



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

9 East Boiling Spring Road  
Boiling Spring Lakes, NC 28461

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### **Special Events Committee Meeting Minutes March 11, 2015 6:00 P.M.**

**ATTENDANCE ~** Michelle Hennessy, Chairman, Karen Johnson, Elizabeth Snyder,  
Amanda Creel

**ABSENT ~** Melina Trivette

**COMMISSIONER LIAISON:** Barbara Glidden

**STAFF:** Pamela Bellina, Administrative Assistant

#### **I. CALL TO ORDER**

The regular monthly Special Events Committee Meeting was held at City Hall on March 11, 2015. Chairman Michelle Hennessy called the meeting to order at 6:02 p.m.

#### **II. APPROVAL OF AGENDA**

Michelle Hennessey requested to add to New Business: A. Fiscal Year 2015/2016 Budget

A motion was made by Karen Johnson and seconded by Elizabeth Snyder to approve the agenda as amended.

**Vote: 4 - 0 ~ Motion Carried**

#### **III. APPROVAL OF MINUTES**

A motion was made by Elizabeth Snyder and seconded by Karen Johnson to accept the February 11, 2015 minutes as written.

**Vote: 4 - 0 ~ Motion Carried**

#### **IV. ANNOUNCEMENTS**

Elizabeth Snyder announced a follow-up to her previous announcement last month that she will not have to resign from the Committee and will be staying on.

#### **V. OLD BUSINESS**

##### **a. Mission Statement**

Michelle Hennessey suggested a paragraph in the beginning of the Mission Statement stating what the actual mission is of the Committee aside from the event held such as bring the community together, raise funds for various organizations within the community, wholesome family fun events. Commissioner Glidden suggested not listing the actual events in case an event could not be held that year or if the Committee wanted to add an event. She suggested wording such as: numerous events held during the year to incorporate the community. The Committee discussed the Mission Statement wording for the website as well as the wording for the Special Events Ordinance. Michelle advised it costs money to change the Ordinance whereas the website description can be changed at any time to include or remove events. She suggested wording: “numerous events such as” and include the events but it would not limit the events to just those listed. Karen Johnson stated she would incorporate the words “such as” in the Ordinance description but keep the actual events with more description for the website.

The Committee also discussed adding pictures of the events to the Special Events page on the website. The pictures can only be “scene” type pictures of the event and not of individuals unless Releases are signed. Michelle Hennessey suggested pictures from their Facebook page be used.

##### **b. Holiday Tree**

Michelle was waiting on an update from Ernie on the tree. Karen Johnson suggested a holly tree which grows in the shape of a cone, like a Christmas tree, and stays green all year and has red berries. The leaves are softer and not prickly.

##### **c. Spring Bicycle Run ~ new date April 18, 2015**

Elizabeth Snyder stated the event last year was 2 hours. Registration will start at 9:00 AM, the bicycle ride will start at 10:00 AM. Michelle has emailed Chief Shirley, Mayor Caster, Chief Grace and Mary Green. Mary Green had advised all of the dates were good with her. Chief Grace stated he will advise the EMTs of the event so they will be aware.

The date needed to be changed for the Bicycle Run because it conflicted with Parks and Recreation Camp Registration.

A Motion was made by Karen Johnson and seconded by Elizabeth Snyder to change the date of the Spring Bicycle Run from April 11, 2015 to April 18, 2015.

**Vote: 4 – 0; Motion Carried**

Amanda Creel stated she spoke with Papa John's and they will provide the pizzas for \$6.75 each. The pizzas can be picked up which is easier or they can deliver but the delivery drivers will have to be tipped.

