



City of Boiling Spring Lakes

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

Special Events Committee Meeting Minutes November 5, 2015 6:00 P.M.

ATTENDANCE: Michelle Hennessy, Chairman, Karen Johnson, Elizabeth Snyder, Amanda Creel, Kathleen Caric

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 November 5, 2015. Chairman Michelle Hennessy called the meeting to order at 6:01 p.m.

II. APPROVAL OF AGENDA

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

Vote: 5 - 0

III. APPROVAL OF MINUTES

A motion was made by Elizabeth Snyder and seconded by Karen Johnson to accept the October 14, 2015 minutes as written.

Vote: 5 - 0

IV. PUBLIC COMMENT ~ none

V. OLD BUSINESS

a. Haunted Hayride ~ Fall Festival

Michelle Hennessey reported there were 300 riders this year for the Haunted Hayride and the committee sold \$269 in food: tacos in a bag, chips, soda, water and hot chocolate. Michelle

and Elizabeth went to the Halloween store the day after Halloween to purchase items for next year's event as decided at the previous meeting. The items were purchased with the funds from the food sale. The total amount spent was \$80 and Michelle may purchase a few more Halloween items from the catalogue where she was purchasing the Christmas crafts from.

Elizabeth suggested for next year having Dennis Walton do the music for the cakewalk. Also, it is very important the person monitoring the dart game keep track of the darts. It was also discussed to have glow in the dark bracelets for the JROTC and people working in the woods to keep track of who should be in the woods during the event.

b. Annual Christmas Tree Lighting ~ December 5, 2015

Tim and Melissa DeBruhl from the Boiling Spring Lakes Fire Department were in attendance at the meeting as were Frances Thomas and Tammy Sollenberger of the Library Commission. Michelle Hennessey explained what their Annual Tree Lighting event entails and asked how they would like to collaborate.

The Fire Department would like to combine their Santa Fire Truck Parade with the Annual Tree Lighting. They would like to have Santa leave from City Hall, parade around town and then return to City Hall in enough time for the tree lighting. Children will get to ride on the fire trucks. The Fire Department will provide Santa for the event along with a gazebo and backdrop and all the decorations they normally use for their event. The Fire Department will also provide gifts for all of the children and candy canes. The committee members explained that one of the crafts they have for the children is cookie decorating and Melissa DeBruhl said she would speak with the BSL Fire Department Ladies Auxiliary to help make some of the cookies. The other crafts for the children will be gift bags to color and bring their crafts and treats home, color their own letter to Santa and decorate a snowman picture frame. Michelle found snowman picture frames the children can decorate for their picture with Santa. Kathleen's husband will be taking the pictures. Kathleen advised the ink cartridge she would need costs approximately \$40 and she would need photo paper too.

A Motion was made by Elizabeth Snyder and seconded by Amanda Creel to purchase an ink cartridge and photo paper for the pictures with Santa.

Vote: 5 – 0

The Library Commission stated they would like to have story time for the children at the event. Frances has an electric fireplace she would like to bring and have decorated for the event and the children can gather around for Christmas stories.

The Special Events Committee agreed to have a CD player playing Christmas music which can be turned down during story time.

The Special Events Committee has agreed to help the Boiling Spring Lakes Fire Department sell Christmas trees the night of their annual dinner.

VI. NEW BUSINESS

- a. 2016 Event Schedule** ~ has been tabled to the December meeting.

VII. ANNOUNCEMENTS

Michelle advised Melina Trivette's brother in law, Joey Trivette, passed away yesterday and thought the Committee could do something for the family whom has always been big supporters of the events held by the Special Events Committee. Joey Trivette played at the Battle of the Bands event this past June and was so happy to be playing at the event. The members discussed in lieu of adopting a family in need at Christmas, the Special Events Committee would like to make a monetary donation to the Trivette family using the funds from the Mayor's Cup Golf Tournament to fund the donation which will help the family with medical bills and funeral arrangements.

A Motion was made by Elizabeth Snyder and seconded by Amanda Creel to make a \$300 donation to the Trivette family from the Special Events Committee which donation will come from the funds raised at the Mayor's Cup Golf Tournament event.

Vote 5 – 0

Commissioner Glidden announced it was her pleasure to be Liaison for the Committee for the past two years and offered to volunteer at any of the events held by Special Events.

VIII. NEXT MEETING AGENDA ITEMS

2016 Event planning

VIII. ADJOURNMENT

A Motion was made by Amanda Creel and seconded by Elizabeth Snyder to adjourn the meeting at 7:10 PM.

Vote: 5 – 0

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Respectfully submitted,

Pamela Bellina  
Administrative Assistant