



***City of Boiling Spring Lakes***  
9 East Boiling Spring Road  
Boiling Spring Lakes, NC 28461

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**Special Events Committee Meeting**  
**February 25, 2013**  
**6:30 P.M.**

**CALL TO ORDER:**

The regular monthly Special Events Committee Meeting was held at City Hall on February 25, 2013. Chairman Stilwell called the meeting to order at 6:32 p.m.

**ATTENDANCE:**

Mary Stilwell, Chairman  
Michelle Hennessey  
Brittany Harrelson

Elizabeth Snyder  
Melina Trivette (Absent)

**AGENDA APPROVAL:**

A motion was made by Michelle Hennessey and Seconded by Elizabeth Snyder to approve the Agenda as written.

**Motion Carried 3-0**

**MINUTES APPROVAL:**

A motion was made by Elizabeth Snyder and Seconded by Michelle Hennessey to accept the January minutes as written.

**Motion Carried 3-0**

**ANNOUNCEMENTS:**

- A. The March 13, 2013 meeting is very important, everyone needs to be in attendance.

## **OLD BUSINESS:**

### **A. Banners**

Melina will have the information for the banners at the next meeting.

### **B. Sound System**

Commissioner Charlie Carroll is going to contact the parks and recreation department, and inquire about an old sound system.

### **C. Sponsor Letters**

Brittany Harrelson, BSL Staff was asked to take a picture of the box for Chairman Stilwell to send out with her thank you letters.

### **D. Spring Bike Run**

#### **a. Scholarship**

The Mitch Prince Law Enforcement Scholarship Fund will be the theme of the Spring Bike Run, and Battle of the Bands. Also Pepperoni Grill is doing a fundraiser that will also contribute to the fund. This scholarship will be for present and future police officers of Boiling Spring Lakes, NC.

#### **b. Food**

The food for the Spring Bike Run will consist of hamburgers, chips, cookies, beans, and drinks. Melina Trivette will be working on this until the next meeting.

#### **c. Volunteers**

Michelle Hennessey is going to contact the JROTC at the high school and see if they will be able to provide help, and also a color guard for the event. The JRTOC volunteers that are helping set up need to be there by 8:30 a.m. and the Color Guard will need to be there around 9:45 a.m.

#### **d. Flyers**

Michelle Hennessey is going to prepare a flyer for the bike run, and community fun day. Mary Stilwell will disperse the flyers to the rest of the committee and they will flag them around the entire county, all the way in to New Hanover County. Member Elizabeth Snyder added that she will hit the main bike places in Wilmington, that way we can achieve maximum attendance for the event.

#### **e. Trophy**

Melina Trivette will have the information for the trophy at the next meeting.

## **E. Fun Day**

The theme for Community Fun day this year will be Support Our Troops. More planning for the Community Fun Day will continue at the next meeting. Chairman Stilwell also added that they are looking in to using a different way to mark vendor spots this year, as they were told last year the paint would wash away, and it did not.

### **a. Vendor Letters**

Elizabeth Snyder will be getting the vendor letters ready, and as the flyers are passed around for the Spring Bike Run they will also encourage vendors to come out and be a part of Fun Day. Mary Stilwell would like to state that she has already had five spots claimed for the day of the event. She will set a deadline that vendors need to confirm by two weeks prior to the event. That deadline will be April 26, 2013.

### **b. Entertainment**

Mary Stilwell is going to talk to Bill Clark about having the Marine Band come out and perform but that is still in the works. Melina was asked to have a list of entertainment prospects prepared at the next meeting.

## **NEW BUSINESS:**

### **A. New Budget**

Mary Stilwell had a meeting with the City Manager, and she has asked for the change in budget discussed at the previous Special Events Meeting.

## **PUBLIC COMMENTS:**

No public in attendance

## **ADJOURNMENT:**

Elizabeth Snyder made a motion to adjourn and Seconded by Michelle Hennessey. The meeting was adjourned at 7:28 p.m.

## **Motion Carried 3-0**

Respectfully submitted by  
Brittany Harrelson