



City of Boiling Spring Lakes

9 East Boiling Spring Road
Boiling Spring Lakes, NC 28461

Special Events Committee Meeting Minutes September 9, 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 September 9, 2015. Chairman Michelle Hennessy called the meeting to order at 6:02 PM.

II. APPROVAL OF AGENDA

A motion was made by Karen Johnson and seconded by Elizabeth Snyder 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 August 12, 2015 minutes as written.

Vote: 4 - 0

IV. PUBLIC COMMENT ~ none

V. OLD BUSINESS

a. Mayor's Cup Golf Tournament

Michelle Hennessey advised the Committee raised \$750 from the Mayor's Cup Golf Tournament however she deducted \$15.79 for pictures. The Committee's donations fund will now have up to \$885. For the event next year, Michelle would like to change the sponsor request letters to request foursome golf packages as opposed to twosomes they have been receiving.

b. 9/11 Memorial Bike Run ~ September 19, 2015

The flyers and letters have been distributed. Elizabeth spoke with Hard Knox Cycles. Beach House Harley advised they have cut their budget in half and will not be able to donate a door prize; however, Michelle will follow up as they are one of the stops on the run.

Michelle advised there are door prizes from Zeetlegoos, Pepperoni Grill and Brunswick Pest Control. Charlie Carroll has donated a knife to be raffled and there is a round of golf for 4 with cart fees from Ocean Ridge. Karen reminded there were door prizes from Campbell Oil and \$25 gift card from BBQ House and \$25 from Bella Cucina. Michelle does have a door prize from Banana Boat and will go to Dry Street Pub and Food Lion. Amanda went to Bob's Dawgs, Sunset Slush, Heavy Metal Custom Cycles, Russell's Place and Strand Outfitters and the BBQ House to request door prizes and Michelle requested she follow up as the event is close. The trophy is at Brandall's and will be ready no later than Thursday the 17th.

Karen advised that her husband Charlie was not available to cook at the event. It was discussed asking the Fire Department if they could cook for the event but Michelle advised there was a bicycle safety event taking place in the City Hall parking lot on the same day of the bike run which the Fire Department was participating. The members discussed concern over the safety of the children with the motorcycles as there would be a bicycle clinic set up in the garage of the Fire Department. Michelle advised there would be cones set up to divide the two areas which should keep the children away from the motorcycles and stated the Police Department is also hosting the event so everyone will be safe. The Committee had discussed having the event at Spring Lake Park but getting tables to the park was a problem. The main concern was finding someone to cook. Dennis Walton will be playing at the event. The Committee discussed the logistics of the run and Daniel Little of the Sheriff's Department advised Michelle he has the run under control. Scotchman's in Shallotte is the first stop, Beach House Harley is the second stop, Hardee's is the third and then the Old Brunswick Store is the fourth stop. The workshop/shopping will take place on Wednesday the 16th.

Karen stated she would cook at the event if someone could take her stops on the run. It was also discussed changing the food from chicken to hamburgers and hot dogs. Commissioner Glidden stated she and her husband would help with the food for this event.

Karen got pricing for the t-shirts of \$13.50 each shirt for either a white shirt with black lettering or a black shirt with white lettering in sizes medium to extra large with a minimum order of 24 shirts. The cost would be \$324 for 24 shirts and it was discussed what the

Committee would do if the t-shirts did not sell as there would be less money to be donated to the Police and Fire Departments.

A Motion was made by Elizabeth Snyder and seconded by Amanda Creel to not purchase t-shirts to sell at the 9/11 Memorial Motorcycle Run.

Vote: 3 – 1 (Karen Johnson abstains)

Michelle has 2 prayers which can be read. The Committee will ask Charlie Carroll to do a blessing of the bikes. Mayor Caster will make a speech and Dennis Walton can play the National Anthem.

Registration begins at 9:30 AM and the motorcycles head out at 10:30. Karen had an ad for the event placed in the *State Port Pilot* for two weeks.

VI. NEW BUSINESS

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

Michelle will get the flyer together for the Committee to approve and will order the candy. Karen reminded that items needed to be purchased for the prize bags. Michelle advised that she had purchased a lot of decorations and prize items last year after the event in anticipation of this year's event. The Committee also discussed at length whether to have tacos in a bag again this year or have another vendor/group that needs to raise money to provide the food such as a booster club. The members discussed how much time it took away from attending to the event by preparing and serving the food. Commissioner Glidden stated she and her husband can prepare and serve the food and asked if Pamela would like to help to which she agreed.

Kathleen Caric, 973 Eden Drive ~

Ms. Caric was in attendance to speak with the Committee about their requirements for scene designs, event start time and about the event in general. The Committee explained what takes place at the event and what is required for scenes such as a generator for any lighting requirements.

Karen will get prices for a bouncy house and advised that the prices vary by size and whether it has a slide or not.

The members discussed decorating the tree for Halloween and Thanksgiving. Ornaments will need to be purchased such as pumpkins, leaves and witches hats for Halloween and turkeys and gourds for Thanksgiving. Michelle stated she would purchase lights for the tree that had large bulbs as the small lights cannot be seen from the road.

Costume ideas for the Committee members were discussed along with whom to ask to Judge the costume contest and scenes. Elizabeth will try to connect with the fortune teller from last year to see if she is available. The Committee will have a workshop on October 11th at 11

AM to meet at the storage unit to inventory games, decorations, and to organize the storage unit. The most important item to concentrate on is getting scene makers for the event.

b. Annual Christmas Tree Lighting ~ December 5, 2015

This matter was tabled to the October meeting.

VII. ANNOUNCEMENTS

Elizabeth Snyder announced this will be her last year as committee member on the Special Events Committee.

VIII. NEXT MEETING AGENDA ITEMS

Old Business: 9/11 Memorial Bike Run
Fall Festival ~ Haunted Hayride

New Business: Annual Christmas Tree Lighting
2016 Event Schedule

VIII. ADJOURNMENT

A Motion was made by Karen Johnson and seconded by Amanda Creel to adjourn the meeting at 7:14 PM.

Vote: 4 – 0

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Respectfully submitted,

Pamela Bellina  
Administrative Assistant