of absence or disability, the Chairman may from time to time delegate the powers and duties of such officer to any other officer.

In Addition:

The By-Laws Committee reminds the Board that the following change was approved in 2009 and needs to be included in the re-writing of the By-Laws in 2010 when distributed to the membership:

Article VII – Committees – Section 1. Number of Committees:

(Original wording) The corporation shall have at least five (5) standing committees, which shall be entitled Promotion, Design, Economic Development, Organization and Marketing. All of the committees shall have two Co-Chairs both of whom shall be members of the Board of Directors of the corporation and shall be responsible for directing and coordinating affairs of the committee. Committee Co-Chairs shall be nominated annually by the Board of Directors.

(Amendment to By-Laws, Approved 11. November 2009) *The Board of Directors, by resolution adopted by a majority of Directors in office, may designate committee assignments based on the best alignment, talents and interests of elected Board members, provided that each committee is Chaired by at least one voting Board member, but not more than two. A designation of voting Board Members called "At Large Directors" may be used to give flexibility to the board in making assignments.*

The By-Laws Committee also reminds the Board:

The LGBCP By-Laws need to be implemented as to the best of the Board's ability. I.e. though certain sections were not re-written, their 'housekeeping' therein needs to be better maintained.

Such as: Article V – Meetings of Members – Section 6. Quorum for Meetings:

"... Voting by proxy shall not be allowed... When a quorum is present, the members will be divided into their respective classes for the purposes of voting. Members in each class will vote as members of their respective classes. The majority vote in that class will determine the vote cast for that class. Each class will receive one vote..."

Also: Article VI – Board of Directors – Section 1. Number, Selection and Term:

"... The term of office for each Director shall be three (3) years, ... one third of the Directors shall be elected at each annual meeting of the members."

These Amendments are proposed to the LGBCP Board of Directors by the By-Laws Committee: June Neumann, Chair; Sarah Yerkes, Bob Stoll, John Kopecky, and Tim Almy. Motion for amendment changes to Article VII, Section 3; presented to the Board of Directors by Bob Stoll, w/a 2nd by John Kopecky, at the 18. May 2010 meeting. Motion for further amendment changes presented to the Board of Directors by John Kopecky, w/a 2nd by Sal Guadagna, at the 15. June 2010 meeting. Presented this 21. September 2010 for passing this proposal by the Board of Directors and to be brought for a vote of the membership at the Annual Meeting in November 2010.

1st Motion: "To increase the Executive Committee by one, for a total of 6 voting members. That one shall be a property owner."

2nd Motion: "To change other parts of the By-Laws to agree with the 1st Motion." (Which the Village Manager, Dave Lothspeich, had requested changed to: "To increase the Executive Committee by two, for a total of 7 voting members. An additional property owner and an additional Village Liaison.")

Saturday 30. October 2010

To all 2010 LGBCP Board of Directors and to all those on the Proposed Slate for the 2011 LGBCP Board of Directors;

As per the request of the 2010 LGBCP Board of Directors at the LGBCP Board of Directors Meeting held on Tuesday, 19. October 2010, a letter was sent out to all Long Grove Business and Community Partners Members respectfully asking them for their consideration to take a position on the 2011 LGBCP Board of Directors.

The letter was hand-delivered to each and every business in town on the morning of Wednesday, 20. October 2010. The letter was snail-mailed to the Associate members whose information appears in the 2010 Long Grove Visitors Guide on Wednesday, 20. October 2010. The letter was snail-mailed to the 18 property owners whose addresses were finally procured on Friday, 22. October 2010.

A new letter was drafted and e-mailed on Wednesday 27. October 2010 to each e-mail address given for the Long Grove Business and Community Partners Members. This was written to give each Long Grove Business and Community Partners Member an additional chance at considering taking a position on the 2011 LGBCP Board of Directors.

Claire Ball responded to the first letter with his intent to be on the 2011 LGBCP Board of Directors.