Michelle stated she will be posted at Spring Lake Park, Commission Glidden volunteered to be at Alton Lennon Park and Karen Johnson will be at the golf course, Elizabeth Snyder will lead the ride with her truck. Michelle would like the fruit and water to be at the stations early. Karen Johnson will speak with the bicycle person from last year. Elizabeth Snyder will make four more signs. Commissioner Glidden stated the event signs can go out on April 11<sup>th</sup>. Karen still has the route signs from last year. Registration will be at 9:00 AM with coffee, donuts and granola bars, 10:00 AM will be the bicycle prayer and the National Anthem will be sung, Mayor Caster is set to speak, Chief Shirley or one of the officers will speak about riding safety, the bicycle man will speak about bicycle safety, the riders will then head out and come back to Spring Lake Park for pizza. The route will stay the same as last year and a route map will be created. Elizabeth will send out the sponsor letters. Sponsor letters are provided to local businesses to be displayed and a request is made for a door prize. The proceeds of this year's event will go to The Seabee Veterans of America. The event banner will be displayed on April 4<sup>th</sup>. A workshop was planned for the Bicycle Ride and Spring Fling events for April 12 at 11:00 AM at Michelle Hennessey's house.

**d. Spring Fling ~ May 2, 2015**

The Committee planned to attend the chili cook-off in Southport to meet the vendors at that event. Elizabeth and Karen will put together the packets to hand out to vendors.

A Motion was made by Amanda Creel and seconded by Karen Johnson to approve the vendor letter for the event.

**Vote: 4 – 0; Motion Carried**

The Committee members discussed changes to the vendor letter. The members discussed taking out "formerly known as Fun Day" and to change Pine Drive to Pine Road.

A Motion was made by Elizabeth Snyder and seconded by Amanda Creel to accept the vendor letter with the changes noted above.

**Vote: 4 – 0; Motion Carried**

Elizabeth Snyder knows someone involved with the Mustang Club and will inquire if they can attend the event. The Committee also discussed vendors for funnel cakes and boiled peanuts. The Committee also anticipates Sunset Slush, Banana Boat, kayak and paddle board vendors to be at the event.

The members discussed what type of cook-off to have at the event. The members were in agreement that wings were too expensive and decided on barbeque.

A Motion was made by Elizabeth Snyder and seconded by Amanda Creel to have a barbeque cook-off for the Spring Fling event.

**Vote: 4 – 0; Motion Carried**

Michelle stated Chief Grace will have water rescue available for that event. Shopping for the Spring Fling will be on April 17<sup>th</sup>. Bill Clark will ask the Marine Band to participate at the event. Some of the games for the event discussed were: toilet roll toss, an inflatable ride/game, the bowling game and corn hole toss. The Library and the Community Appearance committees requested booths at the event.

## **VI. NEW BUSINESS**

### **a. Fiscal Year 2015/2016 Budget**

The Committee members discussed at length the funds spent on the events from last year, the funds remaining in the donation fund, and the funds remaining in the budget. The members also discussed what happens with the budget when an event gets cancelled. Michelle has asked Karen Thompson, Finance Director, to double check the numbers with respect to the Bike Run as funds were given back because that event was cancelled. Michelle also explained to the Committee that if the remaining funds in the budget for Special Events were not used by the end of this fiscal year, the funds will be returned back to the City's General Fund.

A Motion was made by Elizabeth Snyder and seconded by Karen Johnson to increase the budget by \$200 for the Haunted Hayride / Fall Festival. All other budgeted events to stay the same.

**Vote: 4 – 0; Motion Carried**

The Committee also discussed purchasing shirts with the City logo and their names. The Committee asked Pamela to provide the information of which screen printer the City uses.

## **VII. PUBLIC COMMENT**

None.

## **VIII. NEXT MEETING AGENDA ITEMS**

Special Events Mission Statement and Ordinance  
Holiday Tree  
Spring Bicycle Run – finalize  
Spring Fling  
Fiscal Year 2015-2016 Budget

## **VIII. ADJOURNMENT**

A Motion was made by Elizabeth Snyder and seconded by Karen Johnson to adjourn the meeting at 7:17 PM.

**Vote: 4 – 0; Motion Carried**

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Respectfully submitted,

Pamela Bellina, Administrative Assistant