



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

9 East Boiling Spring Road  
Boiling Spring Lakes, NC 28461

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### **Special Events Committee Meeting Minutes**

**April 8, 2015**

**6:00 P.M.**

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

**ABSENT ~** none

**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 April 8, 2015. Chairman Michelle Hennessy called the meeting to order at 6:00 p.m.

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

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

**Vote: 5 – 0; Motion Carried**

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

A motion was made by Karen Johnson and seconded by Amanda Creel to accept the March 11, 2015 minutes as written.

**Vote: 5 – 0; Motion Carried**

#### **IV. ANNOUNCEMENTS**

None.

## **V. OLD BUSINESS**

### **a. Mission Statement / Ordinance**

As per the discussion at the last meeting, Karen Johnson updated and revised the Special Events Mission Statement on the City's website and the Special Events Ordinance. Karen explained the wording she added to the Ordinance which stated "proceeds raised would be donated to community non-profit organizations." Karen was unsure whether that should or should not be added to the Ordinance or to the Mission Statement. Michelle Hennessey stated that Special Events does not take in more money than it spends so "proceeds" might not be the correct word. The Committee members discussed other wording options such as "to benefit" or "to support and benefit," or "all funds raised" instead of proceeds. Commissioner Glidden followed up with "all events which support the community are approved by the Board of Commissioners."

A Motion was made by Elizabeth Snyder and seconded by Melina Trivette to approve the Special Event's Mission Statement and Ordinance with the changes discussed.

**Vote: 5 – 0; Motion Carried**

### **b. Holiday Tree**

Michelle Hennessey asked if one of the Committee members could research the purchase of a new Holiday tree. Elizabeth Snyder volunteered. Melina asked if anyone had contacted the nursery by the school. Commissioner Glidden suggested advising whichever nursery the purchase will be made that the tree will be for the City of Boiling Spring Lakes and they will be given recognition. Michelle suggested purchasing a tree at least 6 feet tall. The Committee discussed Leyland Cypress trees but a member had been advised that there were health issues with that tree. The Committee also discussed getting a warranty for the tree. The Special Events Committee discussed holding a special meeting to vote on the purchase of the tree if the timing of the purchase requires it. Notice will be posted of the special meeting.

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

Michelle updated the following event items: Dennis Walton will be playing, the same Pastor as last year will say the prayer, Steve at the Golf Course is ready for the event, Mayor Caster will be present to speak, Amanda will follow up with Papa John's about the pizza, and Kaitlyn will sing the National Anthem. Melina volunteered to cut the fruit. Commissioner Glidden will procure the ice. Michelle advised that shopping for the event will take place on the 17<sup>th</sup>. The Committee discussed the bicycle company which was at last year's event. They had called and left three messages and had driven by, but the business had been closed and the owner had not returned any of their calls. Melina offered to stop by on Friday to speak with him.

Michelle advised that the Spring Bicycle Run may not be well attended this year because it will be held opposite Town Creek's opening day baseball. She asked the Committee members to think about changing the Spring event next year to celebrating Earth Day. For starters, they

would ask if the Garden Club could attend and if Jerry Wolf could bring rain barrels. Michelle knew Melina had participated in many Earth Day events and asked if she could suggest more ideas. Karen reminded the Committee they had a workshop on April 12<sup>th</sup> at 11 AM to make signs for the bike ride event.

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

Karen Johnson noted that this event will also be opposite another event which takes place in Southport and the kayak company had a conflict but will let the Committee know next Wednesday whether they will be able to participate. The members discussed who they could contact if needed and agreed to speak with Mary Green. Michelle also stated that because of yet another event in Southport, they will not be able to get the car show people to participate. Dennis Walton will be playing at Spring Fling. Elizabeth suggested putting a note on their Facebook page asking if someone has a special talent they would like to showcase at the event. The Amvets will participate and the VFW Men's Auxiliary will be selling hot dogs, there will be a Tupperware vendor, along with the Appearance Committee and Library Committee. There will be a new local craft vendor, Pine Flowers, which makes decorative items from pine cones. Melina asked about the JROTC attending; Michelle will contact them. Melina will call the vendor for the bouncy house/slide. Michelle will contact the new person who handles Thor, the Canon. The members discussed trying to find a new funnel cake vendor. For entertainment, Karen suggested asking local dance companies to attend and put on a performance. Gracie the Clown was also considered.

As of this date, the Committee anticipates at least four people competing at the barbeque cook off and hoped more will enter. First place prize will be \$200 and second place will be \$100. Elizabeth asked about prizes for the kayak race. She suggested having a sprint race and an endurance race for different age groups. Michelle stated she had the following gift cards: a \$25 Food Lion and a \$25 Lowes Food. Karen had a gift card from Campbell for a gas cylinder. Michelle suggested \$50 for a prize and the rest can be door prizes. The committee will research what prizes were given last year and decide. Melina suggested giving a plaque along with the cash prize for the cook off and Commissioner Glidden suggested also having a plaque at City Hall listing each year's winner. Melina thought that would require keeping the cook off the same every year and the Committee was in agreement that the barbeque cook off will be a hit. Competitors will need to set up by 10 AM, games will need to be set up the night before.

**e. Fiscal Year 2016 – 2016 Budget**

Michelle stated she verified with Karen Thompson at City Hall that there is about \$600 to \$800 remaining in the budget from the cancelled 9/11 Bike Run event last year. Those funds must be used by the end of June or they will go back into the General Fund. Michelle did increase the budget an additional \$200 for the Haunted Hayride/Fall Festival event. Commissioner Glidden advised budget meetings start next week.

## **VI. NEW BUSINESS**

### **a. Battle of the Bands**

Michelle revised the entry forms from last year and had heard from a person who was very interested in participating at the event. Melina had the list of emails and phone numbers from last year and will start contacting people. Elizabeth suggested putting the BSL logo on the entry forms for when they bring the forms up to Wilmington. Karen stated she will bring the entry forms to the Azalea Festival this weekend.

The Committee discussed food options for the event and decided on sausage and peppers as well as hot dogs. Michelle Hennessey will ask Banana Boat if they can participate at this event and the Spring Fling event.

The Committee members will go to Wilmington on Saturday, May 9<sup>th</sup> to post flyers for bands to participate at the event.

## **VII. PUBLIC COMMENT**

None.

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

Holiday Tree  
Spring Bicycle Run  
Spring Fling  
Battle of the Bands

## **VIII. ADJOURNMENT**

A Motion was made by Karen Johnson and seconded by Elizabeth Snyder to adjourn the meeting at 7:01 PM

**Vote: 5 – 0; Motion Carried**

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Respectfully submitted,

Pamela Bellina  
Administrative Assistant