No one responded to the second letter.

The LGBCP 2010 Nominations Committee has selected a slate of proposed Board members for the number of positions that should be vacated for the year 2011, which are four (4) positions.

Proposed 4 positions for the LGBCP 2011 Board of Directors to be filled by:

Bill Hrsitakos	Business Owner	1 st year of 1 st term
Mary Ann Ullrich	Property Owner/Business Owner	1 st year of 1 st term
Steve Douglas	Property Owner (employee)	1 st year of 1 st term
Claire Ball	Business Owner	1 st year of 1 st term

Respectfully yours,

The LGBCP 2010 Nominations Committee:

June Neumann	Chairperson/Business Owner
Julie Neumann	Property Owner/Business Owner
Lyn Pearson	General member
Nick Seva	Business Owner
John Kopecky	Board Member/Property/Business Owner

FYI: Copies of the letters written on the 19th and 27th of October 2010 follow this letter of 30th October.

P.S. This post-script is written solely by June Neumann, Chairperson, and is not endorsed by the other members of the LGBCP 2010 Nominations Committee.

The LGBCP 2010 Nominations Committee submitted their Proposed Slate of the LGBCP 2011 Board of Directors based upon the assumption that the changes in the LGBCP By-Laws would pass and be in effect for 2011.

The letter of Tuesday, 19. October 2010 contains the full Proposed Slate of the LGBCP 2011 Board of Directors as presented at the 26. October LGBCP Board Meeting. With Claire Ball stepping up to

serve as the 4th new person on the Board of Directors for 2011, an additional member of the 2010 LGBCP Board of Directors must step down. I, June Neumann respectfully ask those who are scheduled to serve their 3rd year of their 2nd term in 2011 to consider being the additional serving Director that needs to step down so that all 4 new persons who have stepped forward can serve on the 2011 LGBCP Board of Directors as per our By-Laws.

The person who steps down for 2011 can be considered for a position on the Board for 2012.

If the By-Law changes are not passed, all 4 new persons can serve on the LGBCP 2011 Board of Directors, without anyone else needing to step down, as there would not be a 2nd L.G. Village Representative (nor would there be the Parliamentarian Position on the Executive Board).

Thank you for your careful consideration.

Sincerely, June Neumann, Chairperson LGBCP 2010 Nominations Committee, 9. November 2010

Wednesday, 27. October 2010

To all Long Grove Business and Community Partners Members;

Last week all of you received a hard copy of a letter from the LGBCP 2010 Nominations Committee that requested your respectful consideration of serving on the 2011 LGBCP Board of Directors.

There are 15 LGBCP Board of Directors.

Two of these 15 positions are filled by Long Grove Village Representatives.

The remaining 13 positions are filled by LGBCP members who are General members, Business Owners or Property Owners.

"One third of the Directors shall be elected at each annual meeting of the members."

$13 \text{ divided by } 3 = 4.33$

Therefore 4 persons must be found each year to serve on the LGBCP Board of Directors.

One may serve on the Board for two consecutive terms of office. A term is 3 years. So, one may serve for a maximum of 6 consecutive years on the LGBCP Board of Directors. After serving your 3rd year of your 2nd term you must go off of the Board for at least one year before you can be considered to serve as a Board of Director again.

The LGBCP 2010 Nominations Committee would like to thank the out-going LGBCP Board of Director members for their time well served:

Sarah Yerkes	Business Owner	served 5 years
Rick Petrocelli	Business Owner	served 4 years
June Neumann	Business Owner	served 1 year
Ami Shah	Property Owner (employee)	served 2 years

The LGBCP 2010 Nominations Committee found 3 persons who stepped up to the challenge and have said that they would serve on the 2011 LGBCP Board of Directors.

They are:

Bill Hrsitakos	Business Owner
Mary Ann Ullrich	Property Owner/Business Owner
Steve Douglas	Property Owner (employee)

Another responded to The LGBCP 2010 Nominations Committee letter sent out on Tuesday, 19. October 2010.

