



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

Maggie Della Badia • 910.845.2614 • Fax: 910.845.2040 • E-mail: mdellabadia@cityofbsl.org

**Special Events Committee Meeting
February 18, 2014
6:00 P.M.**

I. CALL TO ORDER:

The regular monthly Special Events Committee Meeting was held at City Hall on February 18, 2014. Chairman Michelle Hennessy called the meeting to order at 6:00 p.m.

ATTENDANCE:

Michelle Hennessy, Chairman
Karen Johnson ~ Absent
Elizabeth Snyder

Melina Trivette
Barbara Glidden, Commissioner Liaison
Maggie Della Badia, Admin Assistant

II. MINUTES APPROVAL:

Michelle Hennessy requested two changes to the minutes ~
The date for the Spring Fling at the Lakes will be May 10th instead of May 3rd for 2014.
The proceeds from the Spring Bicycle Run will go to the Southport/Oak Island Cougar Family, listed as Booster Club in the January Minutes.

A motion was made by Elizabeth Snyder and Seconded by Melina Trivette to accept the January 8, 2014 minutes with changes.

Motion Carried 3-0

III. ANNOUNCEMENTS: No announcements

IV. PUBLIC COMMENT:

Members of Community Appearance Commission attended this meeting. They had questions about the Spring Fling at the Lakes. Ann Hollingsworth of the Community Appearance Commission explained she appreciates the Special Events Committee having a vendor tent for them. They are the first vendor signed up for the event.

V. NEW BUSINESS:

A. Sponsor Letters

The letters have been mailed out.

B. The Spring 2014 Bicycle Run

Food ~ The Committee is working on getting pizza set up.

Route ~ The Committee will contact stops and Mary Green to see if the park is available.
The Committee will need volunteers for the stops at Alton Lennon, The Lakes Golf Course. Commissioner Glidden volunteered.

Door Prizes ~ Each member will work on getting door prizes.

Flyers ~ Michelle Hennessey had a sample flyer and will complete it when all the details are finalized.

Opening Ceremony ~ There will be a greeting to start the event.

1st and Last Place Prize ~ Prizes will be two hundred dollars and one hundred dollars.

50/50 ~ There will be no 50/50, but possibly a raffle.

Media ~ Karen Johnson is in charge of media.

Banner ~ The Committee will order a new banner for this event and for the Spring Fling at the Lakes.

A motion was made by Elizabeth Snyder and seconded by Melina Trivette to purchase a banner for the Spring Bicycle Run and Spring Fling at the Lakes.

Motion Carried 3-0

The Committee discussed raising the entry fee to eight dollars for adults and five dollars for children twelve and under. Ages two and under are free.. This includes lunch and registration fee.

A motion was made by Elizabeth Snyder and seconded by Melina Trivette to make the entry fee eight dollars for adults, five dollars for children twelve and under, two and under free. This includes the entry fee and lunch.

Motion Carried 3-0

The Committee will make signs to be cautious of riders.

C. Spring Fling at the Lakes

Banner ~ The Committee will purchase a new banner for this event.

Vendors ~ Elizabeth Snyder will get letters ready to go out to vendors by the March meeting.

A motion was made by Elizabeth Snyder and Seconded by Melina Trivette to address the envelopes to vendors by label instead of handwritten.

Motion Carried 3-0

Wings Cook Off ~ Michelle Hennessey and Melina Trivette will research other cook off events. The committee will look into what kind of permits they may need. They will work on a registration form. They will decide on a monetary prize and for how many places. There will be a fee to participate in tasting the wings. There will also be other food choices available.

Kayak ~ The Fire Department will be at the event for the kayak race.

Car Show ~ Michelle Hennessey will check with the car club to see if they are available to attend the event.

Media ~ Karen Johnson is in charge of media.

Entertainment ~ Committee will look into the cost of a magician. They will ask Dennis Walton if he is available to provide music for the event.

A motion was made by Elizabeth Snyder and seconded by Melina Trivette to have Dennis Walton DJ the Bicycle Run and the Spring Fling.

Motion Carried 3-0

VII. ADJOURNMENT:

A motion was made by Elizabeth Snyder and seconded by Melina Trivette to adjourn the meeting.

Motion Carried 3-0

The meeting adjourned at 7:05 p.m.

The next meeting will be held March 5, 2014 at 6:00 p.m.

**Respectfully submitted by,
Maggie Della Badia ~ Administrative Assistant**