



City of Boiling Spring Lakes

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

Special Events Committee Meeting Minutes February 11, 2016 6:00 P.M.

ATTENDANCE: Michelle Hennessy, Chairman, Kathleen Caric, Melissa Waller-DeBruhl

ABSENT: Karen Johnson, Amanda Creel (absent/excused)

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 6:01 p.m.

II. APPROVAL OF AGENDA

A motion was made by Kathleen Caric and seconded by Melissa Waller-DeBruhl to approve the agenda as written.

Vote: 3 - 0

III. APPROVAL OF MINUTES

A motion was made by Kathleen Caric and seconded by Melissa Waller-DeBruhl to accept the January 13, 2016 minutes as written.

Vote: 3 - 0

IV. PUBLIC COMMENT ~ none

V. OLD BUSINESS

- a. Finalize 2016 dates**
- b. Confirm 12/3 event location**

Michelle advised that Steve White had a conflict with the Mayor's Cup Golf Tournament date which will now be held on August 20th. Michelle has emailed Mary Green several times to confirm use of the parks and facilities for the upcoming events but to date has not received a reply back although she understands Mary has been out sick. Commissioner Crawford asked to be advised if Michelle has not heard back from Parks and Recreation and he will help get the dates confirmed.

Melissa advised that the Fire Department is okay with the date of December 3 for the Tree Lighting/Santa Ride event. She advised Kyle Mulligan, Assistant Fire Chief, will start planning their part of the event.

Karen Johnson was to find out opening day for Towne Creek which topic will be tabled until next month as she was not in attendance. Towne Creek opening day may affect the Spring Bicycle Run date.

VI. NEW BUSINESS

a. Delegate responsibilities for events

Since two of the members were not in attendance, this topic has been tabled to the March meeting.

b. Spring Bicycle Run / Earth Day event ~ April 9, 2016

Michelle explained to the two new members what takes place at the event. She advised the event starts at Spring Lake. The riders are escorted by the Police Department and there are stops at Alton Lennon Park and the golf course. At each stop they provide water and fruit for the participants. The riders then return back to Spring Lake where the Committee gives out door prizes and provides lunch, which has been pizza the last two years, and then give out the award money. At each stop the participants are given a ticket and when the tickets are pulled, they use the last three digits on the ticket and money is awarded for the lowest number and the highest number.

Michelle will create the flyers. Door prizes need to be acquired. The letters given to local businesses contains the request for prizes and will have all members' names at the bottom of the page so that when the flyer and letter are brought to a business, the member circles their name as the contact person. The door prizes are geared toward children as it is mostly younger children who participate.

As to the Earth Day part of the event, former Committee member Melina Trivette is unable at this time to help participate so Michelle asked the members for any ideas for Earth Day events. She suggested pulling back that part of the event until next year if the members cannot come up with enough ideas and to just concentrate on the bicycle run. Melissa stated the Fire Department is willing to help out with the event. Michelle suggested finding out if the Warrior Ride group could participate with the event as last year they helped with an event and gave away bicycles. Melissa mentioned she has Waves For Kids which can help with the event too.

VII. ANNOUNCEMENTS

Michelle Hennessey announced she would like to step down as Chairperson of the Committee because she has been overwhelmed between school and work and with the anticipation of the birth of her grandchild she cannot devote the time needed to being the Chairperson. After some questions, Melissa offered to take over the position if no one else on the Committee wanted to serve and asked for Michelle's guidance as she transitions. Michelle advised that she is not leaving and will still be a member of the committee and will guide Melissa with the transition.

Michelle will call a Special Meeting to vote a new Chairperson, time and date to be announced and will be held prior to the March 9th meeting. Michelle will have the flyers and letters for the Spring Bicycle Run available soon. Melissa offered to help prepare them.

VIII. NEXT MEETING AGENDA ITEMS

Finalize event dates/locations
Spring Bicycle Run
Delegate Responsibilities for Events
FY 2016/2017 Budget

IX. ADJOURNMENT

A Motion was made by Kathleen Caric and seconded by Melissa Waller-DeBruhl to adjourn the meeting at 6:25 PM.

Vote: 3 - 0

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Respectfully submitted,

Pamela Bellina
Administrative Assistant