He is:
 Claire Ball Business Owner

The LGBCP 2010 Nominations Committee thanks these 4 people for offering their time to serve on the 2011 LGBCP Board of Directors.

The LGBCP 2010 Nominations Committee is however, contacting all of you again by e-mail to remind you to consider this opportunity of serving your town as a member of the 2011 LGBCP Board of Directors.

If you would desire to serve, please reply to a member of the LGBCP 2010 Nominations Committee by Friday afternoon, 29. October 2010. (Their contact information is below.)

Thank you for your consideration of serving on the 2011 LGBCP Board of Directors.

Sincerely,
 June, Julie, Lyn, Nick and John K. - the LGBCP 2010 Nominations Committee

Below is a copy of the hard-copy-letter which was hand-delivered on 19. October to every business in town and sent by snail-mail to those out of the 4 corner quadrant:

Tuesday, 19. October 2010

To all Long Grove Business and Community Partners Members;

The LGBCP 2010 Nominations Committee hereby respectfully asks your consideration to take a position on the 2011 LGBCP Board of Directors.

As per the LGBCP By-Laws, "One third of the Directors shall be elected at each annual meeting of the members." Four (4) persons therefore must be found to fill these positions on the LGBCP Board of Directors.

The LGBCP Board of Directors meet once each month on the 3rd Tuesday of the month in the evening.

There are five (5) Executive Board Officers (Chairman, Vice Chairman, Secretary, Treasurer and Parliamentarian) There are five (5) Committee Chairs (Promotions, Design, Economic Development, Organization and Marketing) There are three (3) Directors at Large. All of these various positions on the Board of Directors are elected and designated "at the first meeting of the Board of Directors after the Annual meeting." Therefore you are not being asked, in particular, for any given position on the Board of Directors, merely as to if you will serve at some capacity on the Board.

Please give this opportunity your full consideration and contact one of the Nominations Committee members with any questions you may have.

Should you want to be considered for a position on the LGBCP 2011 Board of Directors please contact June Neumann, Chairperson by Tuesday, 26. October 2010.

Store phone: 847-634-1009 e-mail: june@vikingtreasures.com

Thank you on behalf of the LGBCP 2010 Nominations Committee:
 - June Neumann, Chairperson

The LGBCP 2010 Nominations Committee:

June Neumann	Chairperson/Business Owner	847-634-1009
Julie Neumann	Property Owner/Business Owner	847-883-9998
Lyn Pearson	General member	847-634-0430
Nick Seva	Business Owner	847-634-8250
John Kopecky	Board Member/Property/Business Owner	847-634-2292

P.S. If you would want a copy of the By-Laws, in order to better understand the business of the LGBCP Board of Directors, you can request one from the Visitors Center. - J

The current Proposed Slate of the LGBCP 2011 Board of Directors stands as such:
 LGBCP Proposed 2011 Board of Directors:

#. Name	Membership	Serving Term
1. Peg Ball	Business Owner	3rd year of 2nd term
2. Bob Stoll	Property Owner/Business Owner	3rd year of 2nd term
3. Rachel Perkal	Business Owner	3rd year of 2nd term
4. Sal Gudagna	Business Owner	3rd year of 2nd term
5. Jacquie Longeway	Business Owner	3rd year of 2nd term
6. Tobin Fraley	Business Owner	3rd year of 2nd term
7. Karen Krahn	Business Owner	3rd year of 2nd term
8. Tim Almy	Business Owner	2nd year of 1st term
9. Jodi Hutch	Business Owner (employee)	2nd year of 1st term
10. John Kopecky	Property Owner/Business Owner	2nd year of 1st term
11. Bill Hrsitakos	Business Owner	1st year of 1st term
12. Mary Ann Ullrich	Property Owner/Business Owner	1st year of 1st term
13. Steve Douglas	Property Owner (employee)	1st year of 1st term

