



City of Boiling Spring Lakes

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

Special Events Committee Meeting Minutes July 13, 2016 6:00 P.M.

ATTENDANCE: Melissa Waller-DeBruhl, Chairman, Michelle Hennessy, Kathleen Caric, Lucille Launderville, Kevin Metzker, Sr.

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 Melissa Waller-DeBruhl at 6:03 p.m.

II. APPROVAL OF AGENDA

Melissa Waller-DeBruhl requested to add to the agenda VI. New Chairperson with the remainder of the agenda numbers to change accordingly.

A motion was made by Michelle Hennessey and seconded by Kevin Metzker to approve the agenda as amended.

Vote: 5 - 0

III. APPROVAL OF MINUTES

A motion was made by Michelle Hennessey and seconded by Kathleen Caric to accept the June 8, 2016 minutes as written.

Vote: 5 - 0

IV. PUBLIC COMMENT ~ none.

V. Welcome New Members

Melissa welcomed their two new members. She introduced Kevin Metzker, Sr. who is a volunteer firefighter for the Boiling Spring Lakes Fire Department and Lucille Launderville who advised she moved here from Vermont about five months ago.

VI. Vote New Chairperson

Melissa advised that because of family obligations she is unable to continue with the Chairperson position and advised she would like to step down from the position. Michelle Hennessey advised, and if the members were in agreement, she would reassume the Chairperson position again.

A Motion was made by Lucille Launderville and seconded by Kevin Metzker for Michelle Hennessey to reassume the Chairperson position.

Vote: 5 – 0

VII. OLD BUSINESS

a. Battle of the Bands ~ postponement date September 24, 2016

Michelle explained the difficulties she had with securing a postponement date for the event but has reserved September 24th which is now confirmed. Because of the cancellation of the first and second dates, Dennis Walton has requested an additional \$100 non-refundable deposit for this event. He has had to rearrange his schedule as well as the schedules of his staff twice and since he has given up other work because of the date changes, he requested the non-refundable deposit. Michelle informed the members that Dennis charges a reduced rate for events held by the Special Events Committee than what he would normally charge and for this event, his fee encompasses the day instead of his normal 4-hour gig. Michelle asked the members if they were in agreement with giving Dennis the additional \$100 non-refundable deposit in addition to his \$200 fee.

A Motion was made by Kathleen Caric and seconded by Melissa Waller-DeBruhl to give Dennis Walton an additional \$100 non-refundable deposit.

Vote 5 – 0

Michelle went on to explain because the Battle of the Bands event was not held prior to the end of fiscal year, she had to speak with Jeff Repp, City Manager, to try and save the funds from being given back to the City. Mr. Repp stated he would hold the \$700 in the Battle of the Bands budget line item in addition to the \$700 requested for the 2016 – 2017 budget line item. Michelle further explained that the Committee did end up giving back to the City approximately \$700 it had left over in the budget because it was not spent before the end of the fiscal year. For the new members, Michelle explained how they budget for events and how much they request.

Michelle remade the flyers with the new date and asked the members to please hand them out. Michelle said she would hand out flyers in Wilmington. Melissa said she could hand them out on Oak Island and Kevin said he could handle Southport and Boiling Spring Lakes. They still need someone to hand out flyers in Leland. As to food, Michelle said that Melina and Josh Trivette would still cook for the event and she suggested that because they do not have the extra funds from the last fiscal year, to just have sausage, peppers and onions and maybe hamburgers and hotdogs instead of getting a pig. Michelle said she would do the shopping for the event and said help is always appreciated. Melissa suggested having a sprinkler like they do at the fireman competition in Southport for the kids to run through and play in. Lucille asked how many bands attend, how they are scheduled, and how the winner is chosen. Michelle explained how the event unfolds and that voting is by people's choice. Attendees buy tickets to vote and they put their tickets in the can designated for the band they choose. Michelle said there is a new Facebook page for musicians in Southport which she will friend and share the event on that page.

b. Mayor's Cup Golf Tournament ~ August 20, 2016

Michelle explained the event to the new members and what their roles are at the event. Steve White is the owner of the golf course and he basically handles most of the event. She said in addition to the fee charged to golf in the event of which Steven keeps \$45, the balance is donated by Steve to the Special Events committee. These funds Michelle explained are for the committee's use and are not part of the budget.

