



## ***City of Boiling Spring Lakes***

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Boiling Spring Lakes, NC 28461

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### **Special Events Committee Meeting Minutes October 8, 2014 at 6:00 P.M. City Hall**

**ATTENDANCE ~** Michelle Hennessy, Chairman,  
Melina Trivette, Karen Johnson (late), Elizabeth Snyder

**ABSENT ~** none

**COMMISSIONER LIAISON:** Barbara Glidden

**STAFF:** Pamela Bellina, Administrative Assistant

Prior to calling the meeting to order, Chairman Michelle Hennessey presented the City of Boiling Spring Lakes Police Department and Fire Department with their share of the proceeds from the BBQ Plate sale held in lieu of the 9/11 Motorcycle Run which had been cancelled because of the weather forecast.

**I. CALL TO ORDER ~** The regular monthly Special Events Committee Meeting was held at City Hall on October 8, 2014. Chairman Michelle Hennessy called the meeting to order at 6:15 p.m.

**II. APPROVAL OF AGENDA ~** A motion was made by Melina Trivette and seconded by Elizabeth Snyder to approve the agenda as presented.

**Motion Carried 3-0**

**III. APPROVAL OF MINUTES ~** A motion was made by Elizabeth Snyder and seconded by Melina Trivette to accept the September 10, 2014 minutes as written.

**Motion Carried 3-0**

**IV. ANNOUNCEMENTS**

VFW Horseshoe Tournament is on the October 11<sup>th</sup> and the Committee planned to meet at the event.

There is a yard sale this weekend on Lumberton Road the proceeds of which will be donated to a 6 year old boy who has been diagnosed with a glioma tumor. The person having the yard sale is also accepting donations of items to be sold.

## **V. OLD BUSINESS**

### **A. 9/11 Memorial Bike Run ~**

The event was cancelled due to the weather forecast but the Committee held a BBQ Plate sale which raised \$934. Prior to this meeting, Chairman Hennessey presented the Boiling Spring Lakes Police Department and Fire Department with checks representing the proceeds of the sale. Michelle stated that the Committee will no longer cancel an event the day before because of weather but will wait until the day of the event.

### **B. Fall Festival / Haunted Hayride ~ October 18, 2014**

Michelle Hennessey reviewed with the Committee what she had purchased for the event: 1,000 pieces of candy, glow sticks, hoola hoops, balls for the cauldron game, decorations and other items. She had a lot of paper towel rolls to decorate to be used as markers along the trail and between the scenes. Elizabeth Snyder stated she had to work on the costumes and paper towel markers. Michelle mentioned that a lot of items in storage were destroyed because of bugs and mice. The Committee discussed the games from previous years as well as the new games for this year and what was to be purchased and/or prepared for those games. There will also be tattoos and face painting. Michelle Hennessey stated she knew of someone's daughter who is taking cosmetology at Cape Fear College who has offered to do the face painting. The Committee will be making approximately 5 or 6 dozen cupcakes for the cupcake walk game and Elizabeth inquired about bringing the Ghost Game. There will be a fortune teller and the cauldron game which Karen Johnson has the cauldrons and Michelle Hennessey has the little heads. The Committee also discussed the ROTC's presence at the festival.

Michelle Hennessey advised the following: Chief Shirley will be getting tables, chairs and lights. Commissioner Putnam advised he cannot judge the costume contest as he has a prior commitment but Bill Murphy, the new City Engineer gladly accepted the invitation to judge and Elizabeth will be asking Sheriff Ingram if he can participate. Michelle asked Pamela Bellina, Administrative Assistant to be a judge and she accepted. The Committee will be making approximately 5 or 6 dozen cupcakes for the cupcake walk game.

Shopping for the event will take place on Friday the 17<sup>th</sup>. The Committee discussed the shopping list as well as the recipe and ideas for Tacos in a Bag.

The Committee also discussed the number of scenes they had commitments for and how many more they anticipate. They discussed the ad for the newspaper and the time to meet as well as the signs to put out roadside some of which may need to be repainted. Commissioner Glidden offered that Herb could fix the signs to state the day instead of last year's date.

Karen Johnson discussed placing the ad for next week, invoicing of the ad, confirmed her husband has the sound system and that she had the sucker pool sign from last year. Elizabeth confirmed she had the paint that coordinates with the sign. Karen also stated she has the cauldrons and the material for the game.

The Committee discussed setting up a Workshop which was set for October 12<sup>th</sup> at 11 AM at Elizabeth's house.

The Committee also discussed cleaning out the storage unit and what to do with the old games –donate or junk them. Michelle Hennessey will speak with Mary Green to see if Parks and Recreation would like to have them.

## **VI. NEW BUSINESS**

### **A. 1<sup>st</sup> Annual Christmas Tree Lighting ~ December 6, 2014**

The Committee discussed the Christmas tree they plan to purchase and where to have it planted. They also discussed the Christmas Flotilla / Chili dinner idea that Parks and Recreation wanted to partner on as stated at the last Board of Commissioner's meeting. The Committee discussed the idea of combining the tree lighting with a Christmas flotilla. The discussion was centered around where the Christmas tree would be planted if the two Committees partnered on the event. Michelle stated the original idea was to plant the tree at City Hall / Police Station but if the events were to be combined, consideration would have to be given to plant the tree at Alton Lennon Park and Special Events would need to get permission from Parks and Recreation to plant the tree. It was also discussed whether there was electricity at the park to light the tree at Christmas and where in the park the tree could be planted. Commissioner Glidden mentioned parking is limited there and thought that since the flotilla would start at the boat launch, that boat trailer parking might be take up most of the room. Karen Johnson suggested the boats launch prior to the event and Michelle Hennessey suggested the Committees request help from the police or fire department to direct the parking which would allow cars to be strategically parked. Commissioner Glidden remembers from flotillas in the past that crowds gathered at the boat launch at Alton Lennon Park, an area on East Boiling Spring Road but the majority of people were at the golf course. Elizabeth Snyder mentioned coordinating the tree lighting with the Fire Department's Santa Parade but Michelle Hennessey reminded her that the parade was later in the month, closer to Christmas. Melina Trivette commented that this year may not be feasible to coordinate the two events as there was only two months to plan. Commissioner Glidden suggested the Committee meet with Bob Stanley of Parks & Recreation to inquire how far along they were in their plans to get the flotilla event ready by the 6<sup>th</sup>. Karen Johnson suggested lighting a smaller tree at the boat launch but hosting their event as planned and lighting the inaugural planted tree at City Hall. Michelle Hennessey suggested a golf cart flotilla and Commissioner Glidden suggested a 4<sup>th</sup> of July flotilla since there are no other events for that holiday. Michelle Hennessey will speak with Bob Stanley as to what their plan is for the Christmas flotilla.

The Committee then discussed where to plant the tree at City Hall and different areas were contemplated. Commissioner Glidden suggested asking the Community Appearance Commission to help decorate the tree.

**VII. PUBLIC COMMENT** ~ There was no public comment.

**VIII. ADJOURNMENT**

A Motion was made by Karen Johnson and seconded by Melina Trivette to adjourn the meeting at 7:10 PM.

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Respectfully submitted ~ Pamela Bellina, Administrative Assistant