



City of Boiling Spring Lakes

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

Special Events Committee Meeting Minutes October 14, 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

PUBLIC: Kathleen Caric, 973 Eden Road

I. CALL TO ORDER

The regular monthly Special Events Committee Meeting was held at City Hall on October 14, 2015. Chairman Michelle Hennessy called the meeting to order at 6:03 p.m.

II. APPROVAL OF AGENDA

A motion was made by Karen Johnson and seconded by Amanda Creel to approve the agenda as written.

Vote: 4 - 0

III. APPROVAL OF MINUTES

A motion was made by Elizabeth Snyder and seconded by Amanda Creel to accept the September 9, 2015 minutes as written.

Vote: 4 - 0

IV. PUBLIC COMMENT ~ none.

V. OLD BUSINESS

a. 9/11 Memorial Bike Run

Michelle Hennessey advised that she presented the Boiling Spring Lakes Police Department and Fire Department with a check in the amount of \$368 each at the Board of Commissioners' meeting on October 6th.

b. Fall Festival ~ Haunted Hayride ~ October 17, 2015

Michelle advised that the Committee members have picked up the games and decorations from the storage unit but there were still more items to pick up. Elizabeth will go to the storage unit on Saturday to pick up the remaining items. Michelle will call Ernie to ask if he can bring the coffins over as they are extremely heavy. Ernie will have two trailers available for the hayride.

Michelle advised that the flyers were out and the advertising has been in the paper. They still needed a prize for the adult costume contest. Michelle was going to ask Ian for a gift card or they can present the winner with a Halloween bag of candy and \$20 cash. The Committee still needs one more person to judge the costume contest. They currently have David Ruth, the middle school Principal and Mrs. C, Town Creek Principal. Judge Lewis is unavailable to judge as she is on trial in another county.

The members will go shopping for the food on Thursday and Karen advised there were still some hotdogs left from the motorcycle run which can be used if needed. Michelle will get the taco ingredients to Commissioner Glidden to prepare for the event. The Committee members will be making cupcakes for the event also.

The games will be: a bouncy house, the bowling game, dart balloon game, suckers game, corn hole toss, witches hat ring toss, fortune teller, the cauldron game and hula hoops. Michelle purchased 4,000 pieces of candy for the games, 2 boxes of prizes and 100 glow sticks.

Kathleen Caric, 973 Eden Road, stated she will be doing two scenes for the event and when the members stated they had coffins she could use, she said she could maybe do another scene. Ernie Siriani will be doing a scene as well as some others.

Michelle has asked the police department and fire department for tables and chairs. The members will get to the event around 8 AM to start decorating and then return around 3 PM to host the event. The members discussed having tickets for the volunteers at the event to receive free tacos in a bag.

VI. NEW BUSINESS

a. Annual Christmas Tree Lighting ~ December 5, 2015

The Fire Department will join the festivities and have their Santa fire truck ride on the same night. Dennis Walton will deejay. The members will decorate the Christmas tree the Saturday before the event.

The Committee discussed placing a ¼ page ad in the State Port Pilot holiday insert. The fee is \$165 for a ¼ page ad with a free listing in the directory. The budget for the tree lighting event was discussed and what purchases were needed. Because of the advertising rate and the other items needed, the members decided to use the proceeds from the Mayor's Cup to pay for the advertising.

A Motion was made by Elizabeth Snyder and seconded by Karen Johnson to purchase a ¼ page ad in the State Port Pilot holiday insert for \$165 and payment for same would come from the funds raised from the Mayor's Golf Tournament.

Vote: 4 – 0

Michelle will work on the flyer and get it to Karen Johnson so she can place the ad. The Committee further discussed the decorations and getting a photographer for the event. Michelle will purchase some crafting projects from Oriental Trading for the children. Kathleen Caric advised her husband took up photography in school and would be happy to be the photographer for the event. The members discussed purchasing an ink cartridge so the pictures with Santa could be printed. Commissioner Glidden will ask Jeff Repp if the Committee could use City Hall for the event. Pamela mentioned to the members that the Library Commission discussed at their meeting Monday night they were interested in doing story time during the tree lighting event. The Special Events members were very interested in the Library Commission having story time at the event. Commissioner Glidden provided Michelle with Frances Thomas's phone number, the chairperson of the Library Commission.

b. 2016 Event Schedule

The members agreed to table this matter until the November meeting but will in the meantime attempt to find event dates for the surrounding areas.

VII. ANNOUNCEMENTS

The November meeting falls on Veterans Day. The Committee members chose November 5th at 6:00 PM as their next meeting date.

Michelle Hennessey announced she will be a Grandmother in June.

Michelle asked Kathleen Caric if she would consider joining the Committee as they will have an opening soon.

VIII. NEXT MEETING AGENDA ITEMS

Annual Christmas Tree Lighting
2016 Event Schedule

VIII. ADJOURNMENT

A Motion was made by Elizabeth Snyder and seconded by Amanda Creel to adjourn the meeting at 6:57 PM.

Vote: 4 – 0

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Respectfully submitted,

Pamela Bellina
Administrative Assistant