



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

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

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### **Special Events Committee Meeting Minutes January 13, 2016 6:00 P.M.**

**ATTENDANCE:** Michelle Hennessy, Chairman, Karen Johnson, Amanda Creel,  
Kathleen Caric, Melissa Waller-DeBruhl

**COMMISSIONER LIAISON:** David Crawford

**STAFF:** Pamela Bellina, Administrative Assistant

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

The regular monthly meeting of the Special Events Committee was called to order by Chairman Michelle Hennessey at 6:07 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: 5 - 0**

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

A motion was made by Amanda Creel and seconded by Melissa Waller-DeBruhl to accept the November 5, 2015 minutes as written.

**Vote: 5 - 0**

#### **IV. PUBLIC COMMENT ~ none.**

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

##### **a. Annual Tree Lighting ~ update**

Karen Johnson thought the weather was perfect and there were a lot of attendees at the event. Melissa Waller-DeBruhl advised there were 134 riders on the fire trucks and by her head

count, there were approximately 230 attendees at the event. She advised the Fire Department will start to plan the 2016 event in March with improving the route and more decorating ideas. Michelle brought up the possibility of hosting the event at the Community Center next year because of the amount of attendees. She suggested during the fire truck ride with Santa, the fire trucks could stop by the tree which could then be lit. The fire trucks could then drive over to the Community Center for crafts, hot chocolate and pictures with Santa. The committee will further discuss the idea later in the year.

## **VI. NEW BUSINESS**

### **a. Welcome New Member ~ Melissa Waller-DeBruhl**

The committee members welcomed Melissa to the committee and also welcomed Kathleen again as her reappointment was approved at the Board of Commissioners meeting.

### **b. 2016 Event Planning**

The committee members discussed the following tentative dates for the 2016 events:

Spring Bicycle Run ~ April 9<sup>th</sup>. The members also discussed extending this event to include Earth Day.

Spring Fling at the Lakes ~ May 14<sup>th</sup>

Battle of the Bands ~ June 18<sup>th</sup>

Mayor's Cup Golf Tournament ~ August 27<sup>th</sup>

9/11 Memorial Bike Run ~ September 17<sup>th</sup>

Fall Festival / Haunted Hayride ~ October 22<sup>nd</sup>

Annual Tree Lighting ~ December 3<sup>rd</sup>. Michelle will speak with Mary Green if the event can be held at the Community Center.

Karen Johnson advised the new members the committee usually cancels their December meeting and regroups in January to start the next year of planning.

The members will ascertain opening day for Towne Creek as the Spring Bicycle Run coincided with that event last year which resulted in less participation.

## **VII. ANNOUNCEMENTS**

Commissioner David Crawford introduced himself to the members and felt he was a good match for the Special Events Committee as he was an avid barbeque competitor and was looking forward to helping with the events.

Karen mentioned to the new members that the committee often has workshops before an event, usually on a Saturday or Sunday, to prepare for the upcoming event. When the weather gets warmer, a trip to the storage unit will be planned to familiarize the new members with the unit and its contents.

Michelle mentioned purchasing pink lights for the holiday tree and Karen suggested hearts and cupids for decorations. Michelle suggested purchasing lights for the tree in other colors for corresponding holidays. Karen suggested as least 5 strands of lights for each color which is what they had for Christmas.

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

Finalize dates for 2016 events (obtain Towne Creek's opening day)  
Confirm 12/3 date at Community Center  
Delegate responsibilities for events  
Spring Bicycle Run/Earth Day event

#### **IX. ADJOURNMENT**

A Motion was made by Karen Johnson and seconded by Amanda Creel to adjourn the meeting at 6:56 PM.

**Vote: 5 – 0**

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Respectfully submitted,

Pamela Bellina  
Administrative Assistant