Michelle further explained that the committee can hold a 50/50 and/or raffle at the event which would enable them to raise more money. The committee members will monitor two holes with coolers full of drinks to be handed out to the golfers. After the golfers come back to the club, Steve hosts a luncheon and then he hands out the awards and then the 50/50 winner is chosen. Michelle said in the past they have used the money donated by Steve to the Committee to adopt a family at Christmas or it can be donated to a local charity and could even be used to purchase equipment needed by Special Events for their events.

A motion was made by Lucille Launderville and seconded by Kevin Metzker to deposit the funds donated by Steven White from the Mayor's Cup Golf Tournament to the Special Events committee in their capital fund and to decide no later than June 30, 2017 how to use the funds as that is the end of the fiscal year.

Vote 5 – 0

Melissa asked when contacting the golf clubs if they know what the Committee is seeking or do they need to explain. Kathleen's husband has volunteered to call the approximately 20 golf clubs in the area to see if they will donate a 4-person golf package. Michelle said they try to get 11 packages donated and Steve donates one package. There are three winning teams of four players which totals 12 packages.

VI. NEW BUSINESS

a. 9/11 Memorial Bike Run ~ September 17, 2016

Michelle explained the bike run event to the new members. The event begins with coffee and donuts before the ride and registration. The Brunswick County Sheriff's Office will escort the riders through the course from Boiling Spring Lakes, to the BP in Shallotte, down to Sunset Beach back up to Beach Harley, up to the Hardees or McDonald's by 211/Rt. 17 and then back to Boiling Spring Lakes. At each stop, tickets will be given out for the game to decide the first and last place winners. Kevin asked what is needed from the Fire Department for this event and Michelle stated their presence and to escort the riders from the Old Brunswick Store to the Community Center. Kevin and Melissa advised there are two firefighters who can cook at the event. Kevin also suggested bringing the fire department pick up which has a trailer in case any of the motorcycles break down. Kevin has many years of experience as a tow truck driver. A trophy is given to the group that has the most riders. Michelle advised the members that everyone needs to handle a specific part of the event so nothing gets forgotten. First she needs a vote from the members to place an ad in the *State Port Pilot* for the event. Then she needs someone to handle advertising the event and to call the *State Port Pilot* to place the ad. Kathleen Caric agreed to call the *State Port Pilot* to have the ad placed. Michelle will email her the flyer.

A Motion was made by Kevin Metzker and seconded by Melissa Waller-DeBruhl for the committee to place an ad in the *State Port Pilot* at a cost of \$50.00.

Vote 5 – 0

Michelle also mentioned to the members that when handing out flyers to the local businesses, to ask if they would like to donate a door prize. Michelle said in the past, most businesses will donate something.

The members discussed what food to have at the event and it was decided to roast a pig as that has been a favorite at this event in the past. Kevin advised the Fire Department has 3 big grills that can be used and Melissa said there are plenty of firefighters willing to cook. Michelle advised at the next meeting they will pick which stops the members will man and asked if the members can get volunteers to help with the event. Michelle will have Pamela print flyers for the events and place the events on Chamber of Commerce's website. Melissa suggested bringing flyers for the lobby at the Chamber of Commerce for visitors to pick up.

VII. ANNOUNCEMENTS

Michelle announced the birth of her granddaughter, Athena on June 16th. Baby and Mother are doing well.

VIII. NEXT MEETING AGENDA ITEMS

Mayor's Cup Golf Tournament
Battle of the Bands

9/11 Memorial Bike Run
Fall Festival/Haunted Hayride

IX. ADJOURNMENT

A Motion was made by Melissa Waller-DeBruhl and seconded by Lucille Launderville to adjourn the meeting at 7:13 PM.

Vote: 5 – 0

~~~~~

Respectfully submitted,

Pamela Bellina  
Administrative Assistant