Ex-Officio Members of the LGBCP 2011 Board of Directors:

#. Name	Membership	Serving Term
14. John Marshall	L.G. Village Representative	Appointed by Village
15. 2nd Long Grove Rep.	L.G. Village Representative	Appointed by Village
Staff. Dave Lothspeich	L.G. Village Manager	L.G. Village Staff
Staff. John Maguire	LGBCP Executive Director	LGBCP Paid Staff

David Lothspeich

From: Long Grove Business & Community Partners [infocenter@longgrove.org]
Sent: Thursday, November 18, 2010 5:13 PM
To: David Lothspeich
Subject: Long Grove Business Newsbriefs November 19, 2010

The Long Grove Business Insider

*Newsbriefs for Members of Long Grove Business & Community Partners,
Neighbors, Officials and Associates*

Invitation to all Long Grove Merchants, Property Owners and Friends

Our holiday season has arrived and we're excited to be launching the new holiday advertising campaign. Whether you bought into our new look or not, all businesses should attend to start "thinking as one," as we start repositioning Long Grove's approach. Please join us:

HOLIDAY KICKOFF MEETING & WORKSHOP MONDAY, NOVEMBER 22ND 8:30- 9:45 AM at The Village Tavern

- **Robin Malpass & Assoc. will show us all the new TV commercials, print products, online content and other tools produced for the campaign.**
- **Instruct everyone about meeting the promises the campaign makes to the customers we're inviting here (hours, gift wrapping, events, contest, etc.)**
- **Learn about sales techniques and "bounce-back" opportunities to capture customer info and get them to return in the near future.**
- **Discuss 1st Quarter marketing strategies and 2011 opportunities that LG Partners and individual businesses should be planning for.**

Other Notes:

- If you did participate in the holiday advertising , please view www.visitlonggrove.com in advance to help us proofread.
- **LGBCP Annual Meeting** - Date, agenda and invitation will be finalized next week. Due to shops staying open later, it will be a breakfast meeting. Hope everyone will attend.
- **Calling Tree** - With shops open after dark, several groups of shops & blocks have begun sharing phone numbers and cell phone contacts, so employees have someone nearby to call if they feel the need.

- **Employee Shopping Discounts** - We will again gather all employee names from the business district and print an ID card that they can use when making purchases from other Member businesses during the month of December. Please provide a list of all employee names to the Visitors Center by November 29th, so we can print & issue cards. Discounts are offered at the discretion & limits of each shop/restaurant

- **All Lights On !** Please look at your building and outside spaces from every angle and try to illuminate as much as you can during the whole winter season. (Also keep them on during the daytime, especially cloudy, gloomy days). Both for safety, atmosphere and business awareness, lighting is a cheap investment.

- **Customer Parking - *Never is convenient parking so important as this time of year!***

To make customer access quick and easy in any weather, always leave the best parking spaces adjacent to buildings open for customers. Owners should enforce these guidelines equally. All employees should be parking in remote areas of parking lots, not blocking any other businesses. Generally, the areas we hear the most complaints about...

No employee parking on the new Archer Road

No employee parking on Historical Lane

No employee parking adjacent to Towner Green

No employee parking in Mill Pond lot or Artistic Gardener lot

A few extra steps is a small sacrifice to make, for the sake of customers who pay our rents!

- **Post Hours** - We are delivering a pre-printed, holiday shop hours flyer. Please post inside and outside your business or if your hours are different, please post your own.

VISITORS INFORMATION CENTER (847) 634-0888

WWW.LONGGROVEONLINE.COM

John Maguire (847) 716-0902

JMAGUIRE@LONGGROVE.ORG

Forward email

✉ SafeUnsubscribe®

This email was sent to dlothspeich@longgrove.net by infocenter@longgrove.org.
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Email Marketing by



Long Grove Historic Village | 307 Old McHenry Road | Long Grove | IL | 60047