



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

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

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

**March 9, 2016**

**6:00 P.M.**

**ATTENDANCE:** Melissa Waller-DeBruhl, Chair, Michelle Hennessey, Karen Johnson, Kathleen Caric,

**ABSENT:** Amanda Creel (excused)

**COMMISSIONER LIAISON:** David Crawford (absent/excused)

**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 6:02 p.m.

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

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

**Vote: 4 - 0**

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

A motion was made by Michelle Hennessey and seconded by Karen Johnson to accept the February 11, 2016 and the February 22, 2016 minutes as written.

**Vote: 4 - 0**

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

## **V. OLD BUSINESS**

### **a. Finalize 2016 event dates / locations**

Michelle confirmed all of the dates are good and advised that the Parks and Recreation Department has agreed to allow the Tree Lighting/Ride with Santa event to be held at the Community Center.

### **b. Delegate responsibilities for events**

This topic has been tabled until Melissa gets up to speed with the Chairperson position.

### **c. Spring Bicycle Run ~ April 9, 2016**

Karen advised she has the signs from last year and she will contact Steve White at the golf course to prepare the last stop on the Bicycle Ride. Melissa advised that Kevin at the Fire Department will have one of their trucks available for repairs and safety. Melissa further advised she can also get volunteers for each of the stops.

The members decided to have pizza for lunch which they may change in the future once the event grows. Kathleen will contact the local pizza businesses to get the best price for the event. Last year approximately 10 pizzas were ordered at \$6.75/pizza. The members will go shopping on April 8<sup>th</sup> to purchase the water, soda, protein bars, coffee, fruit and cups.

Melissa will obtain from Allison at the Police Department their list of Small Fry Fishing Contest attendees and see if she can get them to participate at the Spring Bicycle Run.

Michelle prepared the letter for door prizes and gave one to each member. She explained to Melissa and Kathleen that each member covers an area: Karen generally covers the Bolivia, Supply area, Amanda covers the Oak Island area, and Michelle covers the BSL area. Kathleen offered to cover Southport. Melissa advised she can cover the Oak Island area if Amanda is unable to.

Michelle went over what takes place before the event: Opening Ceremony by Mayor Caster, then they have the National Anthem or the Pledge of Allegiance, the Pastor blesses the riders. Melissa stated she will have the Safety Officer at the Fire Department go over safety with the riders.

Prizes will be first place prize of \$200 and second place prize of \$100. The prizes are based on the tickets given out at each stop. The ticket with the highest number receives the \$200 prize and the ticket with the lowest number receives the \$100 prize. Melissa requested that this year's proceeds benefit the Boiling Spring Lakes Police Department's Small Fry Fishing Tournament which event was started by her Grandfather many years ago.

A Motion was made by Michelle Hennessey and seconded by Kathleen Caric to donate the proceeds from the Spring Bicycle Ride to the Boiling Spring Lakes Police Department's Small Fry Fishing Tournament.

**Vote: 4 – 0**

Michelle provided Melissa with the bicycle route. Michelle will incorporate it into the flyer.

The members decided that since Melina is unable to help with this year's Earth Day event, they will revisit the Earth Day part of the event to next year.

Melissa asked if the Committee advertises the event. Michelle explained that advertising comes out of the budget and the last ad cost approximately \$50. Karen explained the size of the ad placed last year and thought it was a good price for the exposure provided.

A Motion was made by Michelle Hennessey and seconded by Kathleen Caric to place an ad in the newspaper for the Spring Bicycle Ride event.

**Vote: 4 – 0**

Karen will contact the *State Port Pilot* to place the ad and will also contact the radio and news stations to put the event on their calendar of events. Melissa will contact the Chamber of Commerce to see if they can post the event.

## **VI. NEW BUSINESS**

### **a. FY 2016 - 2017 Budget**

Michelle advised there is a new line item on the budget for office supplies of \$100.00. Michelle asked Pamela if she could find out what falls under this line item.

The members agreed to increase the budgets for the following events: Tree Lighting/Santa Ride to \$900; Haunted Hayride increase to \$900; Battle of the Bands increase to \$900; 9/11 Memorial Bike Run increase to \$1700. Mayor's Cup, Spring Fling and Spring Bicycle Ride events will stay the same.

Michelle advised Melissa there is another line item that is not shown on the budget print-out which is the Special Events capital account which holds the money raised from events such as Battle of the Bands and Mayor's Cup Golf Tournament. These funds are used to purchase items such as equipment and other miscellaneous items needed to hold the events.

**b. Spring Fling at the Lakes ~ May 14, 2016**

Michelle will put together vendor letters to all vendors that attended last year. The barbeque cook-off will still be part of the event. Dennis will provide the music and MC the event.

**VII. ANNOUNCEMENTS ~ none**

**VIII. NEXT MEETING AGENDA ITEMS**

Spring Fling  
Battle of the Bands  
FY 2016-2017 Budget

**IX. ADJOURNMENT**

A Motion was made by Karen Johnson and seconded by Michelle Hennessey to adjourn the meeting at 7:10 PM.

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Respectfully submitted,

Pamela Bellina  
Administrative Assistant